

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 23rd April, 2018 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllrs. Richard Wood (Chair), John Glover (Vice Chair), Alan Baines, Nick Holder, Greg Coombes, Paul Carter, David Pafford, Kaylum House and Terry Chivers.

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

- 537/17 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire. He reported that the Independent Fire Risk Assessor had confirmed that the mitigation measures proposed under Min.514/17d) were acceptable given the timescales and number of meetings to be held prior to the Parish Council moving out of Crown Chambers. Additionally, the landlord had removed all the cardboard boxes from the porch area this afternoon, which had been one of the main areas of concern. It was noted that the Parish Officer had carried out a fire check prior to the meeting at 6.45pm.

Cllr Wood reported that there were currently two vacancies on the Parish Council following the resignation of Steve Petty in the Berryfield Ward, and more recently Joanne Pattison in the Bowerhill Ward, who had resigned for personal reasons.

- 538/17 **Apologies:** Cllr. Mary Pile was on holiday and Cllr. Paul Taylor had given apologies as he was visiting a close relative in hospital; these were accepted.

- 539/17 **Declarations of Interest:** Cllrs. Glover and House declared an interest in agenda item 10b)ii) as they lived next to the public open spaces being discussed.

- 540/17 **Dispensation Requests:** None.

- 541/17 **Items to be Held in Committee: *Resolved:*** *Agenda item 7c 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: (c) preparation of cases in legal proceedings.

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

- 542/17 **Public Participation:** Melksham Town Cllr. Mike Sankey wished to publicly congratulate Miss. Marianne Rossi for passing her apprenticeship and subsequently being employed by the Parish Council in the role of Assistant Parish Officer; he stated that he felt she would be a great asset to the Council. He also wished to state that as a resident of Bowerhill he was completely in support of the Parish Council's proposal to install a teen shelter either at Hornchurch Road or any other locations in Bowerhill. He wished to speak on behalf of a Melksham Without Parishioner who was looking to apply for a Public Right of Way (PROW)

diversion across his land. The parishioner had been in discussion with the PROW Officer at Wiltshire Council who had discussed the proposal with him. Cllr. Sankey asked if the Parish Council could put the pre-application consultation for this proposed diversion as an agenda item for the next appropriate meeting.

The Council re-convened.

543/17 **Councillor Vacancies:**

a) Berryfield Ward and Bowerhill Ward: It was formally noted that there were two vacancies on the Parish Council; one for the Berryfield Ward following the resignation of Cllr. Steve Petty, and one on the Bowerhill Ward following the resignation of Cllr. Joanne Pattison. If ten electors request an election for the Berryfield Ward this will take place not later than 3rd July, 2018. If ten electors request an election for the Bowerhill Ward this will take place not later than 17th July, 2018.

The Clerk advised that Cllr. Pattison had been an emergency keyholder for the Bowerhill Sports Pavilion and asked if another councillor would be willing to now do this. Cllr. Glover offered to be an emergency key holder.

It was noted that between now and the Annual Council Meeting on 14th May, when councillors would put themselves forward as representatives on committees, there was only one meeting affected by these vacancies. Cllr. Pattison had been a member of the Highways and Streetscene Committee, with the next meeting of this committee being held on 30th April. It was agreed that a new representative was not sought for this one meeting.

b) Issue of Polling Cards: Following the last councillor vacancy, the Council resolved under Min.394/17b) that they would issue polling cards if a contested election was held for that vacancy. The Clerk advised that it cost approximately £2,500 for each polling station and an additional £2,500 for the issue of polling cards. She informed that there is one electoral district in Berryfield and two in Bowerhill. Therefore, if an election was called for both wards this would cost approximately £7,500, with a further £5,000 for the issue of polling cards to electors for both wards; a potential total cost of £12,500 for both electoral districts. She advised that there was a reserve in the budget of £6,000 for elections, but this would not be enough for two elections and thus the funds would need to be taken from other reserves. A discussion took place over the pros and cons of issuing polling cards. Some members felt that it was important to the democratic process to issue polling cards, with other members considering that polling cards would not encourage more people to vote and that a full page advert in the Melksham News would be impactful and cost effective. Cllr. Glover, as Chairman of the Finance Committee, wished to make it clear that if polling cards were issued that this could commit the Council to a further £5,000 cost and that this would need to be accounted for in next year's budget. Some members felt that there should be a policy change and that polling cards should be issued for all future bi-elections. **Resolved:** *The future policy of the Council to be that polling cards are issued for all future bi-elections, with members acknowledging the impact this could have on next year's budget.*

544/17 **Minutes, Full Council Meeting 26th March, 2018: Resolved:** *The Minutes of the Full Council Meeting held 26th March, 2018 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:*

From Min.514/17b) – “Recommendations, Staffing and Highways Committee” corrected to read “Recommendations of the Staffing and Resources Committee”.

545/17 **Minutes, Planning Committee Meeting 9th April, 2018:**

- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 9th April, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Resolved:** *The Recommendations detailed in Min.528/17)1), Min.528/17)2), Min.529/17)1), Min.529/17)2), Min.530/17a), Min.530/17b), Min.530/17c), Min.531/17d) and Min. 531/17e) were formally approved.*
- c) **Matters Arising from Min.531/17e): Draft National Planning Policy Framework (NPPF) Consultation Response:** It was noted that NALC (National Association of Local Councils) and Wiltshire Council as the Local Planning Authority were responding to this consultation. However, at recent planning training delivered by Wiltshire Council it had been acknowledge that they only had legal enforcement powers with regard to Listed Buildings Consent, and that the government had not given local authorities the “teeth” to legally enforce other breeches of planning conditions or imposed sanctions on developers. **Resolved:** *The Parish Council suggest to NALC and the government that within the NPPF framework local authorities are given more legal powers to take enforcement action against developers for breach of planning conditions and ensuring that S106 obligations are met in a timely fashion. The SLCC (Society of Local Council Clerks) and Wiltshire Council Planning Officers are copied in on this response.*
- d) **Matters Arising from Min.534/17: Wilts & Berks Canal Restoration Project:** Cllr Baines reported that he understood that the Wilts & Berks Canal Trust had purchased 6 acres of the old canal bed at Queenfield Farm, with the rest of the farm being sold to a private buyer. Additionally the Trust had submitted their own planning application in an effort to address the issues posed by the route of the canal crossing the M4.
- e) **Feedback re: 18/02448/FUL – 29, The Beeches:** This agenda item was deferred to the end of the meeting to be discussed in Committee.

546/17 **Annual Parish Meeting:**

- a) **Minutes, Annual Parish Meeting, 16th April, 2018:** It was noted following recent staff training that the SLCC advised that the minutes of the Annual Parish Meeting were approved at the next Full Council meeting. Delaying a year until the next Annual Parish Meeting could result in members forgetting what was discussed, or in an election year a change of councillors. **Resolved:** *The Minutes of the Annual Parish Meeting held 16th April, 2018 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:
Min.14 – Comment & Question Time – sentence “a Straw Poll that had not be organised” corrected to read “a Straw Poll that had not been organised”.*
- b) **Feedback from Annual Parish Meeting:** Members felt that the meeting had a really warm and positive atmosphere. The format of handing out grant cheques at the end of the meeting worked well with the opportunity for groups and organisations to explain what they do and what they will spend the grant money on. The Parish Council had received thanks on social media and a card, which had been signed by some of the young people from Young Melksham.
- c) **Arising from Min.14:** Cllr. Baines reported on the bus service changes to the 272. This service would now become the D3, and will result in an additional 11 services to

Bath in each direction. He reported that this service would stop in Bowerhill as well as Whitley.

547/17 **Office Accommodation:**

- a) **Pavilion Change of Use Planning Application:** The Clerk reported that a Change of Use planning permission for the Bowerhill Sports Pavilion was required. The original planning permission under application w/12/02298/FUL was that the building was to be “used solely as a Sports Pavilion”. It was considered that this was formal exercise as Fields in Trust had already given their approval for a change of use so that the lounge area of the Pavilion can be used as either temporary office accommodation or for hire for meetings/training. The evidence to support the application is that the Campus is not yet available for the Parish Council to move into, and the creation of the Oakfields Football and Rugby facilities has meant the viability of the Pavilion has been put at risk. It was noted that a cheque for £231 for the application fees had been added to the list of payments to be approved.
- b) **Council Resolutions Not Actioned due to Planned Use of Pavilion:** The Clerk advised that due to the Council’s previous resolution made under Min.462/17 to move the office accommodation into the Pavilion lounge, other resolutions had not been actioned as they conflicted with this resolution. They were as follows:
From Min. 254/17a) & 274/17b) – Banners on railings advertising facilities and meeting space.
From Min.378/17b)1) – Mailshot to businesses advertising facilities and meeting space.
From Min.473/17 – Free use of Pavilion lounge as a meeting space to groups and organisations as part of Grant Aid award.
It was noted that Wiltshire Sight may wish to use the Pavilion Lounge area for a one off event, and this would still be acceptable if the event was held in May or June.
- c) **Future Venues for Council Meetings:** The members reviewed the spreadsheet produced by the officers, which indicated the availability, suitability and feasibility of 24 potential venues. The Council had previously resolved under Min.516/17b)1) that they would hire Shaw Village Hall for all available Mondays, under Min.516/17b)2) that they would try to negotiate with Shaw and Whitley WI over whether they would be willing to move their venue and under Min.516/17b)3) that they would hire either Whitley Reading Rooms or Whitley Methodist Church for any dates that Shaw Village Hall was not available. It was noted that Shaw & Whitley WI were unwilling to move their venue for this current year or for future years. Additionally Whitley Reading Rooms was not available on a Monday evening until after 8.00pm and Whitley Methodist Church Hall was too small. Some members felt that it was important for parishioners that there was a consistency of venue to avoid confusion. There were only two venues that were available every Monday evening; Oakfields Football and Rugby Club and St. Barnabas Church School Room. It was noted that Oakfields had a bar, and the law for Town and Parish Council meetings states that meetings should not be held in a licenced premises unless there is no other reasonable venue available. **Resolved:** *The Council rescind their previous resolutions made under Min.516/17b)1) and Min.516/17b)3), and hire St. Barnabas Church Hall for all future meetings, subject to the Hall being as big as the main room at Crown Chambers.*
- d) **Office Relocation Working Party Meeting Dates:** The following meetings were noted:

i) Relocation from Crown Chambers to Pavilion: 10:00am Wednesday 25th April, 2018, at Bowerhill Sports Pavilion. Cllr. House gave his apologies for this meeting.

ii) Meeting with Campus Architects re Future Accommodation: 10:00am, Wednesday 2nd May, 2018, at Crown Chambers. Cllr. Glover gave his apologies for this meeting.

548/17 **Hornchurch Road Public Open Space:**

a) Legal Transfer of Play Area to the Parish Council: The Clerk advised that ownership of the Play Area had been transferred to the Parish Council today from Westbury Homes. She had requested that she was advised prior to the transfer taking place, but this had not happened. Fortunately the Parish Council had already added this play area to their insurance schedule. She informed that she had organised bin emptying and grass cutting with J H Jones today. She had already asked the Parish Caretaker to carry out a ROSPA inspection of the play area and she would discuss the finding with him on Thursday, and whether he felt that the play area was safe to remain open. It was noted that the refurbishment contractor, Ministry of Play, needed to be contacted to establish a timeframe when the works could be carried out.

8.00pm – The Assistant Parish Officer carried out a fire check of the building.

b) Further Action Following Site Meeting with Members of BRAG (Bowerhill Residents Action Group):

i) Footpath Extension: The line of the footpath extension was walked and agreed. There was already a worn route where people are walking between the existing footpaths.

ii) Potential Teen Shelter: Three residents were unhappy about the proposed location of a teen shelter next to the MUGA (Multi Use Games Area) at Hornchurch Road. They had proposed three alternative locations; the humped grassed area in Falcon Road, the Village Green opposite the Pilot pub and the public open space behind Wellington Drive. It was noted that the reason for proposing locating the teen shelter next to the MUGA was to encourage the teenagers out of the younger children's play area and away from the residential housing. Cllr House stated that in his opinion the young people in the area use Hornchurch Road, as they want to play basketball. He felt that this was the best location as the young people are already there. Some members had concerns that some young people would not know where some of the areas proposed by the residents are located. A member had some concerns with regard to the proposed area in Hornchurch Road next to the MUGA being very wet and sometimes waterlogged. It was noted that the public open space in Wellington Drive and the humped grassed area in Falcon Way also got very wet. It was noted that installing drainage by the MUGA in Hornchurch Road would be prohibitively expensive, however, any teen shelter did not have to be installed at ground level, it could be raised to address flooding issues. It was acknowledged that a footpath to any teen shelter would have to be installed, as was the case with the MUGA. **Resolved: 1.** *The Council seek quotes for the footpath extension and seek permission for its installation from Wiltshire Council. 2.* *The Council proceed with the proposed site next to the MUGA at Hornchurch Road as a location for a teen shelter as it meets the requirement of moving the older*

children away from the young children's play area and away from residential housing, and is the most feasible site having considered it against the other sites put forward by residents. 3. The Council investigate styles and costs of teen shelters that are non-discriminatory to bring forward for consideration at the next Asset Management Committee meeting.

549/17 **Flood Prevention:**

a) Actions Taken in Respect of Landowner Responsibilities in Beanacre & Whitley: The Clerk gave a verbal update:

i) Westlands Lane, Beanacre: The members reviewed a map produced by the Wiltshire Council Drainage Team, indicating where there was believed to be a blockage in gardens of properties in Westland Lane. On the Easter Weekend water was flowing 18" above the inlet pipe and there was no water coming out of the outlet pipe further downstream. The drainage team can therefore reasonably assume that the blockage is somewhere between these two points. The pipe in question is under the gardens of several properties. The Parish Council had sent formal ditch clearance letters to the applicable residents in Westlands Lane on behalf of Wiltshire Council, which had been accompanied by a less formal letter of explanation. The residents had been extremely unhappy about receiving this correspondence and so a meeting was held on Friday 20th April at Whitley Methodist Church with the Clerk and the Principal Drainage engineer attending. It was explained to the residents that under Riparian ownership obligations it was their responsibility to clear the pipe to prevent flooding to their neighbours. It was put to the residents that they could work collectively to address the issue and get the work done, however, some residents wished to carry out the work individually. Some residents enquired about having mains sewerage installed in Beanacre. It was noted that this issue had previously been raised and that the residents of Beanacre did not want to be on mains sewerage.

ii) Whitley: It was noted that there were still a couple of residents in Whitley who had not cleared the ditch to the rear of their properties despite receiving two letters from the Parish Council. They would now receive a legal letter from Wiltshire Council, which would insist that they carry out the work or Wiltshire Council will do it and invoice them for the cost. It was noted that this may suit the residents in question who are unable to carry out the work themselves and may struggle to appoint contractors to do it. It could be that the best resolution for these residents is for Wiltshire Council to carry out the work and then pay them.

b) Feedback Meeting to Residents in Shaw and Whitley: It was noted that there was a meeting at 7:00pm, Tuesday 24th April at Whitley Methodist Church being hosted by the parish council with speakers from Wiltshire Council and the Environment Agency. This meeting was by invite only to those residents who reported property or garden flooding in September 2014. The results of the Atkins Report and potential mitigation measures would be explained at this meeting. It was noted that the Atkins modelling had taken so long due to the quality and quantity of information given by residents which all had to be mapped.

550/17 **Finance:**

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

Transaction No	Paying In Ref	Income Details		Amount £
V536	500113	The Foresters Arms F.C. (Inv. 021-JB120318)	120.00	120.00
V537	500114	Whitley Players (Section 137 refund 2014)	150.00	150.00
V538		The Foresters Arms F.C. (Inv. 021-JB120318) - UNPAID CHEQUE	-120.00	-120.00
V539		Parish Precept 18/19	95,045.87	95,045.87
		TOTAL	95,195.87	95,195.87

b) 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 £
V521	5751	Richard Wood	VOID - Error made calculating Chair's Allowance 17/18	-200.00		-200.00
V526a	5757	B.T. Payphone	Additional kiosk payment (adoption)	1.00		1.00
V540	5760	TOTAL QSR Ltd	Inv. 1211 - Rent (Apr. to June) and Inv. 1210 - Elec for C.C. TOTAL £2,624.63	846.57	169.31	1,015.88
				1,608.75		1,608.75
V541	5761	Mr M K Bray	Semington Magpies - Football booking refund due to adverse weather conditions	60.00		60.00
V542	5762	Richard Wood	CORRECTION - Final Chair's Allowance Instalment 17/18	190.59		190.59
V533	UNITY BACS	HMRC	VOID - Error made Period 12 - March 2018	-1,210.59		-1,210.59

V533	5763	HMRC	CORRECTION - Period 12 - March 2018	1,208.19		1,208.19
V543	5764	MWPC	Transferring funds to Unity Bank via Cheque – authorised at 26th March Full Council meeting	50,000.00		50,000.00
			SUB TOTAL	52504.51	169.31	52673.82

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

Trans action No	Cheq Ref	Payee	Payment Details	Net £	VAT £	Gross £
V544	D.D	Sirus	Inv. 36802 - Office system/telephone/calls	142.52	28.50	171.02
V545	D.D	British Telecom	Inv. Q045R7 - B/Band for C.C.	97.62	19.52	117.14
V546	D.D	British Telecom	Inv. M033GD - B/Band/Telephone for B/Hill	50.70	10.14	60.84
V547	D.D. Unity	Lloyds Charge Card	Stationery Stamp, batteries, monthly fee	40.91	7.26	48.17
V548	D.D	Grist Environmental	Inv. 232881 - Trade Refuse	32.55	6.51	39.06
V549	D.D. Unity	Teresa Strange	Reimbursement of Emergency Mobile Phone contract charges	4.99	0.00	4.99
V550	5765	Wiltshire Pension Fund	Period 1 - April 2018	1363.56	0.00	1363.56
V551	D.D. Unity	HMRC	Period 1 - April 2018	1082.58	0.00	1082.58
V552	5778	J.H.Jones & Sons	Inv. 12804 - Grass Cutting March 2018	736.41	147.28	883.69
V553	5766	Wiltshire Council	Inv. Planning Application fees for change of use of B/Hill Pavilion Lounge (to office) = £231.00	290.50	0.00	290.50
			Inv. 90302139 - DBS charge (D. Cole) = £59.50			

			TOTAL = £290.50			
V554	5767	Melksham Town Council	Inv. MISC/05/18/19 - SID (13/03 @ Beanacre) = £100.00	237.02	0.00	237.02
			Inv. MISC/06/18/19 - MCAP (Feb 18) = £137.02			
			TOTAL = £237.02			
V555	5768	AquaSafe Environmental Ltd	Inv. 180301 - Water Hygiene PPM Visit - March 2018 = £138.00	£230.00	£46.00	£276.00
			Inv. 180402 - Water Hygiene PPM Visits - April 2018 = £138.00			
			TOTAL = £276.00			
V556	5769	Jens Cleaning	Inv. 1039 - Cleaning B/Hill	215.00	0.00	215.00
V557	5770	Simon J White	Inv. 7674 - Carson Tyres R/About	195.00	0.00	195.00
V558	5771	Fields in Trust	Inv. 7725 - Reviewing FCR form for change of use application for Pavilion Lounge (B/Hill)	150.00	30.00	180.00
V559	5772	Wiltshire Publications Ltd	Inv. 46414 - Annual Parish Council Meeting advert	127.60	25.52	153.12
V560	5773	Condor Office Solutions Ltd	Inv. 519597 - P/Copier	117.25	23.45	140.70
V561	5774	A.B.Gerrish Ltd	Inv. 53506 - Gravel (play area repairs)	45.00	9.00	54.00
V562	5775	Radcliffe Fire Protection Ltd	Inv. 0927 - Fire alarm/manual call point (B/Hill)	35.00	7.00	42.00
V563	5776	J.H.Jones & Sons	Inv. 12816 - Empty picnic bins (B/Hill)	29.25	5.85	35.10
V564	5777	Screwfix/Trade UK	Inv. 0875336744 - Clout nails and glue = £23.47	25.14	5.02	30.16
			Inv. 0872845834 - Pgler Float Valve (allotments) = £6.69			
			TOTAL = £30.16			
			SUB TOTAL	5,248.60	371.05	5,619.65

	Salaries:					
V565	Unity BACS	Teresa Strange	APRIL 18 SALARY + Additional 2.5hrs			
			Expenses = Tree planting refreshments and postage	87.05	3.96	91.01
			TOTAL =			
V566	Unity BACS	Joanne Eccleston	APRIL 18 SALARY + Additional 29.25hrs			
			Expenses = Yellow Paper	9.16	1.83	10.99
			TOTAL=			
V567	Unity BACS	Justina Barber	APRIL18 SALARY + Additional 0hrs			
			Expenses = Postage and stationery	17.76	2.97	20.73
			TOTAL =			
V568	Unity BACS	Marianne Rossi	APRIL 18 SALARY + Additional 0hrs			
			Expenses = Annual Parish Meeting refreshments	3.76	0.33	4.09
			TOTAL =			
V569	Unity BACS	Terry Cole	MARCH 18 SALARY (w/e 05/03 to 29/03)			
			Mileage x 113miles @ 0.45/mile	50.85		50.85
			TOTAL =			
V570	Unity BACS	David Cole	APRIL 18 SALARY (06/04 to 11/04 - sick pay)			
			Salaries Total	4,964.32	9.09	4,973.41
			TOTAL	62,717.43	380.14	63,266.88

It was noted that Cllr. Holder was now a cheque signatory for Lloyds Bank. Unity Bank however had made an error with the application, so Cllr Holder could not yet authorise on-line transactions.

c) Audit Requirement Dates: Members noted the dates for year-end and audit requirements.

Thurs 26 th April	Year end closedown on Accounting Software package by Rialtas at Crown Chambers
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Thurs 3 rd May	Internal Audit Visit (IAC Ltd) at Crown Chambers
Monday 21 st May	Finance Committee meeting - to review year end paperwork & AGAR
<i>Monday 11 June 2018</i> <i>Statutory guidance states 30th June, new deadline sought to meet scheduled meetings which also meets advice received by Internal Auditor that external auditor requesting deadlines not in line with statutory guidance – the Council have until 30th June to submit this</i>	Deadline by which completed & approved AGAR (Annual Governance & Accountability Return) and all applicable supporting documents or Exemption Certificate must be submitted to External Auditors (PKF Littlejohn)
Monday 18 th June	Full Council meeting – to approve year end paperwork & AGAR
Monday 25 th June	Revised deadline for submission of AGAR
30 working days that must include Monday 2 July – Friday 13 July 2018 <i>(Part of the reason to not start packing or relocate to new office premises until after this period of right for the public to inspect documents)</i>	Statutory common period to be included in the smaller authority's period for the exercise of public rights
Sunday 30 September 2018	Statutory deadline by which AGAR & signed external auditor report must be published by the smaller authority (this includes publishing on the smaller authority's website). The Notice of Conclusion of Audit must be published at the same time.

d) Whitley Players Returned Grant Funding: It was noted that the Whitley Players had disbanded and had refunded £150 of historic grant funding that they had not used.

551/17 **Government Consultation – Review of Powers Dealing with Unauthorised Traveller Development and Encampments:** It was noted that the Government have a consultation about travellers encamping on unauthorised areas. It was noted that in the past travellers have set up camp behind the Canberra Youth Centre, Bath Road Car Park, King George V Playing Fields and the Bowerhill Sports Field. In his memoirs Mike Mills had given an in-depth account of what happened in 2010 at the Bowerhill Sports Field and the effect it had on the community. At that time it cost Wiltshire Council £32,000 for the environmental clear up of the Sports Field. As the Parish Council now

own this field the cost would fall to them if there was ever an unfortunate occasion that this reoccurred. It was noted that steps had been taken to protect the Sports Field; the whole area was fully fenced and the vehicular gate is padlocked, there are ditches and boulders on the boundaries, and when the new saplings have grown this will offer future protection. Additionally the Pavilion has 24hr CCTV and a mosquito deterrent device. The Parish Council had insured the field against the grass being churned up or the gates being broken open, but it was unable to insure for environmental clean up following any illegal encampment.

Members felt that there should be a change in the law to make it a criminal offence to encamp on unauthorised areas as in Ireland. It was also felt that there should be some way of recovering the clean up costs from those responsible. It was noted that NALC intend to respond to this consultation on behalf of the local councils that it represents. The Parish Council respond to the questions raised and make the following points:

- Use Mike Mills' memoirs as evidence.
- Add ability to recover the significant environmental clean up costs from those responsible.
- Add ability to recover loss of revenue – ie, Bowerhill Sports Field could not be hired out to football teams whilst travellers were camped there.
- Add that Travellers deliberately move onto sites on Bank Holiday weekends when council staff and enforcement are not working – this needs to be addressed.

Resolved: *The Parish Council respond to the NALC questionnaire and the Government Consultation and include the issues raised in the bullet points above. These responses are copied to SLCC, Wiltshire Council and Michelle Donelan MP.*

552/17 **Staffing:**

The members noted that Miss. Marianne Rossi had successfully completed her apprenticeship and her NVQ Level 2 in Business and Administration. She started working for the Parish Council in the post of Assistant Parish Officer on 1st April, 2018. Her hours of working have now changed to Monday, Tuesday and Thursday, 9:15am – 5:15pm, as this suited the requirements of the office workload and the increased responsibilities of her new role.

553/17 **Forthcoming Meetings & Events:** The dates and times of forthcoming meetings were noted:

- Ex George Ward Playing Fields Recreation Working Party:** 10:00am, Wednesday 9th May. Cllrs. Wood, Glover, Carter and House are the representatives, but as agreed with the Town Council only 3 representatives have voting rights. The members involved to establish who will take part in the voting at this meeting.
- TransWilts AGM:** 11:00am, Saturday 28th April at Bethesda Baptist Church, Trowbridge.
- Trowbridge Mosque Open Day:** 2:00pm-4:00pm, Saturday 28th April at Trowbridge Mosque.
- ATC 2385 (Melksham) Squadron AGM 7 Open Evening:** 7:30pm, Wednesday 9th May at the ATC HQ, Lancaster Road, Bowerhill. The ATC were actively seeking representatives for its Civilian Committee and it was suggested that the ATC were added to the list of Groups and Organisations to be considered for councillor representation at the Annual Council Meeting.

- e) **Shaw Summer Fayre:** 12:00 noon- 4:30pm, Saturday 9th June at Shaw Playing Fields and Recreation Ground.
- f) **Melksham Area Board Meeting:** 6.:30pm for refreshments with 7:00pm start, Wednesday 6th June at Seend Community Centre.
- g) **Town Digital Hub:** It was noted that there could be the opportunity for some funding for Town Digital Hubs in Wiltshire but members were unclear about what a Digital Hub was. Cllr. House offered to make some investigations to bring back to the Council for further discussion.

554/17 **General Correspondence:** Members noted the following correspondence:

- a) **Michelle Donelan MP:** Letter of thanks and congratulations for the recent tree planting at Bowerhill Sports Field. The Clerk had sent a copy to the ATC and BRAG as they were also mentioned in the letter.
- b) **Melksham Rural Police Report:** April 2018.
- c) **Melksham & District Seniors Forum 55+:** Annual Report 2017/18.
- d) **Young Melksham:** Annual Report 2017 – available to read at <https://youngmelksham.org.uk/about-us/annual-report-2017>
- e) **Wiltshire Council Briefing Notes:**
 - i) **No.341: Public Spaces Protection Order**
 - ii) **No.342: Changes to Chargeable Waste Collection and Disposal Arrangements:** It was noted that as of the 1st April, Crown Chambers was affected by this as a commercial waste collection was required. The Landlord had arranged and paid for this for his business, but had informed the Parish Council that they had to make their own arrangements. It was considered for the short term before the Council moved out that rubbish could be bagged up and disposed of at the Bowerhill Sports Pavilion where the Parish Council already have commercial waste bins.
 - iii) **No. 346: Ofsted Inspection Praises Wiltshire’s Joint Working to Support Children and Young People with SEND**
 - iv) **No.347: Outdoor Learning Centres in Wiltshire**
- f) **TransWilts (Rail) Newsletters:** February and April 2018. The increase in bus services was noted and welcomed, especially the additional 11 buses to and from Bath. It was considered that it would now be appropriate to formally request a feasibility study into providing Wi-Fi enabled bus stops that could give up to date information on bus services, delays, etc. It was noted that the buses on routes through Melksham and the surrounding villages had the capability to provide this service and information to the bus stops and that this already happened at the vast majority of bus stops in BANES. **Resolved:** *The Parish Council determine whether there should be a joint approach to Wiltshire Council to ask them to investigate the possibility of upgrading bus stops so that the timing and destination information that is Wi-Fi enabled on the buses can be brought into Melksham. The Parish Council seeks support from Melksham Town Council, Atworth Parish Council, Box Parish Council and Seend Parish Council who are on the Bath route, and TransWilts.*
- g) **Melksham Rail User Group:** Minutes, 28th February, 2018.

9.00pm – *The Assistant Parish Officer carried out a fire check of the building.*

- h) **TransWilts Email regarding New Bus Changes:** The increased services were noted and that this information had now been publicised on the First Bus website.

The D3 service into Bath will now also stop at Asda Supermarket on its journey into Bath, but not the return journey

- i) **Visit Wiltshire:** 2017 Marketing Activity Report.
- j) **Bobby Van News:** 2018

In line with Standing Orders the next agenda item was held In Committee and Town Cllr. Mike Sankey left the meeting.

- 555/17C **Feedback and Future Action Re: Planning Application 18/02448/FUL – 29, The Beeches, Shaw:** The Clerk explained that this issue arose from a planning application but that it affected land owned by the Parish Council. Members reviewed correspondence and documentation regarding this application including site photographs and land registry documents. Cllrs. Wood and Carter agreed to carry out a site visit.

Meeting closed at 9.17pm

Chairman, 14th May, 2018