

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 18<sup>th</sup> June, 2018 at Crown Chambers, Melksham at 7.00 p.m.**

**Present:** Cllrs. Richard Wood (Chair), Alan Baines, Nick Holder, Greg Coombes, Paul Carter, David Pafford, Paul Taylor and Terry Chivers.

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

Invited Guests: Wiltshire Cllrs. Roy While and Phil Alford.

Prospective Co-option Candidates: Daniel Barber, James Savill, Robert Shea-Simonds.

- 092/18 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire. He announced that Trowbridge Cultural Festival of Food and Tesco were holding “The Great Get Together”, an afternoon of tea, coffee and cake to celebrate the life of Jo Cox MP on Sunday 24<sup>th</sup> June, 2.00-4.00pm at the Tesco Community Space. There was also a Public Meeting being held by the CCG (Clinical Commissioning Group) to give an update on the NHS on Monday 25<sup>th</sup> June at 7.00pm in the Town Hall. It was noted that the Parish Officer had carried out a fire check prior to the meeting at 6.50pm.
- 093/18 **Apologies:** Cllr. John Glover (Vice Chair) and Cllr. Mary Pile were on holiday and Cllr. Kaylum House had given apologies as he was unwell; these were accepted.
- 094/18 **Declarations of Interest:** Cllr. Wood declared an interest in agenda item 11e), Chair’s Allowance. The Clerk declared an interest in Agenda Item 17a), Staffing and Agenda items relating to the LYN (Local Youth Network) as she is a member.
- 095/18 **Dispensation Requests:** None.
- 096/18 **Items to be Held in Committee: *Resolved:*** *Agenda items 17a and 17b 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.
- 097/18 **Adoption of Standing Orders for 2018/19:** The Council noted that the draft Standing Orders for 2018/19, based on the NALC (National Association Local Council’s) model, had stood adjourned since the Annual Council meeting on 14<sup>th</sup> May to be adopted by the Council at this meeting. ***Resolved:*** *The Council formally adopt the Standing Orders for 2018/19.*
- 098/18 **Code of Conduct – Appendices:** The Clerk advised that the Council had resolved under Min.010/18 to adopt the Code of Conduct Policy for 2018/19, based on the Wiltshire Council model, and review the appendices at the next Full Council meeting, as they had not been attached to the document. She explained that Appendix 1 was

specific to the roles and responsibilities of a Wiltshire Council member and the Parish Council had already adopted the WALC (Wiltshire Association of Local Councils) model of Member Roles and Responsibilities. Appendix 2, Wiltshire Council's Behaviours Framework, although gives some guidance to councillors it mainly sets out how staff members should deal with customers for example, and again the Parish Council have a policy on how members and staff interact. She suggested that these appendices were not relevant to the Parish Council and that there was already a suite of policies which covered all of these aspects and the Council's protocols. It was considered that the Code of Conduct adopted at the Annual Council meeting on 14<sup>th</sup> May should be amended to remove the references to the appendices and that at a future meeting the Council could further amend it to make reference to the suite of other policies which covered the Parish Council's conduct and behaviour protocols. **Resolved:** *The Council do not adopt the appendices and omit the reference to them in the Code of Conduct.*

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

099/18

**Public Participation:**

Wiltshire Cllr. Phil Alford reported on the announcement by Wiltshire Council that due to cut backs they were no longer going to run Braeside and Oxenwood Education Centres as they were non-statutory services. Although initial reports were that these centres would close in September, they will now remain open until 31<sup>st</sup> December and Wiltshire Council are actively looking for another organisation or charity to take on the running of these services. He informed that Wiltshire Council did not want to accept any bids from organisations which were over ambitious and were not sustainable and thus wanted to make sure that they passed on these services to the most appropriate organisations. A clause would be written into any asset transfer agreement so that any future organisations running these centres would have to give the funds from any potential sale of these assets back to Wiltshire Council.

He reported that a consultation was being held into the future of the 3 SEND (Special Education Needs and Disabilities) schools in the County. The three schools are Larkrise in Trowbridge, St. Nicholas in Chippenham and Rowdeford in Devizes, who offered education to approximately 250 students with very specialised needs between the three establishments. Due to an increase in population it had been estimated that a further 200 plus places need to be provided, but it is very difficult to expand the existing schools. St. Nicholas cannot be extended as it is locked in by other buildings, Rowdeford is a very old building and the Larkrise site is split by a road. He stated that there were currently three options being considered; keep all three schools open, just keep 2 schools open or build one new school. However, no decisions had yet been made, so he urged members to give their opinions and make suggestions on this consultation.

He explained that the Area Board managed £20,000 a year in LYN (Local Youth Network) funding, and that youth groups and organisations catering for 13 to 19-year olds in the Community Area could apply for grant funding from this money. The Area Board felt that some groups were really good at applying for this funding, whereas other groups didn't seem to engage with it. They are therefore looking at being proactive and commissioning services for young people, and putting forward a proposal that youth organisations can bid for that target work orientated around the key priorities for the area which are ASB (Anti-Social Behaviour), alcohol and drug problems.

At the last Area Board there was an update on the highways works to be carried out on the Farmers Roundabout, starting in January. He had a copy of the power point

presentation and said that he would forward this onto the officers. A member queried why there had been no public consultation on the proposals for the Farmers Roundabout, and it was noted that Wiltshire Council was not paying for any of this work as the cost was being met by Highways England.

Wiltshire Cllr. Roy While gave an update on the new Chief Health Officer appointment which was due to be jointly funded by Wiltshire Council and the CCG (Clinical Commissioning Group) to link in social services with health services. He reported that the Government was about to publish a green paper on the health service and therefore the joint appointment has been delayed pending the outcome of this. However, Wiltshire Council were keen to still find ways to continue working jointly with partner agencies.

100/18

**Co-option of New Councillors:** Following advertisements in the local press, council and community noticeboards and on the Parish Council website and social media, three candidates had come forward for two vacancies; one seat in Berryfield Ward and one seat in Bowerhill Ward. All the candidates, as requested, had sent in written statements prior to the meeting about why they wished to become a councillor for the parish.

Cllr. Wood explained the co-option process. There would be voting by secret ballot, with candidates having to achieve a majority vote; as there were 8 councillors present 5 votes would be required. In the case of a tie, those candidates would be voted for again via secret ballot until one candidate had the majority vote.

Cllr. Wood asked all the candidates to give a short speech on why they wished to become a councillor:

Mr. Daniel Barber stated that he had moved to Wiltshire in 2012 as he was in the armed forces and posted at MOD Corsham. He was very involved with the community, such as the British Legion and assisting in setting up a youth club in Corsham, Youth Zone. He then set up his own business and is part of the Trowbridge Chamber of Commerce. He considers himself to be a social entrepreneur and is very interested in helping and supporting UK Homelessness, UK Poverty and assisting young people to get off the streets and into work. He feels that becoming a councillor would help him to achieve some of these ambitions.

Mr. James Savill stated that he had lived in Bowerhill for 38 years, and that he had started his career in the building trade as a carpenter and retired as a building site manager. He was involved in the setting up of Bowerhill cubs when his children were younger. Now that he is retired and spends a lot of time walking around Bowerhill he can see the things that need addressing, but he is also aware that there were other areas in the parish and feels that he could contribute towards these too.

Robert Shea-Simonds stated that he is Wiltshire born and bred and moved to Melksham 20 years ago. As he lives in Bowerhill he wants to maintain its village feel and put forward the views of local residents. He has had a career in sales and sales management, retiring from Baileys Employment agency eight years ago. Since retirement he has worked part time for a mental health charity who offer lots of services to people with mental health difficulties, such as social inclusion and getting people back into work. Mental health is an important issue to him. He feels that he now has more time to contribute to working in his community as a councillor and support its wellbeing.

Cllr. Carter asked the candidates why they did not stand in the local elections, and if there were any difficulties or obstacles which prevented them from doing so.

Mr. Barber replied that as he was a member of the Trowbridge Chamber that they had recommended that he apply to become a town councillor for Trowbridge. He then noticed on Facebook that the deadline for applications to the Parish Council had been extended and as he lives in Semington on the border of the parish he felt that this would be a good opportunity.

Mr. Savill replied that he did not stand before as he did not feel that he stood a chance of being elected against the other candidates.

Mr. Shea-Simonds replied that he had attended a BRAG (Bowerhill Residents Action Group) AGM meeting with his wife, and then the Parish Council AGM, and he was disappointed that only he and his wife attended the latter. He felt that there were discussions being held over issues that interested him and that he should stand and represent his community.

Cllr. Wood drew attention to the recent Annual Parish Meeting where there was a large attendance from the local community and organisations, as this was now recognised as the meeting to attend to share all the good works that the groups in the parish were carrying out. He asked the candidates their views on the much publicised debate over whether there should be one council or two in Melksham.

Mr. Shea-Simonds stated that he did not know enough about the intricacies of both Councils to make an informed decision, but felt that “if it doesn’t need fixing then why change it”, however if the majority view was for the council to go down the route of one council, then he would be interested in being part of that process.

Mr. Savill felt that two councils should remain as he considered that there would be no benefit to the residents of the parish of Melksham Without, just an increase in council tax.

Mr. Barber replied that he was new to this debate and therefore felt that he did not know enough about the issues to make a comment.

*The Council re-convened.*

The Council members voted using the ballot papers which were collected by the Clerk. The Clerk counted the votes in the presence of the members and candidates and these were verified by the Parish Officer. Mr. Shea-Simonds received a majority of votes and Mr. Barber and Mr. Savill received equal votes. The ballot process was repeated for the latter two candidates who had tied. The Clerk counted the votes, verified by the Parish Officer and Mr. Barber received the majority of votes. **Resolved 1:** *Mr. Robert Shea-Simonds and Mr. Daniel Barber were duly co-opted onto the Council.*

Cllr. Wood welcomed the two new councillors and invited them to join the meeting and gave his commiserations to Mr. Savill, who was invited to stay as a member of the public. Cllr. Shea-Simonds and Cllr. Barber signed their declaration of office. Neither had been elected for a specific ward and were asked if either had a preference for which ward they served. As a resident of Bowerhill Cllr. Shea-Simonds expressed his wish to represent the ward that he lived in. Cllr. Barber was happy to represent the Berryfield

Ward as he was a resident of the village of Semington and felt that geographically this made sense. **Resolved 2:** Cllr. Shea-Simonds to represent the Bowerhill Ward and Cllr. Daniel Barber to represent the Berryfield Ward.

- 101/18 **Committees, Working Parties and Organisation Representatives for 2018/19:**
- a) **Appointment of Representatives for Committees and Working Parties:** As per Min.013/18 it was resolved that any vacancies would be considered at this meeting. **Resolved:** Vacancies on Committees and Working Parties to be filled as follows:  
Finance Committee: Cllr. Paul Taylor  
Planning Committee: Cllrs. Greg Coombes and Terry Chivers  
Highways & Streetscene Committee: Cllr. Robert Shea-Simonds  
Staffing & Resources Committee: Cllr. Robert Shea-Simonds  
Asset Management Committee: Cllrs. Terry Chivers and Paul Taylor  
Shurnhold Fields Joint Working Party: 1<sup>st</sup> Substitute Cllr. Kaylum House, 2<sup>nd</sup> Substitute Cllr. Daniel Barber  
Office Relocation Working Party: Cllr. Kaylum House  
Rights of Way Working Party: Cllrs. Richard Wood, John Glover, Alan Baines and Paul Taylor. Cllr. Mary Pile to be asked if she would like to be the fifth member, and if not Cllr. Terry Chivers will be on the working party.  
Highways and Streetscene Committee: Cllr Robert Shea- Simonds
- b) **Appointment of Organisation Representatives:** As per Min.014/18 it was resolved that any vacancies would be considered at this meeting. **Resolved:** Vacancies for Representatives for Organisations to be filled as follows:  
Whitley Reading Rooms: Cllr. Terry Chivers  
New Village Hall at Berryfield Project: Cllr. Daniel Barber  
Wilts & Berks Canal Partnership: Cllr. Nick Holder  
Melksham Hospital & Community: Cllr. Greg Coombes  
Melksham Charities: Cllr. Daniel Barber  
CPRE (Campaign to Protect Rural England): Cllr. Paul Carter  
Footpath Representative for Beanacre: Vacant
- c) **Invitation from the Town Council to attend the Civic Celebrations and Service:** The Clerk asked whether any member wished to represent the Parish Council at the Civic Celebrations and Service as both the Chair and Vice Chair were on holiday. It was noted that this event was being hosted by the Town Council and was on Sunday 1<sup>st</sup> July at 2.15pm. Cllr. Baines offered to represent the Parish Council at this event.
- d) **Community Safety Meeting – Thursday 28<sup>th</sup> June:** It was noted that Cllr. Glover was the representative for this organisation but would be away on holiday for this meeting. Cllr. Carter offered to attend as the Parish Council representative.
- 102/18 **Minutes, Annual Council Meeting 14<sup>th</sup> May, 2018: Resolved:** The Minutes of the Annual Council Meeting held 14<sup>th</sup> May, 2018 were formally approved by the Council and signed by the Chairman as a correct record.
- 103/18 **Confidential Notes to Accompany the Minutes, Annual Council Meeting 14<sup>th</sup> May, 2018: Resolved:** The Confidential Notes to accompany the Minutes of the Annual Council Meeting held 14<sup>th</sup> May, 2018 were formally approved by the Council and signed by the Chairman as a correct record.
- 104/18 **Minutes, Planning Committee Meeting 21<sup>st</sup> May, 2018:**

- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 21<sup>st</sup> May, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Resolved:** *The Recommendations detailed in Min.039/18a)1), Min.039/18a)2), Min.039/18b)1), Min.039/18b)2), Min.039/18d), Min.040/18)1) and Min.040/18)2) were formally approved.*
- c) **Arising from Min.039/18d:** A query had previously been raised over Wiltshire Council's CIL (Community Infrastructure Levy) Liability list and why there was not a requirement for a CIL contribution from all of the development in the parish. Following a recent training and networking session with Wiltshire Council and the SLCC (Society of Local Council Clerks) the Clerk reported that Self Build applications were not liable.

105/18 **Minutes, Planning Committee Meeting 11<sup>th</sup> June, 2018:**

- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 11<sup>th</sup> June, 2018 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:  
From Min.076/18d)ii) – (Notes from Meeting with Taylor Wimpey) references to Lysander Way and Lancaster Way amended to read Lysander Road and Lancaster Road.*
- b) **Resolved:** *The Recommendations detailed in Min.072/18, Min.075/18 and Min.078/18 were formally approved.*
- c) **Arising from Min.071/18 – Premises Licence Variation:** It was noted that due to the consultation deadline date the recommendations with regard to the licence application for the Toast Office in Top Lane, Whitley had already been submitted.
- d) **Arising from Min.076/18d)ii) – Notes from Meeting with Taylor Wimpey:** Cllr. Holder, as the Parish Council representative on BRAG (Bowerhill Residents Action Group), reported that Taylor Wimpey had made contact with BRAG and confirmed that they would be attending their meeting on 10<sup>th</sup> July. Additionally, as the Community Link Governor for Melksham Oak School he reported that the Board of Governors had agreed to formally raise with Wiltshire Council the issue of the reserved matters planning application for 450 dwellings east of Spa Road (18/04644/OUT), to understand at what point they intended to extend the school to accommodate the new pupils created from this development.

106/18 **Venues of Forthcoming Planning Meetings:** The members noted that forthcoming planning meetings would be held at the following venues:

- 2<sup>nd</sup> July 2018 - United Church, Melksham
- 23<sup>rd</sup> July 2018 - St. Barnabas Church, Beanacre
- 13<sup>th</sup> August 2018 - St. Barnabas Church, Beanacre

8.10pm – *The Parish Officer carried out a fire check of the building.*

107/18 **Finance:**

- a) **Minutes, Finance Committee Meeting, 21<sup>st</sup> May, 2018: Resolved:** *The Minutes of the Finance Committee Meeting held 21<sup>st</sup> May, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Recommendations, Finance Committee, 21<sup>st</sup> May, 2018: Resolved:** *The recommendations detailed in Min.051/18b), Min.051/18c), Min.051/18d)i)1), Min.051/18d)i)2), Min.051/18e), Min.051/18f), Min.051/18g), Min.052/18c), Min.052/18e), Min.052/18f), Min.053/18a), Min.053/18b), Min.055/18, Min.056/18)1),*

Min.056/18)2), Min.057/18b), Min.058/18, Min.061/18, Min.062/18, Min.064/18 and Min.065/18 were formally approved.

- c) **Financial Regulations for 2018/19:** The revised Financial Regulations for 2018/19 were noted. The Clerk drew attention to the change in procedure for the reporting and authorising of payments. Under point 5.2 of the Financial Regulations it states that any payments will be approved by Full Council and listed in the minutes. However, the majority of payments the Council makes have already been authorised, either via approved contracts or are agreed rates for utilities or hourly rates, as per point 5.6. The Council are therefore effectively double authorising payments and the reporting in the minutes is now different to the reports produced by Rialtas. She explained that moving forward the Council would now get a report showing what had been paid since the last meeting and that this was the way that larger Councils reported their payments. Any new payments that did not fall into this category would be brought to Full Council for pre-approval.
- d) **Correspondence from Insurance Brokers: Arising from Min.053/18a:** The Clerk had queried with Came & Co, the Parish Council's Insurance Broker, whether the Council's insurance policy covered them for scams and fraud from hackers under the Official's Indemnity cover. The brokers confirmed that this section provides cover up to £500,000 in any one period of insurance should a claim arise from a negligent act, accidental error or omission committed by an employee, Councillor or co-opted member during the course of their duties. The policy with Inspire also provides Internet & Email cover as standard which, in brief, insures the Council in the event a claim is brought against them due to the content of the Council's website or email systems including where these damage a third party's computer systems. In addition, the policy covers loss and damage caused to the Council's own systems following the actions of a hacker. There is a sum insured provided of £50,000 in any one period of insurance.

There was an option of arranging a more comprehensive Cyber and Data policy, to cover things such as cyber-crime, with an indication of an annual premium in the region of £1,000 to £1,250.

She had additionally requested that the employee dishonest cover was raised from £350,000 to £500,000 and advised that the additional annual premium for this would be £213.07. It was queried whether there was enough money in the insurance budget to cover this additional cost. The Clerk advised that there was £4,950 in the budget for insurance, and that the insurance premium this year was £4,942 therefore with the additional premium payment for the increased dishonesty cover £200 would need to be taken from the contingency reserve. **Resolved:** *The Parish Council increase their Employee Dishonesty Insurance cover to £500,000 at an additional premium cost of £213.07.*

*Cllr. Wood stood down from the chair and Cllr. Baines took the chair for the next agenda item.*

- e) **Chairs Allowance for 2018/19:** As per Min.061/18 it had been recommended that any increase in the Chairman's allowance was reviewed once Wiltshire Council had set their member's allowance and published any increase. They had responded to say that they were applying a 2% award to their member's allowance. **Resolved:** *The*

Chairs Allowance is increased by 2% in line with the increase to Wiltshire Council Members' allowance. From £750 (17/18) to £765 (18/19).

Cllr. Wood retook the chair.

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

Trans action No	Paying In Ref	Income Details	Amount £
V600	500116	Inv. 029-JB100418 - White Hart F.C. (Less £50 deposit pd 5/9/17)	10.00
V601	500116	Inv. 032-JB080518 – BASRAG newsletter printing	36.76
V602	500117	DWF LLP - Policy excess for damaged bus shelter	250.00
V603	500118	Private hire (use of Pavilion toilet)	10.00
V604	500119	AFC Melksham DEPOSIT for F/Ball Season 18/19	50.00
V605	500120	Inv. 030-JB100418 - The Foresters Arms (Football)	60.00
V606	BGC	Wiltshire Council - Agreed devolved service/asset transfer contribution (Hornchurch Road Play Area)	1,000.00
V607	BGC	Wiltshire Council - Area Board Grant for Footpath at Hornchurch Road	4,000.00
V608	BGC	Wiltshire Council - CIL Planning Applic. 17/01096/REM (Land North of Sandridge Common SN12 7JR)	22,735.59
		<b>TOTAL</b>	<b>28,152.35</b>

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

Trans action No	Chq No./Ref.	Payee	Payment Details	Net £	VAT £	Gross £
V609	5795	Came & Company	Insurance 18/19 agreed at Finance on 21/05/2018	4,412.51	529.50	4,942.01
V610	5796	Aquasafe	Original cheq no. 5768 stopped (incorrect postal address)	230.00	46.00	276.00
V611	5797	TWCIC	Original cheq no. 5736 stopped (different payee, originally paid to Melksham Railway Development Group)	300.00	0.00	300.00

			<b>SUB TOTAL</b>	<b>4,942.51</b>	<b>575.50</b>	<b>5,518.01</b>
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**Resolved 2:** The following accounts were approved for payment:

Trans action No	Chq No. Ref.	Payee	Payment Details	Net £	VAT £	Gross £
V612	5798	Melksham Town Council	Inv. MISC/11/18/19 - Joint funding of Public Toilets = £6,177.78	6,326.72	0.00	6,326.72
			Inv. MISC/15/18/19 - SID (Woodrow Road) = £100.00			
			Inv. MISC/13/18/19 – Neighbourhood Plan = £48.94			
V613	5799	Wiltshire Pensions Fund	Period 3 - June 2018	1,654.52		1,654.52
V614	Unity BACS	HMRC	Period 3 - June 2018	1,526.50		1,526.50
V615	5800	J.H. Jones & Sons	Inv. 12840 - Grass Cutting (May)	736.41	147.28	883.69
V616	5801	Simon J White	Inv. 7706 - Maintenance of Carson Tyre R/About (June) = £195.00	390.00	0.00	390.00
			Inv. 7692 - Maintenance of Carson Tyre R/About (May) = £195.00			
V617	5802	Jens Cleaning	Inv. 1040 - Cleaning of Pavillion	214.00	0.00	214.00
V618	DD	Sirus	Inv. 37577 - C.C. telephone calls and service charges	176.70	35.34	212.04
V619	5803	Lloyds Charge Card	Land Registry (re: 29 The Beeches) = £3.00	130.54	19.95	150.49
			Schone Products (UK) (Pedal Bin Liners) = £5.01			
			Emett Ltd (cleaning materials) = £20.99			
			Papertrain Ltd (p/copier paper) = £98.75			

			Amazon (digital postal scales) = £19.74			
V620	5804	Condor Office Solutions Ltd	Inv. 524580 - P/Copier use (May/June)	124.37	24.87	149.24
V621	DD	Wiltshire Publications Ltd	Inv. 47592 - Issue 710 (7/6) – Advert: Could you fill a vacancy @ MWPC?	113.10	22.62	135.72
V622	Unity BACS	Lloyds Charge Card	Amazon (Pins) = £1.80	105.47	16.92	122.39
			Amazon (Stationery) = £37.30			
			Plastic Sheets (Bus Shelter) = £23.34			
			Request A Plan (Planning Applic. For office move) = £21.00			
			Choice Stationery Supplies Ltd (A3 p/copier paper) = £9.28			
			Royal Mail (postal charge) = £1.50			
			Amazon (Stationery) = £17.06			
			Amazon (Stationery) = £8.11			
V623	5805	Trade UK (Screwfix)	Inv. 0884191745 (Anti-slip tape for RofW Styles)	90.00	18.00	108.00
V624	5806	Andrea Pellegram Ltd	Inv. MWOPC132 (subscription to Planning Local)	100.00	0.00	100.00
V625	DD	Grist Environmental Ltd	Inv. 239443 - B/Hill Trade Waste (May) = £40.70	67.84	13.56	81.40
			Inv. 235962 - B/Hill Trade Waste (Apr.) = £40.70			
V626	5807	Radcliffe Fire Protection Ltd	Inv. 1105 - Annual Service of Fire Extinguishers (Pavilion)	46.00	9.20	55.20
V627	5808	Clerks & Councils Direct	Subscription 18/19	12.00	0.00	12.00

V628	DD	E-on	Inv. H15CCF5217 (Gas B/Hill)	11.03	0.55	11.58
V629	SO	Teresa Strange	Inv. (Jun) - T. Strange Emergency Mobile Phone	12.96	2.58	15.54
			Inv. (May) - T.Strange Emergency Mobile Phone			
			Inv. (Apr.) - T. Strange Emergency Mobile Phone			
V630	DD	E-On	Inv. H15CCF4CEF (Elec. B/Hill)	6.25	0.31	6.56
			<b>SUB TOTAL</b>	<b>11,844.41</b>	<b>311.18</b>	<b>12,155.59</b>
	<b>Salaries:</b>					
V631	Unity BACS	Richard Wood	1st instalment Chairs Allowance 18/19  <b>TOTAL = £204.00</b>	204.00		204.00
V632	Unity BACS	Teresa Strange	JUNE 18 SALARY = Additional 30hrs			
			Mileage			
			Expenses			
			<b>TOTAL =</b>			
V633	Unity BACS	Joanne Eccleston	JUNE 18 SALARY = Additional 51hrs			
			Mileage			
			<b>TOTAL=</b>			
V634	Unity BACS	Justina Barber	JUNE 18 SALARY = Additional 16.5hrs			
			Expenses			
			<b>TOTAL =</b>			
V635	Unity BACS	Marianne Rossi	JUNE 18 SALARY = Additional 8hrs			
			Expenses/Mileage = N/A			
			<b>TOTAL =</b>			
V636	Unity BACS	Terry Cole	JUNE 18 SALARY = 03/05 to 24/05			
			Mileage			
			<b>TOTAL =</b>			
V637	Unity BACS	David Cole	JUNE 18 SALARY = 12/05 to 16/06			
			Expenses			

			<b>TOTAL =</b>			
			<b>Salaries Total</b>	<b>6,171.52</b>	<b>47.71</b>	<b>6,219.23</b>
			<b>TOTAL</b>	<b>18,015.93</b>	<b>358.89</b>	<b>18,374.82</b>

- 108/18 **Internal Auditors Report – Year Ending 31<sup>st</sup> March 2018:** The Internal Auditors Report for 2017/18 was noted and that the Council had met all the internal control objectives. The accompanying audit observations did however highlight a couple of issues and made recommendations for future processes. The Clerk explained that the Council have 3 cashbooks on their accounting system. In the Financial Year 2016/17 there had been an issue where funds had been transferred into the fixed term deposit account but the value of cheques written for Grant Aid had not be considered when the transfer was made. Some of these cheques were then represented for payment. An emergency transfer of funds between bank accounts had then been made and this had not be reflected correctly as movements between the cashbooks on Rialtas, and although it had been picked up when a bank reconciliation took place it had not been highlighted and addressed. She explained that all funds had been accounted for and the bottom line figure of the closing balance was correct, it was an administrative error between the cashbooks which should have been picked up and addressed via internal checks. The Clerk recommended that as RFO she will sign off the bank reconciliations before each Full Council meeting, with an explanation of any movements. The Auditor had also noted that the Parish Council’s debit card statement was not being presented to the Council for review, although payments are listed within the minutes, and recommended that the card statement and supporting vouchers are reviewed and approved by the Council. The Auditor additionally drew attention to the fact that the Rialtas opening balance did not agree with the annual return, although it was recognised that the Clerk had made a manual adjustment to Rialtas as an error had been made by a previous staff member due to the fact that a bounced cheque had been represented by the bank twice (£37.48)
- 109/18 **External Audit Annual Return for Year Ending 31<sup>st</sup>, March, 2018 – Section 1 (Governance Statement):** The Clerk advised that the two new councillors, Cllr. Barber and Cllr Shea-Simonds, could not answer any of the questions as this was for the accounting period ending 31<sup>st</sup> March, 2018. Cllr Wood read out all the questions in section 1 individually and the members answered “Yes” to questions 1,2,3,4,5,6,7 and 8 of Section 1 (Governance Statement) of the Annual Return and noted that question 9 did not apply. **Resolved:** *Section 1 (Governance Statement) of the External Audit Annual Return for Year Ending 31<sup>st</sup> March, 2018 was approved and signed by the Chairman and the Clerk as RFO.*
- 110/18 **External Audit Annual Return for Year Ending 31<sup>st</sup>, March, 2018 – Section 2 (Accounts Statement):** The Clerk advised that the Parish Council had always reported their accounts statement in Receipts and Payments, however this year was the third consecutive year that income and expenditure had exceeded £200,000, and therefore had to be reported as Income and Expenditure. She explained that this meant that accruals, debtors and pre-payments had to be reported. The figures for year ending 31<sup>st</sup> March, 2017 had been restated as Income and Expenditure and that this meant there was a discrepancy of £37.48, this related to the represented cheques last year, as per Min. 108/18. She explained that she had manually adjusted this figure with an

explanation for the reporting in this financial year. **Resolved:** *Section 2 (Accounts Statement) of the External Audit Annual Return for Year Ending 31<sup>st</sup> March, 2018 was approved and signed by the Chairman and the Clerk as RFO (Responsible Finance Officer)*

- 111/18 **Financial Statement to Accompany Year End Accounts:** The Clerk advised that she had updated section 9 of this statement which relates to financial partnerships, as the parish council pay towards joint ventures with the Town Council. This means that the Parish Council's money is going through a third-party bank account. **Resolved:** *The Supporting Statement for Year Ending 31<sup>st</sup> March, 2018 was approved and signed by the Chairman and the Clerk as RFO.*
- 112/18 **Parish Council's Compliance with Local Government Transparency Code 2015:** **Resolved:** *The Parish Council Local Government Transparency Code 2015 Compliance Report for Year Ending 31<sup>st</sup> March 2018 was approved.*
- 113/18 **Data Protection Officer Update:** The members noted an SLCC advice note informing that Parishes and Communities will be exempt from appointing a DPO. A government amendment to the Data Protection Bill removes the requirement that parish, town and community councils, parish meetings and Charter Trustees to appoint a DPO. The Council considered that it was a good decision to appoint a DPO as Kevin Rose of IAC has already given some valuable advice and cost £75 per year for a 3-year arrangement.
- 114/18 **National Council Tax and Precept Rates:** The members noted an SLCC advice note that the average band D council tax set by local authorities in England for 2018/19 was £1,671 and increase of £81 or 5.1% on last year's figure of £1,591.

The average Band D precept charged by English parish councils in 2018/19 is £64.05, up 4.9% or just under £3. The average Band D precept charged by Melksham Without Parish Council is £74.97, a rise of £4.78, 6.81%.

- 115/18 **Asset Management:**
- a) **Minutes, Asset Management Committee Meeting, 11<sup>th</sup> June, 2018: Resolved:** *The Minutes of the Asset Management Committee Meeting held 11<sup>th</sup> June, 2018 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:*  
*From Min. 090/18b (page 9) – the Recommendations to read “The Parish Council agree to Wiltshire Council drawing up a legal document to outline the responsibilities of each council for the various elements, including access to the play area, the new footpath, the existing footpath and the public open space at Hornchurch Road.”*
- b) **Recommendations, Asset Management Committee, 11<sup>th</sup> June, 2018:**  
**Resolved 1:** *The recommendations detailed in Min.085/18a), Min.085/18d)i), Min.085/18d)ii), Min.085/18d)iii), Min.087/18b)iv)1), Min.087/18b)iv)2), Min.087b)iv)3), Min.087/18c), Min.087/18d), Min.087/18f)i)2), Min.087/18f)ii), Min.087/18f)iii), Min.087/18g), Min.087/18h), Min.088/18c), Min.088/18d), Min.089/18b), Min.089/18c), Min.089/18d), Min.089/18e), Min.089/18)1) and Min.089/18)2) were formally approved.*

**Resolved 2:** The recommendation detailed in Min.087/18e) was not approved and the issue of a notice board outside of the Toast Office in Top Lane, Whitley to be considered at a future meeting.

**Resolved 3:** The recommendation detailed in Min.087/18f)i)1) was not approved. The Council approved in principle the purchase of a metal shed to be located in the allotment car park, but as the caretaker had queried whether the 6x4 model would be big enough the Officers to investigate the cost of bigger versions.

**c) Date of New Asset Management Meeting – Monday 9<sup>th</sup> July, 2018:** The members noted the date of the additional Asset Management Committee to be held at the Bowerhill Sports Pavilion. There will be a site visit to the refurbished play area at Hornchurch Road at 6.30pm, followed by the meeting at 7.00pm.

**d) Hornchurch Road Play Area Refurbishment Update:** The Clerk reported that the contractors had started work on Tuesday 12<sup>th</sup> June. Unfortunately, they had already lost a couple of day's work as cars had parked blocking the site entrance, despite clear signage requesting that this be kept clear. This had resulted in deliveries of materials and skips taking away old materials having to be turned away. The safety surfacing will extend outside of the fenced area to make future maintenance and make grass mowing easier and the preparation groundworks are well underway. It will be a three week job and it is hoped that the works will be completed at the end of next week or the beginning of the week after.

116/18 **Draft Minutes, Shurnhold Fields Working Party Meeting – Monday 4<sup>th</sup> June, 2018:** The draft minutes of the Shurnhold Fields Working Party meeting held on Monday 4<sup>th</sup> June were noted.

117/18 **Feedback from meeting with Michelle Donelan MP - Friday 8<sup>th</sup> June, 2018:** Members noted the topics that were discussed, and it was noted that this was a frank meeting and she listened to the concerns and queries of the Parish Council. **Resolved:** A letter of thanks to be sent to Michelle Donelan MP.

118/18 **Correspondence:**

**a) Letter from Resident to Chief Constable, Wiltshire Police:** Members noted that the Parish Council had been copied into correspondence from resident of Bowerhill to the Chief Constable about what they consider to be anti-social behaviour at Hornchurch Road Public Open Space.

119/18 **Highways & Streetscene:**

**a) Feedback re Real Time Information (RTI) on Bus Stops:** The Council had previously resolved under Min.554/17f) to investigate the feasibility of installing RTI in existing bus stops in the parish and on the route into Bath, and to seek support from neighbouring parish councils. The members were encouraged by the response from the Parish Councils of Seend, Melksham Town, Atworth and Box, who all supported this idea. The response from the Wiltshire Council Sustainable Transport Officer was not as positive, stating that as RTI was not available anywhere in Melksham they had not sought for its provision via developer contribution on forthcoming new developments in the parish. He had suggested that an RTPI system was nationally available via the Traveline website, and could be accessed from a mobile phone. However, the Clerk pointed out that this cost 25p per text, plus normal text messaging charges from an individual's provider. It was suggested that

RTI was something that Wiltshire Council could consider adding to their CIL 123 List for provision from their proportion of CIL funding.

**Resolved :**

1. *The Parish Council write to Wiltshire Council requesting that the provision of RTI enabled bus stops and shelters, both in the parish and on the wider route from Devizes into Bath, are added to their CIL 123 List.*
2. *The responses from the Parish Councils of Seend, Melksham Town, Atworth and Box to be sent to Wiltshire Council as evidence for the support for this provision.*
3. *Wiltshire Cllrs. Phil Alford and Roy While to be asked to support this proposal and to support an application for seed funding.*
4. *The following Wiltshire Council Officers to be included in this correspondence/request:*
  - *Head of Spatial Planning*
  - *Major Projects Officer – Sustainable Transport*
  - *Service Manager Public Transport*

- b) **New Rights of Way Applications:** The Members considered the application for two new public rights of way on land in Woodrow. **Resolved:** *The Parish Council send the follow comments in response to the consultation:*

*The Parish Council do not support either of the two applications for new public rights of way under applications 2017/03 (red route on map) and 2017/04 (green route on map) for the following reasons:*

- *They do not consider that there has been enough evidence provided to show that these are well used routes.*
- *The Wilts and Berks Canal Trust have purchased land to re-instate a section of the old canal, the northern link from the river Avon up to Lacock, which will bring with it walking routes and ROWs along the tow path and the Council do not want to see the creation of any new footpaths now which could compromise this project.*
- *The Parish Council would like to ensure that the current tenant farmer is consulted. The Parish Council understands that the previous tenant farmer on the red route farmed 90 acres of land on his own and was unable to police his land as the trespass level was so high.*
- *The Parish Council understands that the Farmer on the green route has also given up keeping livestock on his land as the trespass level is so high.*
- *The section of proposed footpath on the green route from points A to B replicates the existing Melksham Town ROW MELK6.*

120/18 **Community Projects:**

- a) **Closure of Christie Miller: Arising from Min.016/18 – Public Participation:** It was noted that at the Annual Council meeting on 14<sup>th</sup> May, Cllr. Roy While had made reference to the closing of Christie Miller Sports Centre and that Cllr. John Thompson had produced a paper on its future and proposals over moving sporting facilities to other venues. The Clerk had requested a copy of this paper but had been informed by Wiltshire Council that at this stage this was an internal draft document that had not been published, and that no formal decision had been made yet. Members expressed concerns that despite assurances from Cllr. John Thompson that there would be regular updates at the Area Board meetings, this had not happened and there were fears that Wiltshire Council may close Christie Miller at very short notice, leaving residents with no alternative provision. **Resolved:** *The*

*Parish Council write to Cllr. John Thompson requesting more information on the future of Christie Miller and alternative venues for the sporting provision currently provided there and asking to see a copy of the paper he has produced under a Freedom of Information request.*

- b) First Time Sewerage in Beanacre:** The Clerk informed that she had met with Wiltshire Council's Drainage Engineers and some residents of Westlands Lane, who needed to carry out some maintenance work to a drainage pipe which crosses their land and is currently blocked causing flooding to properties further down Westlands Lane. From this site meeting some residents requested that the Parish Council instigated investigations into the possible installation of mains sewerage. Wessex Water want to know the interest level from residents of Beanacre before carrying out any investigations and cost analysis. The suggestion was that a door to door leaflet drop was carried out inviting residents to a meeting and also inviting the Wiltshire Council Principal Drainage Engineer and a representative of Wessex Water to attend. Residents can then register their interest and find out more. Beanacre Community group have offered to carry out these leaflet drop. Cllr. Baines advised that a consultation was last carried out in 1993 and at that time the infrastructure charge was £800 per property and the connection charge was £1,100 per property, and consequently none of the residents at that time wanted mains sewerage to be installed. He felt that any leaflet needed to be clear that there would be a cost implication to residents. It was additionally noted that the Drainage Engineer had advised that investigations need to be made into whether there have been any issues of sewerage polluting water courses; if there have been no such issues it reduces the justification for it being installed. The Clerk advised that there had been issues in the past when there had been flooding, of effluent in Westlands Lane.
- Resolved 1:** *The Parish Council send out a leaflet to all the residents, inviting them to a meeting with Wessex water and Wiltshire Councils' Principal Drainage Engineer to seek the level of interest in the potential installation of mains sewerage in Beanacre. 2. The wording of the leaflet to make it clear that there will be a cost implication to residents.*

*9.35pm – Cllr. Chivers left the meeting.*

- c) Tackling Loneliness and Isolation in the Melksham Community Area Event:** The members noted that the Melksham Area Board were working with Carer Support Wiltshire, Age UK Wiltshire, Wiltshire CIL and Community Groups to deliver the Community Connections project to signpost those who are lonely or isolated to activities, groups and organisations. There will be an information and registration event at Melksham Library on Wednesday 27<sup>th</sup> June at 2.00pm.
- d) WWMF (West Wilts Multi Faith) Engagement Meeting – 27<sup>th</sup> June, 2018:** It was noted that the Clerk was due to attend a meeting with members of the WWMF group, Wiltshire Council's Community Engagement Officer for Melksham and the new Melksham Town Council Community Engagement Officer to identify how the BAME (Black, Asian & Ethnic Minority) groups can engage more with groups already running in the area.
- e) Notes of the Health Forum meeting held on 10<sup>th</sup> May, 2018:** These were noted.
- f) Textile Recycling Collection Banks in the Parish:** Correspondence had been received from a company wishing to site textile recycling banks in the parish free of charge. Once textiles had been collected from these they offered to negotiate a rate to donate money to charity or to pay the Parish Council directly. Concerns were

raised that the siting of any recycling banks in the Parish would encourage rubbish to collect and people to dump bagged textiles next to the banks if they were full. Additionally, there are already textile recycling banks at the household recycling centre in Bowerhill and various supermarket car parks in the town. **Resolved:** *The Parish Council do not take up this offer.*

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

121/18 **Staffing and Resources:**

- a) Employee Sickness Absence:** It was noted that the Clerk has to have another knee operation on 13<sup>th</sup> September and based on her previous operation is anticipating that she will be signed off work for two weeks. Members expressed concern over the fact that when she had her previous knee operation that she was still checking her emails from home. They felt that if she had been signed off as not fit for work then for her own wellbeing that she must not read emails or undertake any work from home and that she must take the time to rest and recover properly. **Resolved:** *In line with the policy for all staff she must undergo a return to work interview, and for this to be conducted by the Chair of the Staffing Committee.*
- b) Employee Leaver Status:** It was noted that under the redundancy proceedings for the position of Office Cleaner at Crown Chambers, the leave date for the employee was 18<sup>th</sup> May, 2018 and that she had now been issued with her P45.

Meeting closed at 9.50pm

Chairman, 16<sup>th</sup> July, 2018