

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 22nd January, 2018 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllrs. Richard Wood (Chair), John Glover (Vice Chair), Alan Baines, Paul Carter, Nick Holder, Mary Pile, Kaylum House, Paul Taylor, Terry Chivers and Steve Petty.

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

Invited Visitors: Wiltshire Cllr. Roy While.

A member of the Press.

- 388/17 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and explained the new evacuation procedures in the event of a fire, which were that any emergency escape must be via the outside metal staircase rather than the internal staircase. This followed the advice of the independent fire risk assessment recently carried out by Radcliffe Fire, which stated that evacuation must be from the exit which is closest to the open air and allows the quickest access to the outside.

Cllr. Glover gave an update on Mike Mills health issues.

- 389/17 **Apologies:** Cllr. Pattison still had the flu and Cllr. Coombes was getting over the flu; these reasons for absence were accepted.
- 390/17 **Declarations of Interest:** Cllr. Glover declared an interest in agenda item 9, Budget and Precept, as the allotments will be discussed and he is an allotment tenant.
- 391/17 **Dispensation Requests:** The Clerk informed that all those members living in the Parish have a previously recorded dispensation to discuss the precept.
- 392/17 **Items to be Held in Committee: Resolved:** *Agenda items 15a, 15b & 15c and 16a & 16c 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". Reasons:(a) engagement, terms of service, conduct and dismissal of employees (15a,b,c); (c) preparation of cases in legal proceedings (16a,c).
- The Council agreed to suspend Standing Orders for a period of public participation.*
- 393/17 **Public Participation:** Wiltshire Cllr. Roy While reported that Wiltshire Council were about to start on their budget process. Local Authorities can now increase both Council Tax by up to 3% and the Social Levy by up to 3%, so there could be an increase of 6%.

He stated that with regard to service delivery that Wiltshire Council were under the same financial pressures this year as in the last three or four years.

The Council re-convened.

394/17 **Bowerhill Ward Vacancy:**

a) Forthcoming Election: Cllr. Baines requested that it was formally recorded in the minutes that Cllr. Mike Mills had given an extremely long and loyal service to the Parish Council from when he first joined in 1971. In that time, he had served as both Vice Chair and Chair of the Council, holding the post of Chairman for twelve years between 2001 and 2013. In addition to his service on the Council he had made a terrific contribution to the community of Bowerhill, on committees for Bowerhill Youth Club and the Melksham Community Safety Group and as Chairman of both Bowerhill Village Hall Committee and BRAG (Bowerhill Residents Action Group). Cllr. Glover reminded members that Cllr. Mills had been nominated for the Melksham News Person of the Year Award and that voting was still open and could be done online.

Resolved: *The Parish Council formally record their thanks for Cllrs. Mills long and loyal service to the Council in the minutes, and that a letter of thanks is sent to Cllr. Mills and his family.*

The Clerk advised that following Cllr. Mills resignation a legal process had to be followed to fill the vacancy. The formal Notice of Election can not be advertised until 25th January, and there will then be an election on Thursday 1st March if more than one nomination is received. There are two polling stations for this ward, with an approximate cost of £2,000 per polling station and an additional cost of approximately £2,000 if the Parish Council choose to issue polling cards. The cost of the election could therefore be up to £6,000. The cost of an election would be met from the Election reserves as the Council was notified that an election had been called the day after the budget had been considered by the Finance Committee.

b) Supply of Polling Cards to Residents: The Clerk advised that there was new advice from Wiltshire Council that there was no legal requirement to issue polling cards and it was the choice of each parish or town council whether they did so. Polling cards were recently issued by the Town Council when they had an election for a vacant seat, and they only had a 17% turn out of voters. Some members felt that a polling card was an aide memoir for residents to vote, and although unfortunate the additional £2,000 cost was the price of democracy. It was queried whether the Parish Council could request that Wiltshire Council do not issue polling cards to those residents who had registered to vote by post, as this could have a cost saving.

Resolved: *The Parish Council issue polling cards to the residents eligible to vote in the forthcoming election for the seat on the Bowerhill Ward, but that it investigates with Wiltshire Council whether it is possible to not issue polling cards to those residents who have registered to vote by post.*

395/17 **Minutes, Full Council Meeting 11th December, 2017:**

Resolved: *The Minutes of the Full Council Meeting held 11th December, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*

396/17 **Confidential Notes to Accompany the Minutes, Full Council Meeting 11th**

December, 2017: Resolved: *The Confidential Notes to Accompany the Minutes of the Full Council Meeting held 11th December, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*

397/17 **Minutes, Planning Committee Meeting 8th January, 2018:**

- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 8th January, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Resolved:** *The Recommendation detailed in Min.367/17b) was formally approved.*
- c) **Date and Venue of Next Planning Committee Meeting:** It was noted that the next planning committee meeting was scheduled to take place on Monday 29th January at Crown Chambers. However, the reserved matters application (17/12514/REM) for the approved outline application(16/00497/OUT) for 150 dwellings and a village hall on land east of Semington Road had now been received. It was additionally noted that the Melksham News had recently written an article about this latest application which did not make it clear that this was a reserved matters application rather than a brand-new application. There was an opportunity to move the date and venue of the next planning committee meeting if it was felt that lots of residents may wish to attend. It was noted that when the outline application was considered by the Parish Council that only 9 members of the public attended the meeting. It was therefore considered that Crown Chambers would be an adequate venue to hold the next planning meeting. **Resolved:** *The next Planning Committee meeting to take place as scheduled on Monday 29th January, 2018 at 7.00pm at Crown Chambers.*
- d) **Feedback from Planning Training with Dr. Andrea Pellegram – “How to Negotiate a Better Outcome in Planning”, Monday 15th January, 2018:** The members considered the feedback from this meeting and the advice from Dr. Pellegram with regard to the way forward when negotiating with developers. The key point from the training was that in order to influence developers and to get the best outcome for the community from future developments, that it was imperative that parish and town councils met with developers at pre-application stage, prior to them submitting plans to the Local Authority. A list of actions had been drawn up following Dr. Pellegram’s advice which included the following:
- Speak to developers as early as possible and take and keep notes of every conversation and meeting with developers.
 - Send a letter to Wiltshire Council asking them to inform developers that the Parish Council wish to enter into discussions at pre-application stage.
 - Update the Parish Council’s website to advertise the fact that it wishes to speak to developers about potential development, and have a link to the Melksham Neighbourhood Plan, so that developers and agents are aware of the current state of the plan.
 - Keep lists of community aspirations and needs in terms of community benefit with costings as evidence to prove to developers what the local community wants. This list can also be used when considering how to spend any CIL contributions.
 - Employ professional consultants where necessary, to prove needs and requirements for the community, eg economic development consultants to look at business need and growth in the area.

Resolved: *The Council follow the advice of Dr. Pellegram and action all the bullet points listed.*

398/17 **Budget:**

- a) **Minutes, Finance Committee Meeting, 8th January, 2018: Resolved:** *The Minutes of the Finance Committee Meeting held 8th January, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Recommendations, Finance Committee, 8th January, 2018:** Cllr Glover, in his role as Chair of the Finance Committee, ran through the Recommendations individually and each were voted on separately with the exception of the Recommendation for the Precept which would be considered under a separate agenda item to ensure clarity for this important decision that had to be made by the Full Council.
- c) Min.375/17a): **Resolved:** *This recommendation was approved.*
- d) Min.375/17b)1): **Resolved:** *This recommendation was approved.*
- e) Min.375/17b)2): The Clerk reported that she had sought clarification from Wiltshire Council with regard to the trigger point for the payment of CIL and they had confirmed that this was taken from approval of reserved matters applications and payable on commencement of development. **Resolved:** *This recommendation was unanimously approved.*
- f) Min.375/17d): **Resolved:** *This recommendation was approved.*
- g) Min.376/17: Cllr. Glover and the Clerk explained that although this recommendation was for the General Reserves to hold two months worth of expenditure, it was now being recommended that this was reduced to one month as there were sufficient Reserves in the earmarked reserves that could be drawn against if required and was in line with the projected General Reserve (carry forward figure) anticipated at year end 2017/18 and budgeted for 2018/19. **Resolved:** *This recommendation was approved with the amendment of general reserves lying at one month of gross expenditure.*
- h) Min.378/17a): **Resolved:** *This recommendation was approved.*
- i) Min.378/17b): The Clerk gave an update on current bookings at the Pavilion. There had been an emergency booking for the Bowerhill Sports Field and Pavilion as the pitch at Oakfields had been deemed unplayable. It was considered important that the Council did not just accept bookings from teams who were unable to play at Oakfields or Stanley Park, as if they felt their pitches were unplayable and they did not want them to be ruined, the Parish Council should also consider whether the same would apply to the Bowerhill Sports Field if pitch conditions were extremely wet. **Resolved:** *This recommendation was approved.*
- j) Min.378/17b)1): **Resolved:** *This recommendation was approved.*
- k) Min.378/17b)2): **Resolved:** *This recommendation was approved.*
- l) Min.378/17b)3): **Resolved:** *This recommendation was approved.*
- m) Min.378/17b)4): **Resolved:** *This recommendation was approved.*
- n) Min.378/17c): It was noted that supporting 50% of the Visit Wiltshire cost with Melksham Town Council had been taken out as a line item as a recommendation not to support this initiative the next financial year had been made during the Budget review process.

Cllr Glover reminded Councillors that the approval of this Recommendation for the proposed Income and Expenditure for 2018/19 had a direct impact on the amount of Precept requested (as the Precept is defined as the difference between Income and planned Expenditure) and so this was the last opportunity for members to raise any proposed changes to the Budget if they wished more, or less, expenditure in 2018/19 and identify line items for consideration. No requests were raised. **Resolved:** *This recommendation was approved.*

- o) Min.378/17d): **Resolved:** This recommendation was approved.
 p) Min.378/17e): **Resolved:** This recommendation was approved.
 q) Min.380/17)1): **Resolved:** This recommendation was approved.
 r) Min.380/17)2): **Resolved:** This recommendation was approved.

399/17 **Precept for 2018/19:** An in-depth discussion took place with regard to the proposed increase for this year's precept, with a couple of members considering that it was too high, but it was acknowledged that the Finance Committee had looked in detail at all aspects of the Council's current and predicted income and expenditure, in proposing the budget for 2018/19 which then informed the precept requirement; councillors had not raised any concerns when the proposed Expenditure for 2018/19 had just been approved. It was noted that the proposed increase was 6.81% which compared favourably with other local councils, and this equated to a charge of £74.97 per year for the average band D property. **Resolved: 1.** The Council formally approve the setting of the Precept for 2018/19, as detailed in Min.378/17, at £190,091.74 against a tax base of 2,535.46. A rise of £12,091.74 (6.81%) on last year's Precept. An average Band D household will contribute £74.97 for the year, an additional £4.78 (40p per month) on last year, which is a rise of 6.81%. A recorded vote was requested: The vote was 6 members for, Cllrs. Wood, Glover, Baines, Carter, Holder, House and Taylor; 2 members against, Cllrs. Chivers and Petty; and 1 abstention, Cllr. Pile. **2.** The Clerk and the Council Chair, Cllr. Wood, signed the precept request form in the presence of the Council members.

8.10pm – Cllr. Petty left the meeting.

400/18 **Press Release:** A discussion took place on what information to put in a press release relating to the Precept and Budget, including the joint working with the Town Council, work with flood wardens and flood prevention in the parish, the upgrade of play areas in and new community buildings in the parish. **Resolved:** The Clerk to write a press release to be approved by the Chair and the Vice-Chair.

401/18 **Council Tax Leaflet:** The notification to Wiltshire Council with a breakdown of how the Parish Council spends its share of Council Tax (Precept) was noted as follows, this will be detailed in the bills send to householders by Wiltshire Council and was limited to only 3 headings for expenditure.

	2018/19 (£)	2017/18 (£)
Expenditure		
Administration	121,868	96,567
Parish Amenities	117,678	84,858
Community Support	28,700	35,455
Total gross expenditure	268,246	216,880
Less		
Income	58,665	64,030
Use of reserves	19,489	-25,150
Council tax support funding from Wiltshire Council	0	0
Budget requirement (precept)	190,092	178,000

402/17 **Minutes, Data Protection Working Party Meeting, 21st November, 2017:**

- a) It was noted that there was only one member of the Working Party present at this evening's meeting. **Resolved:** *The Council defer formal approval of the Minutes of the Data Working Party meeting on 21st November, 2017 to the next Full Council meeting.*
- b) **Resolved:** *The Council defer formal approval of the Recommendations detailed in the Minutes of the Data Working Party meeting on 21st November, 2017 to the next Full Council meeting.*
- c) **Update on Actions Taken to Date:** The Clerk reported that there had still been no agreement on what action town and parish councils should take. The latest advice is that councils should carry out internal data audits, but not to spend money on external consultants until the SLCC has made their decision and provided a policy template. She informed that she was attending a WALC (Wiltshire Association of Local Councils) Legal Briefing on the new data protection regulations on Thursday with officers from the Town Council, and that the Parish Council's internal auditor was looking into becoming a Data Protection Officer following lots of requests from his clients. She advised that she had spoken to the Melksham Community Engagement Manager about the Area Board putting on some free training for community groups and organisations. Additionally, details of the new regulations and a checklist to prepare for them had been sent to every organisation who had previously applied for grant funding and information had been put on the council's social media sites.

403/17 **Finance:**

- a) **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 £
V378	TFR	Allot. No. BYF 14B	54.00
V379	500150	Allot. No. BYF 11B	54.00
V380	500150	Inv. 014/JB071217 (Photocopying) BASRAG	15.00
V381	BACS	HMRC (VAT Claim)	17,461.68
V382	500101	Inv. 013/JB041217 + Hire of Girl Guide Hut Melksham Town Council	169.05
V383	500102	Inv. 012/JB081117 The Foresters Arms	60.00
V384	500103	Allot. No. BSF 16	27.00
V385	500104	Inv. 017/JB080118 AFC Melksham	60.00
V386	500105	Inv. 015/JB010118 The Foresters Arms	120.00
V387		Interest x 6mths on Instant Access Acc.	0.12
			18,020.85

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

Trans action No	Chq No. Ref.	Payee	Payment Details	Net £	VAT £	Gross £
V388	Unity DD	Teresa Strange	Emergency Mobile Telephone Bk Stat. No. 22	4.99	0.00	4.99
V389	Unity DD	Teresa Strange	Emergency Mobile Telephone Bk Stat. No. 24	4.99	0.00	4.99
V390	DD	E-on	Inv. H155764210 - Elec. B/Hill	7.21	0.36	7.57
V391	DD	E-on	Inv. H155764457 - Gas B/Hill	9.20	0.46	9.66
V392	Unity DD	Unity Bank	Service Charge Bk Stat. 24	18.00	0.00	18.00
V393	DD	Grist Environmental	Inv. 222654 - Trade Refuse	19.50	3.90	23.40
V394	DD	E-on	Inv. H15449ED85 - Gas B/Hill	25.46	1.27	26.73
V395	DD	Sirus	Inv. 35268 - Telephone Calls/Service (Nov.)	64.76	12.95	77.71
V396	DD	Sirus	Inv. 35652 - Telephone Calls/Service (Dec.)	65.40	13.08	78.48
V397	Unity DD	Unity Charge Card	Nov. 17 - Various expenditure	78.66	12.40	91.06
V398	DD	E-on	Inv. H15449D13F - Elec. B/Hill	92.18	4.61	96.79
V399	5671	Water 2 Business	Inv. 5310499454012 - BYF Allot.	38.01	0.00	38.01
V400	5671	Water 2 Business	Inv. 5323775542013 - BSF Allot	40.26	0.00	40.26
V401	5672	WALC	GDPR Briefing	35.00	7.00	42.00
V402	5673	Wiltshire Publications Ltd	Inv. INV-44976 - advert for Grant Aid advert in Melksham News	46.40	9.28	55.68
V403	5674	JK Mobility Stairlifts	Stairlift service (Crown Chambers)	80.00	0.00	80.00
V404	5675	Go Activ	Refund for duplicate payment for use of Bowerhill Pavilion facilities	90.00	0.00	90.00
V405			Allotment Refunds as per Community			

			Governance Review (Min. 267/17) comprising of:			
V405	5666	Bailey	BYF11A	27.00	0.00	27.00
V405	5667	S. Renshaw	BYF12A	27.00	0.00	27.00
V405	5668	P. Renshaw	BYF18A	27.00	0.00	27.00
V405	5669	Brooks	BSF13 & BSF17A	40.50	0.00	40.50
V405	5670	Fitzgerald	BSF19	27.00	0.00	27.00
V406	5671	Water 2 Business	Inv. 5323775542022 - B/Hill	154.91	0.00	154.91
V407	5676	Whitley Reading Rooms	Inv. 09/01/2018 Telephone/B-band (Aug. to Dec)	171.06	0.00	171.06
V408	5677	Radcliffe Fire Protection Ltd	Inv. INV-0713 Fire Risk Assessment – Crown Chambers	150.00	30.00	180.00
V409	5678	VOID				
V409	5679	Simon J White	Inv. 7623 - Maintenance ex Carson Tyres R/About	195.00	0.00	195.00
V410	5680	Melksham Town Council	Inv. MISC/47/17/18 - Contr. To Neighbourhood Plan	198.15	0.00	198.15
V411	5680	Melksham Town Council	Inv. MISC/46/17/18 - SID Nov. 17	200.00	0.00	200.00
V412	5681	Condor Office Solutions Ltd	Inv. 512207 - Photocopier	176.28	35.26	211.54
V413	5682	Avon IT Systems	Inv. 1649 - IT equipment	214.00	42.80	256.80
V414	5683	Total QSR Ltd	Inv. INV-1198 - Elec. (Crown Chambers)	244.93	21.93	266.86
V415	5684	Melksham Town Council	Inv. MISC/48/17/18 - Visit Wiltshire subs (Dec. 17 to Nov. 18)	380.00	76.00	456.00
V416	5685	J H Jones & Sons	Inv. 12742 - Dec. 17 Grass Cutting (Play Areas etc)	736.41	147.28	883.69
V417	5687	HMRC	Period 10 - Jan. 18	1423.05	0.00	1423.05
V418	5686	Wiltshire Pensions	Period 10 - Jan. 18	1379.81	0.00	1379.81
V419	5683	Total QSR Ltd	Inv. INV-1196 Rent Qtr 4 (01/01/18 to 31/03/18)	1608.75	0.00	1608.75
			SUB TOTAL	8,056.48	417.76	8,474.24

	Salaries:					
V420	Unity BACS	Teresa Strange	JANUARY 18 SALARY + Additional 16hrs			
			Mileage x 48 miles			21.60
			Expenses = Hand Towels, Cleaning mats, refreshments, Xmas Cards and postage, FB advert	93.33	16.61	109.94
V421	Unity BACS	Joanne Eccleston	JANUARY 18 SALARY + Additional 36.25hrs			
V422	Unity BACS	Justina Barber	JANUARY 18 SALARY			
V423	Unity BACS	Marianne Rossi	JANUARY 18 SALARY + Additional 4.25hrs			
V424	Unity BACS	Terry Cole	DEC/JAN 18 SALARY (18/11/17 to 06/01/18)			
			Mileage x 220 miles @ 0.45per mile			99.00
V425	Unity BACS	Elaine Cranton	JANUARY 18 SALARY (Dec. Cleaning)			
V426	Unity BACS	David Cole	DEC/JAN 18 SALARY (25/11/17 to 06/01/18)			
			Salaries Total	93.33	16.61	3402.88
			TOTAL	8,149.81	434.37	11,877.12

- c) **SLCC (Society for Local Council Clerks) Membership Fee:** The Clerk advised that the membership fee for the SLCC was due for renewal, but she did not have an accurate cost. The SLCC had changed their charging schedule, and the cost of renewing membership was dependent on the Clerk's salary scale point and the cost of membership in the Institute of Local Council Management and this was dependant on the amount of training and CPD (Continued Professional Development) undertaken and accredited. The Clerk needed to look at these criteria against her latest CPD to work out the renewal charge. **Resolved:** *Renewal of membership to the SLCC is approved up to the value of £500.*
- d) **Bowerhill Pavilion Rates:** It was noted that there was a new process for reporting rateable property to the Valuation Office; it is the responsibility of businesses to do this and if they do not then they are liable for large fines. The Parish Council currently get small business relief for Crown Chambers, but with the addition of the square footage of the Pavilion it may well now mean the Council is no longer eligible as a "small business". Payment of rates will be backdated to 1st April 2016, as the Parish Council took over the Bowerhill Pavilion on 10th September 2015. This will have to be paid for from reserves as the budget was set without taking into account

the backdated payment that may be required. The Clerk advised that she had already contacted the Valuation Office and was waiting to hear back from them.

404/17 **Flood Prevention:**

- a) **Emergency Flood Plan Put into Place:** The Clerk reported that the Shaw and Whitley Flood Wardens had been called out on 27th and 29th December, 2017 and also on Sunday 21st January, 2018. On Sunday evening there was internal flooding to one property, which had never flooded before and was due to a blocked drain, and there had been a fantastic response from the on-call Wiltshire Council Engineer. The Clerk had reported the flooding via the duty engineer email which she had found out following her efforts to call someone out on Boxing Day, which had proved extremely difficult, and this latest system of reporting worked extremely efficiently, with an excellent response time. The property owners were very grateful to the Flood Wardens for their support and action on the evening, pumping water out of their property. Cllr. Chivers stated that he was there on that evening when the water was being pumped out and that there was an unfortunate situation where none of the CAWS CEG (Community Action: Whitley Shaw Community Emergency Group) members were available with a key to the storage facility and that a pump had to be borrowed. He suggested that a key pad was installed on the CEG storage facility so that people could gain access to it.

The re-printing of the flood leaflet was currently underway and would be sent out to every property in Shaw and Whitley via the Connect Village magazine delivery team. The Clerk reported that although not connected to the flooding in Shaw & Whitley, that the defibrillator in Bowerhill had been accessed by Boomerang staff over the Christmas period although it was not needed to be used in the end and they contacted the staff on the out of hours mobile to inform them and check how to return.

8.35pm – Cllr. House left the meeting.

- b) **Update from Northern Flood Operations Meeting, Wednesday 17th January, 2018:** Cllr. Baines reported that he was unable to attend this meeting. He stated that a meeting had been planned with the Wiltshire Council Drainage Engineer, the Environment Agency and members of CAWS CEG which had been postponed due to the flooding incidents in December.

8.40pm – Wiltshire Cllr. While left the meeting.

Cllr. Baines reported on the findings from the Atkins Report. He stated that the taking over of the former George Ward School Playing Fields could give the opportunity for some form of attenuation pond on this land to assist with the collection of water and potential alleviation of flooding in both Whitley and further downstream in Shurnhold.

8.45pm – Cllr. Pile left the meeting.

405/17 **Office Accommodation:**

- a) **Fire Risk Assessment:** Members considered the independent Fire Risk Assessment carried out by Radcliffe Fire Protection Ltd. It had highlighted that the offices at Crown Chambers were at a higher risk when there was an evening meeting, as if there was a fire elsewhere in the building, as the smoke detector

alarms were all independent and not connected a fire would be well alight before anyone in the Parish Council office was aware. The boxed paperwork in the porch area and the rubbish in the main foyer needed to be cleared as they posed a high fire risk, especially the paperwork in the porch which could easily be set alight by anyone passing the front door when open or putting something through the letter box when closed. Radcliffe Fire Protection Ltd had advised that a linked wireless fire alarm system be installed in the whole building and had estimated that this would cost approximately £4,000.

- b) Quotation for Wireless Fire Alarm System for Crown Chambers:** The members considered the quotation from Radcliffe Fire Protection Ltd for the supply, installation and commission of a fully compliant wireless fire alarm system which meets British Standard BS 5839-1:2017, within the whole of the Crown Chambers building, not just the offices rented by the Parish Council, at a cost of £3,861.60 inc VAT. A discussion took place with regard to whose legal responsibility it was to pay for and install a compliant fire alarm system; it was considered that this should fall with the building owner, however, members felt that as they had now been made aware of the fire risks in the building that they had a duty of care to take action and to share the Fire Risk Assessment Report with the other occupants of the building. The Clerk explained that the Parish Council lease agreement was with Total QSR Ltd who rented the whole building and as such she did not know who the building owner was. Although it was acknowledged that a risk had been identified, it was queried what the minimum requirement was with regard to fire risk precautions and prevention as this was not clear from the documentation provided. **Resolved: 1.** *The Council formally share the findings of the Independent Fire Risk Assessment Report with their landlord, Total QSR Ltd, and seek their views with regard to the best way forward to undertake the recommended actions. 2. Officers research the minimum requirement for fire precautions and prevention measures. 3. An update on the Fire Risk Assessment to be an agenda item at the next Full Council meeting.*

406/17 **Proposed Meetings & Events:**

- a) Alternative Meeting Night for meetings in 2018/19:** A suggestion had been put forward to change the day of Parish Council Meetings from a Monday to another day of the week, to enable members to attend the Town Council meetings if they wished to, as these were also held on a Monday evening. It was noted that a Wednesday could not be considered as an alternative day as this was the day of the week when Area Board meetings and Neighbourhood Plan meetings were held. The members who were present all stated that they would not be able to attend meetings on other days of the week; as they are summoned to Parish Council meetings on a Monday and have been for years, they have all arranged their personal lives and activities around this. **Resolved:** *The Parish Council continue to hold their meetings on a Monday evening.*
- b) Venue for Annual Parish Meeting, Monday 16th April, 2018:** It had previously been resolved that the venue for the Annual Parish Meeting would be different each year, and that the objective was to rotate the meeting venues so that it would be held in each village in the parish. Last year the Annual Parish Meeting was held in Whitley Reading Rooms, so enquiries had been made into hiring Bowerhill village hall so that this year's meeting was in the south of the parish. However, Bowerhill village hall and the neighbouring primary school were not available and the current Berryfield village hall is not large enough to accommodate the meeting. However, Shaw village hall was available on that date. Cllr. Glover gave his apologies in advance of this meeting

as he will be away. **Resolved:** *The Annual Parish Meeting on Monday 16th April, 2018 to be held at Shaw Village Hall.*

- c) **Former George Ward School Playing Field – Joint Project with Melksham Town Council:** At the Full Council meeting held on 11th December, the Parish Council considered a proposal put forward by the Town Council for joint working on the former George Ward Playing Fields. At this meeting the Parish Council welcomed the commitment to joint working on this project, but felt that their working party structure proposal was cumbersome and suggested that the officers from both councils meet to develop a budget and an outline project to bring back to their respective councils. The Town Council considered this at their meeting on 2nd January, 2018 and made the following proposal:

“To suggest that a joint meeting is convened between members of Melksham Without Parish Council and Melksham Town Council to discuss and collectively agree a positive way forward in relation to the former George Ward Playing Fields joint initiative. This meeting to be chaired by an independent person in the interests of impartiality”.

Members expressed concerns that further meetings with the Town Council to consider a joint working party structure would be unnecessarily time consuming and they were anxious to get on with the project in hand. **Resolved:** *The Parish Council reply to the Town Council with the following proposal as a way forward to expediate commencement of the joint project:*

- *A membership of three Melksham Town Councillors and three Melksham Without Parish Councillors.*
- *A rotating Chair with no casting vote.*
- *A majority vote is carried, however, in the event that this cannot be achieved. Counter proposal would be required.*
- *A 50:50 split on costs.*

- d) **Site Visit to New Wiltshire Air Ambulance HQ:** The Parish Council had been invited to visit the new Wiltshire Air Ambulance HQ during the week commencing 12th March, 2018. **Resolved:** *The Parish Council reply to say that they would like to visit on the morning of Wednesday 14th March, 2018.*
- e) **Nominations for Past Parish Council Chairman for Invitation to Buckingham Palace Garden Party:** It was noted that WALC (Wiltshire Association of Local Councils) were seeking nominations for the Wiltshire allocation to Buckingham Palace Garden Party on 5th June, 2018. Wiltshire is permitted to nominate three councillors and their guests, and these will be drawn at random from the nominees submitted. This year’s nominations are for Past Chairman, and those put forward for nomination should not have previously attended a Garden Party. It was noted that Cllr. Mike Mills had already attended a Garden Party on behalf of the Parish Council. **Resolved:** *The Council nominate Cllr. Baines.*

9.25pm – The member of the press left the meeting.

- f) **Melksham Chamber of Commerce Visit to Knorr Bremse, Tuesday 13th February, 10.30am:** It was noted that Melksham Chamber had invited Parish Council councillors and staff to attend a conducted tour of Knorr Bremse followed by a light lunch. There would be a charge of £5 to attend the event. Anyone wishing to attend should inform Cllr. Carter by 6th February.

In line with Standing order 3d, the items under Staffing & Resources and Legal were held in Committee. Invited guests and members of the press had left the meeting.

407/17 **Staffing & Resources:**

a) **Minutes, Staffing & Resources Committee Meeting 15th January, 2018:**

***Resolved:** The Minutes of the Staffing & Resources Committee Meeting held 15th January, 2018 were formally approved by the Council and signed by the Chairman as a correct record. In a variance to protocol, the minutes of this meeting will not be published on the Parish Council website until the staff consultation period has ended.*

b) **Recommendations of Minutes, Staffing & Resources Committee Meeting 15th January, 2018:**

***Resolved:** The Recommendation detailed in Min.387/17C was formally approved.*

c) **Confidential Notes to Accompany the Minutes, Staffing & Resources**

***Resolved:** The Confidential Notes to Accompany the Minutes of the Staffing & Resources Committee Meeting 15th January, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*

408/17C d) **Delegated Powers for Staffing Committee:** ***Resolved:** The Clerk and Cllr. Holder to have delegated powers to consider any alternative proposal from the staff member, as part of the redundancy consultation process.*

409/17C **Legal:**

a) **Access Track:** ***Resolved:** The parish council follow their solicitor's advice.*

b) **Legal Advice re Outstanding Debt to the Parish Council:** *The Solicitor advised that due to the amount of debt owed to the Parish Council that the best course of action would be to pursue this through the small claims court. This can be done on-line at a cost of approx. £25. **Resolved:** The Parish Council pursue the outstanding payment for the hire of the Bowerhill Sports facilities via the small claims court.*

410/17 **Community Project & Partnerships:**

a) **Age UK Request for Rural people to Write to their MP and Call for a Review of Non-Emergency Patient Transport Services:** ***Resolved:** The Parish Council write to Michelle Donelan MP in support of this initiative.*

b) **Invitation to Melksham Seniors Group to a Future Meeting:** *It was noted that the Melksham Seniors Group had a lack of younger volunteers able to assist with some of their members physically getting onto the community bus but the Clerk had offered to seek volunteers using the Parish Council's social media platforms. It was considered important that the Parish Council proactively seek the views and opinions of older people in the community to be able to better inform them when making decisions, such as what facilities are required from new community buildings and what mitigation needs to be taken into account for older people when considering planning applications. **Resolved:** The Parish Council write to older people's groups in the community inviting them to put forward a Champion for the over 65s to represent the parish.*

c) **Update on parkrun:** *The Council noted that the weekly parkrun event was going well, with plenty of runners attending.*

d) **Melksham Rail Users Group, Minutes of Meeting held 17th December, 2017:**

*These minutes were noted. Additionally, there is GWR consultation on rail services and refranchising in the South West, with a closing date prior to the next Full Council meeting. **Resolved:** The Highways & Streetscene Committee to have delegated*

powers to consider and submit comments on this consultation at the meeting to be held on 29th January.

e) Melksham Rural Police Report, December 2017: This report was noted.

Meeting closed at 9.50pm

Chairman, 26th February, 2018