

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 26<sup>th</sup> February, 2018 at Crown Chambers, Melksham at 7.00 p.m.**

**Present:** Cllrs. Richard Wood (Chair), John Glover (Vice Chair), Alan Baines, Nick Holder, Mary Pile, Joanne Pattison, Greg Coombes, Terry Chivers and David Pafford.

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

**Invited Visitors:** Wiltshire Cllrs. Roy While and Phil Alford.

- 447/17 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire.

He stated that the funeral of former Councillor and Chairman Mike Mills had been a very sad day, and that both he and Cllr. Glover were very privileged to have been asked to give a eulogy. He hoped that Mike's legacy to the Parish Council would be that it would continue to work with the collegiate approach that had always been fostered by Mike. The Council observed a minute's silence in memory of Mike.

Cllr. Wood welcomed and introduced Cllr. David Pafford as the newly elected councillor for the Bowerhill Ward. Cllr. Glover welcomed Cllr. Pafford who had been elected unopposed, but wished to express his disappointment that those individuals who had recently sought to criticise the Parish Council in the press had not put themselves forward as a candidate for the vacant seat.

- 448/17 **Apologies:** Cllr. Paul Carter was on holiday, Cllr. Paul Taylor was working and Cllr. Kaylum House had given apologies due to illness of a family member; these reasons for absence were accepted.

Cllr. Steve Petty had sent a message saying that he was going to Trowbridge, but had given no reason. This was not accepted.

- 449/17 **Declarations of Interest:** Cllr. Glover declared an interest in agenda item 9b, Highways and Streetscene Committee recommendations, as a resident of Wellington Drive.

- 450/17 **Dispensation Requests:** None.

- 451/17 **Items to be Held in Committee: Resolved:** *Agenda items 16a, 16b & 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". Reason:(a) engagement, terms of service, conduct and dismissal of employees.

452/17 **Results of Unopposed Election in Bowerhill Ward:**

- a) **Cllr. David Pafford Duly Elected:** The members noted that David Pafford had been unopposed and duly elected for the vacant Bowerhill Seat. Cllr. Pafford had volunteered when he took up his seat to be the Parish Council representative for BRAG (Bowerhill Residents Action Group) and Bowerhill Village Hall, to fill the vacancies created by the loss of Mike Mills. **Resolved: 1. Cllr. Pafford to be appointed as the Parish Council representative for Bowerhill Village Hall for 2017/18. 2. Cllr. Pafford to be appointed as the second Parish Council representative for BRAG for 2017/18.**
- b) **Appointment of Parish Council Representative for Dementia Friendly Group:** The Clerk explained that Cllr. Mills had also been a representative on the Dementia Friendly Group, and that he had been sought as a representative for this via the Community Safety Group. It was noted that a representative for this group did not necessarily have to be a councillor and a suggestion was made that a community member with an interest in this area could be the Parish Council's representative. It was further suggested that members chat to people in their wards to potentially bring forward a volunteer for consideration at the next Full Council meeting.
- c) **Response from Elections Team re Polling Cards and Postal Votes: Arising from Min.394/17b):** The Clerk reported that Wiltshire Council had advised that the cost of polling cards was in the printing rather than postage, and thus not sending polling cards to those electors who had chosen to vote by post would not make any significant cost saving. Additionally, if the Parish Council chose to issue polling cards then they will be issued to all residents eligible to vote, as Wiltshire Council would not exclude any elector from a pollcard run.

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

453/17 **Public Participation:**

Wiltshire Cllr. Phil Alford reported that Wiltshire Council held their Full Council meeting on Tuesday 20<sup>th</sup> February, and that the Boundary Commission's review body had asked Wiltshire Council to look at reviewing their boundaries for their councillors in order to equal out the divisions in size, with regard to the number of electors who are represented by each member, so that there is just a 10% disparity between them; currently a few have a 30% disparity. He explained that the Authority's Constitutions requires that much of the council's spending decisions are made by the Area Boards. For Area Boards to be effective they required a certain number of members to sit on each board, with some area boards only being represented by 3 members. A reduction in the number of councillors would result in insufficient numbers on some Area Boards, which would then require some to merge with other Area Boards. However, Melksham Area Board would not be at any risk of being merged as it has 6 members. Wiltshire Council are recommending to the Review Body that there is an increase of one councillor to bring the number of members to ninety nine, with a view to being able to even out the size of each division.

Wiltshire Cllr. Roy While reported on Wiltshire Council's budget proposals, stating that he felt the financial burdens placed on the Public Sector at the moment have never been tougher, quoting the problems currently faced by Northampton Council. He reported that Wiltshire Council hadn't bucked the trend, but had reacted to the problems it faced positively. He reported that the Council's spend had gone up to £327m net, £1b gross, and that this year there would be an increase in Council Tax of 2.99% and an increase

in the Social Levy of 3%. He considered that although this would make an impact, that it would not meet the pressures the Council faced with regard to social care and children's services. In his view the budget had balanced as Wiltshire Council were looking to save a further £25m, and that it was hoped that staff numbers would not be affected. As part of the proposed savings programme, the Council were looking to introduce multi-agency working, similar to the MASH (Multi Agency Safeguarding Hub), with services for the elderly working with the local health service, this includes a joint corporate post for healthcare. He mentioned the issue of car parking charges and complaints from the public, stating that the revenue raised from car parking charges paid for keeping bus services going.

*The Council re-convened.*

- 454/17 **Minutes, Full Council Meeting 22<sup>nd</sup> January, 2018: Resolved:** *The Minutes of the Full Council Meeting held 22<sup>nd</sup> January, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
- 455/17 **Confidential Notes to Accompany the Minutes, Full Council Meeting 22<sup>nd</sup> January, 2018: Resolved:** *The Confidential Notes to Accompany the Minutes of the Full Council Meeting held 22<sup>nd</sup> January, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
- 456/17 **Minutes, Planning Committee Meeting 29<sup>th</sup> January, 2018:**
- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 29<sup>th</sup> January, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
  - b) **Resolved:** *The Recommendation detailed in Min.418/17 was formally approved.*
- 457/17 **Minutes, Planning Committee Meeting 19<sup>th</sup> February, 2018:**
- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 19<sup>th</sup> February, 2018 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:  
From Min.442/17 (first paragraph, page 3) – spelling of “are” corrected to “area”.*
  - b) **Resolved:** *1. The Recommendations detailed in Min.442/17)2), Min.442/17)3), Min.443/17, Min.446/17a)ii)1), 446/17a)ii)2) were formally approved. 2. The Recommendation detailed in Min.442/17)1) was amended and approved as follows: The Parish Council advise Melksham Town Council that the community building being provided as part of the application is in the Town Parish and suggest that they make contact with the developers direct to discuss further in liaison with the Parish Council. 3. The Recommendation detailed in Min.446/17)b) was amended and approved as follows: The Town Council are invited to send a representative to attend any future pre-application meetings with developers, and make a reciprocal arrangement when holding their own meetings with developers.*
  - c) **Arising from Min.442/17)1):** *Cllr. Holder suggested that the parish council request that the developers of planning application 17/12514/REM (150 dwellings on land East of Semington Road and new village hall), install automated bus shelters that show live time bus information. Resolved: The Parish Council make a request to the developers that the bus shelters that they are committed to supply are of an automated type and that this is sent as an additional comment to Wiltshire Council.*

- d) **Arising from Min.442/17)3):** The Clerk reported that a meeting with Meril Morgan, the Wiltshire Council Arts Officer, had been arranged for Tuesday 27<sup>th</sup> March at 10.30. She suggested that members of BASRAG (Berryfield and Semington Road Action Group) were invited to attend at 9.30am to discuss the requirements for the new village hall first, before meeting Meril Morgan to discuss the Arts Contribution being provided under planning application 17/12514/REM.

458/17 **Highways and Streetscene:**

- a) **Minutes, Highways and Streetscene Committee Meeting, 29<sup>th</sup> January, 2018:**  
**Resolved:** *The Minutes of the Highways and Streetscene Committee Meeting held 29<sup>th</sup> January, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Recommendations, Highways and Streetscene Committee, 29<sup>th</sup> January, 2018:**  
**Resolved:** *The recommendations detailed in Min.428/17a)iii), Min.428/17b)i), Min.428/17b)ii), Min.429/17a), Min.429/17c), Min.429/17e)1), Min.429/17e)2), Min.429/17e)3), Min.429/17f), Min.429/17g), Min.430'17, Min.431/17, Min.432/17)1), Min.432/17)2), Min.433/17a) and Min.434/17b) were formally approved.*
- c) **Arising from Min.338/17 – Request for Funding from the Area Board for a Kissing Gate to the Rear of Shaw Recreation Ground:** It was noted that the Parish Council had been awarded 100% funding from the Area Board for the supply and installation of a kissing gate at the rear of Shaw Recreation Ground to replace the existing “V” style stile. The Wiltshire Council Rights of Way Officer was organising this work to be carried out by volunteers from the West Wiltshire Ramblers.
- d) **Arising from Min.316/17c) – Request for Funding from the Area Board for Installation of footway at Hornchurch Road Public Open Space (POS):** It was noted that the Area Board had awarded the Parish Council £4,000 in match funding from the Pathway Improvement Grant Scheme (PIGS), to install a new section of footway at Hornchurch Road POS to link up the existing footways to create a circular route. The ballpark estimate for the work was £12,000, for approximately 120m of tarmac footway. The Clerk advised that she would now seek three quotes for the work to be undertaken when the weather improves and the ground is drier; from the contractor who installed the last section of footway to the MUGA (Multi Use Games Area), the contractor approved to carry out the refurbishment works to the play area at Hornchurch Road, and the Wiltshire Council contractor. The Clerk asked members what sort of surface they would like to see as this would make a difference with regard to costings. It was noted that the existing footways are tarmac, but the Council could consider a more porous material which would allow better drainage, which would be more expensive, or they could consider a hoggin surface which would be porous and cheaper, but this would require replacing in the future. It was noted that a newer style water permeable surfacing could be installed either with or without edging stones, and that the latter was the cheaper option. She reminded them that there was a sewage pipe that ran across the field and that this would also need to be taken into account with regard to any construction process. A discussion took place with regard to the most suitable surface to install, and it was considered that more information and costings were required, and what would be the future maintenance implications of any footpath that did not have edging stones. **Resolved:** *The Parish Council seek quotes from contractors for a footpath with a tarmac surface and a footpath with a water permeable surface both with and without edging stones.*

459/17 **Data Protection:**

**a) Minutes, Data Protection Working Party Meeting, 21<sup>st</sup> November, 2017:** It was noted that approval of these minutes had been deferred twice as only Cllrs. Pattison and Chivers attended this meeting and thus only they could confirm them as an accurate record; they were both present at this evening's meeting. **Resolved:** *The Minutes of the Data Protection Working party Meeting held 21<sup>st</sup> November, 2017 were formally approved by the Council and signed by the Chairman as a correct record.*

**b) Recommendations, Data Protection Working Party, 21<sup>st</sup> November, 2017:** **Resolved:** *The recommendation detailed in Min.329/17 was formally approved.*

**c) WALC (Wiltshire Association of Local Councils) Briefing on new GDPR (General Data Protection Regulations):** The Clerk advised that she had attended a briefing held by WALC, which had been delivered by the Head of Legal and Solicitor for NALC (National Association of Local Councils), with regard to the new GDPR. The members noted that NALC is working on a GDPR toolkit for councils, which proposes to include information on the changes to existing legislation, guidance covering the requirements of the regulations and a set of templates, policies and notices. NALC is continuing to lobby the Information Commissioner's Office (ICO) and Department for Digital, Culture, Media and Sport (DCMS) for sector specific advice and any financial support, and liaising with the Society of Local Council Clerks (SLCC) on agreeing a more common approach to the regulations.

The members noted receipt of NALC training materials on both the GDPR and the new Data Protection Bill, both of which come into force on 25<sup>th</sup> May 2018. The Data Protection Bill will repeal the 1998 Act and legislate on data protection matters for the UK not already covered by the GDPR (an EU Directive).

**d) Appointment of a Data Protection Officer (DPO):** The Clerk reported following the briefing that the SLCC considered that NALC were speaking too soon with regard to their advice on a DPO as the Act of Parliament has not yet been passed. However, NALC are resolute that the Act has now received its 3<sup>rd</sup> reading and will come into effect in May. There have been no relevant changes discussed, so they are standing by their advice that the Clerk/RFO (Responsible Financial Officer) cannot be the DPO as they would be checking and overseeing their own work. The advice from NALC is that the DPO must:

- Have expert knowledge and practice of Data Protection Law
- Be independent of processing activities
- Report to the highest level
- Have no conflict with another role
- Be a named person and not a company
- Be qualified and competent

**Resolved:** *On the advice of NALC, the Parish Council appoint an independent Data Protection Officer.*

**e) Data Protection Officer and Data Audit Services Quotations:** The members considered three quotes received from companies providing data audit and DPO services.

**(i) Kevin Rose – IAC:** It was noted that Kevin Rose was the Parish Council's Internal Auditor, and was offering services to Parish Councils who were already internal audit clients. A fee of £75 plus VAT would be charged for acting as DPO, based on a minimum 3 year appointment. A separate detailed audit to ensure compliance with GDPR would be charged at IAC's day rate of £325 plus VAT, and it was anticipated that one person for one day would be required, and that

this would be a one off initial audit as moving forward this work could be included in conjunction with the annual financial audit.

- (ii) **Stuart Wilbur – Microshade VSM:** It was noted that Microshade VSM had quoted £995 for the first year, with a yearly fee of £395 in subsequent years. Additionally, they wished to host the Council’s IT system with a further charge of a one off £50 set up charge, and monthly fees of £24. The Clerk expressed concerns over the potential hosting of the IT system as she did not consider this to be appropriate as the Council already had IT hosting elsewhere, and had concerns if this was undertaken by two different organisations.
- (iii) **Steve Debruin – Bath and North East Somerset Local Authority Trading Services:** BANES Council were offering a service of a DPO and Annual Data Compliance Audit, with a minimum 3 year contract, to parish councils at a cost of £650 per year.

The members considered that not only was Kevin Rose of IAC the cheapest option, but that as the Internal Auditor he already knew the policies, procedures and working practices of the Parish Council. **Resolved:** *1. The Parish Council appoint Kevin Rose of IAC, as the Council’s Data Protection Officer at £75 plus VAT per year, and commit to a three year appointment. 2. The Parish Council appoint Kevin Rose of IAC to undertake an initial data audit to ensure compliance with the GDPR at a cost of £325 plus VAT.*

- f) **Use of Electoral Register by Parish Council:** Following conflicting information being received from Wiltshire Council by Councillors and Officers, the Clerk had sought clarification over the use of the Electoral Register. The response confirmed that councillors could receive a copy of the electoral register “for electoral purposes” or “for complying with the controls on donations contained in Schedule 7 to the Political Parties, Elections and Referendum Act 2000 or Schedule 2A of the Representation of the people Act 1983”; and that parish councils could receive a copy “for the purpose of establishing whether any person is entitled to attend and participate in a meeting of or take any action on behalf of the parish or community as the case may be”. The only exception to this is for the discharge of statutory functions relating to security, law enforcement and crime prevention. It was noted that any contravention of these rules could be liable to a fine of £5,000. The Clerk explained that in the past the electoral register had been used to write letters to homeowners with regard to ditch clearance, riparian ownership and hedge cutting, previously a Wiltshire Council responsibility that had been passed to parish councils, as it had been believed that this was an acceptable use. Moving forward the Parish Council would now have to request homeowner addresses via the land registry, at a cost of £3 per enquiry. Some members felt that if these tasks were the responsibility of Wiltshire Council that they should incur the land registry search charges if they wished the Parish Council to carry them out on their behalf. **Resolved:** *The Parish Council continue to write letters to homeowners and carry out land registry searches under sufferance, recognising that this is a task that should be carried out by Wiltshire Council.*
- g) **Open Media Policy:** The members noted that Melksham Town Council had an Open Media Policy which covered the recording of meetings, and in particular members of the public being recorded by the Council during meetings, as Council meetings are recorded for minute taking purposes. **Resolved:** *The Parish Council adopt the Melksham Town Council Open Media Policy.*

- h) Formal Approval of the Model Publication Scheme:** It was noted that the revised Model Publication Scheme was formally approved under the recommendation of the Data Working Party Minutes under Min.459/17b).

460/18 **Finance:**

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

Transaction Number	Paying In Ref	Income Details	Amount £
V427	BGC	Interest (Instant Bank Account)	0.02
V428	BGC	Wiltshire Council - CIL (Travelodge 16/09559/FUL)	20,764.18
V429	500107	Semington Magpies - ad hoc Football booking	60.00
			<b>20,824.20</b>

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

The following cheque was signed since the last meeting:						
Trans action No	Chq No. Ref.	Payee	Payment Details	Net £	VAT £	Gross £
V430	5688	Melksham Town Council	Chair's attendance at Mayor's reception	15.00	0.00	15.00
			<b>SUB TOTAL</b>	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>
Trans action No	Chq No. Ref.	Payee	Payment Details	Net £	VAT £	Gross £
V431	DD	British Telecom	Inv. QO99 LX - C/Chambers	298.49	59.70	358.19
V432	DD	Sirus	Inv. 36032 - Telephone System/Calls/New line/Broadband	275.42	55.08	330.50
V433	DD - UNITY	Lloyds Charge Card	Monthly Fee, P/Copier paper, Condolence Book, Pens, Wireless Mouse	122.68		122.68
V434	DD	British Telecom	Inv. MO32 CR - Broadband	50.70	10.14	60.84

V435	DD	British Telecom	Inv. MO30 4& - B/Hill	48.70	9.74	58.44
V436	DD	Grist Environmental	Inv. 225865 - Trade Refuse	45.60	9.12	54.72
V437	DD	E-on	Inv. H156EDE7EE - Elec. B/Hill	31.50	2.73	33.08
V438	DD	E-on	Inv. H156EDE9F3 - Gas B/Hill	13.36	0.67	14.03
V439	DD - UNITY	Teresa Strange	Emergency Mobile Phone	4.99	0.00	4.99
V439/a	5689	Wiltshire Pension	Period 11 - Feb. 18	1457.25	0.00	1457.25
V439/b	5690	HMRC	Period 11 - Feb. 18	1364.31	0.00	1364.31
V440	5691	VitaPlay Ltd	Inv. 1381 - Kestrel Court Play Area guardrail	900.00	180.00	1080.00
V441	5692	J. H. Jones & Sons	Inv. 12769 - Grass cutting	736.41	147.28	883.69
V442	5693	Andrea Pellegram Ltd	Inv. 191 - delivery of planning training	350.00	35.75	385.75
V443	5694	Jen's Cleaning	Inv. 1038 - B/Hill Cleaning Dec to Feb	378.00	0.00	378.00
V444	5695	Melksham Town Council	Inv. MISC/52/17/18 N/Bourhood - Jan. 18 = £91.35 Inv. MISC/57/17/18 N/Bourhood - Feb. 18 = £91.35 Inv. MISC/56/17/18 SID Jan. 18 = £100.00 <b>TOTAL = £282.70</b>	91.35	0.00	91.35
V444/a		Melksham Town Council		91.35	0.00	91.35
V444/b		Melksham Town Council		100.00	0.00	100.00

V444/c	5696	Aquasafe Environmental Ltd	Inv. 180101 - Water Hygiene - Jan. 18 = £138.00 Inv. 180201 - Water Hygiene - Feb. 18 = £138.00 <b>TOTAL = £276.00</b>	115.00	23.00	138.00
V444/d		Aquasafe Environmental Ltd		115.00	23.00	138.00
V445	5697	Simon J White	Inv. 7640 - Maintenance Carson Tyre R/About	195.00	0.00	195.00
V446	5698	Post Office	Postage stamps	189.45	0.00	189.45
V447	5699	Wiltshire Publications Ltd	Inv. INV-45711 Qrtly n/letter in Melksham News	142.50	28.50	171.00
V448	5700	Condor Office Solutions Ltd	Inv. 514719 - P/Copier	137.07	27.41	164.47
V449	5701	EFA Training	Inv. EFA/4717 - First Aid Training x 2 staff	120.00	24.00	144.00
V450	5702	ScrewFix	Inv. 0858366827 - various R&M	12.31	2.46	14.77
V451	5703	SLCC	Clerk membership already agreed at Full on 22/01/18	283.00	0.00	283.00
V459	5704	Mr Sparkles	Inv. 15022018 - bus shelter clean x 10 @ £15 each	150.00	0.00	150.00
			<b>SUB TOTAL</b>	<b>7,819.44</b>	<b>638.58</b>	<b>8,456.86</b>
	<b>Salaries</b>					
V452	Unity BACS	Teresa Strange	FEBRUARY 18 SALARY + Additional 10hrs			
			Mileage x 26miles @ 0.45/mile			11.70
			Expenses = Car Park (Warminster GDPR training)			2.00

V453	Unity BACS	Joanne Eccleston	FEBRUARY 18 SALARY + Additional 77hrs			
			Mileage x 15.2miles @ 0.45/mile			6.84
V454	Unity BACS	Justina Barber	FEBRUARY 18 SALARY			
			Expenses = Stationery and AAA batteries			22.84
V455	Unity BACS	Marianne Rossi	FEBRUARY 18 SALARY + Additional 6.75hrs			
V456	Unity BACS	Terry Cole	FEBRUARY 18 SALARY (08/01/18 to 01/02/18)			
			Mileage x 104miles @ 0.45/mile			46.80
V457	Unity BACS	Elaine Cranton	FEBRUARY 18 SALARY (Jan. Cleaning upto 16th Feb. '18 + Payment in-lieu of notice 23/02/18 to 18/05/18)			
V457/a			Redundancy Payment = 22weeks x 2hrs/week			
V458	Unity BACS	David Cole	FEBRUARY 18 SALARY (08/01/18 to 12/02/18)			
			<b>Salaries Total</b>	<b>5549.21</b>	<b>3.81</b>	<b>5553.02</b>
			<b>TOTAL</b>	<b>13,260.97</b>	<b>642.39</b>	<b>14,009.88</b>

- c) **Bowerhill Pavilion Business Rates:** It was noted that a member of the Valuation Office had paid a site visit to the Bowerhill Pavilion on Thursday 22<sup>nd</sup> February to measure the building for evaluation purposes.
- d) **2018/2019 Budget Documentation:** It was noted that every member had been issued a copy of the Budget, and that this copy with a green front page was for public viewing.
- e) **Quotation for Weed Spraying in the Parish:** The Clerk advised that the Parish Council undertake annual weedspraying in the Parish. Wiltshire Council used to weed spray in Bowerhill, it they no longer do this, so the Parish Council use a contractor, Total Weed Control, who spray all the road edges in the Parish, the linking pavements, and around all the bus shelters, including those owned by Wiltshire Council. This is usually carried out in the spring and last year cost £1,329 plus VAT but had not yet received a quotation from the contractors. It was queried whether this contractor could weed spray the traffic islands in Bowerhill, but it was considered that this was something that could be added to the Parish Steward list.  
**Resolved: 1.** *The Parish Council approve the undertaking of weed spraying in the Parish by Total Weed Control at a cost of no more than £1,500. 2. Weed spraying of paving on traffic islands to be added to the Parish Steward list.*

461/17 **Public Open Space/Play Areas:**

- a) **Hornchurch Road Play Area:** BRAG (Bowerhill Residents Action Group) had raised concerns about teenagers using the smaller children's play area to congregate in the evenings, creating noise and litter. The members also noted an article in the Melksham News about a local resident complaining about the same issue and undertaking litter picking of the area. The Clerk reported that she had met Inspector Andy Fee at an Area Board Meeting and had explained that the Parish Council were considering installing a teen shelter at Hornchurch Road Public Open Space and wished to seek the views of the Police on this, and whether they considered that this would help with the perceived anti-social behaviour here. He had advised that the Parish Council contact PC Lee Pelling, the Police Community Co-ordinator for Trowbridge, Melksham and Bradford-on-Avon. The Parish Council invited PC Pelling to attend this evening's meeting, but he had replied to say that he was unable to attend as it had been agreed that the Police Community Co-ordinators would represent the Inspector and the Deputy Sergeant at Town Council level meetings where possible, and that due to the number of parishes that he covered he could not commit to attending Parish level meetings. However, the PCSO's could attend where shift patterns allowed. Members were disappointed in this response; the Police had received two complaints of anti-social behaviour from youths in the play area in January, and the Parish Council having also received complaints were considering potential solutions and felt that contribution from the police would be of value to their discussions and any decision making. It was noted that the Police Superintendent had attended a recent Atworth Parish Council meeting. It was considered that it was not necessary for PCSO's to attend meetings every month or when their shifts allowed, as a monthly report of crimes in the Parish was already received. Members would prefer the police to attend meetings when there was a specific issue being discussed for which their opinion could be sought. **Resolved:** *The Parish Council reply to the Police Inspector expressing their disappointment that the ruling is that Police Officers do not attend Parish Council meetings, only Town Council meetings, pointing out that Melksham Without is geographically the largest parish in Wiltshire,*

*encompassing 5 villages, and has a population almost as large as some towns, such as Bradford -on-Avon. The Parish Council request that the Police reconsider this ruling, and that rather than PCSOs attending on a monthly basis, that a representative of the police attends if there is a specific issue which needs addressing.*

- b) Teen Shelter at Hornchurch Road Public Open Space (POS):** Cllr. Glover, as the Parish Council representative on the Melksham Community Safety Group, reported that he had raised the issue of reports of anti-social behaviour at Hornchurch Road with the local PCSOs and PC Lee Pelling, at their last meeting. He had told them that the Parish Council were considering installing a Teen Shelter next to the MUGA (Multi Use Games Area) on the opposite side of the POS to the children's play area, in order to give the youths somewhere of their own to meet, sit and chat. The opinion of the police was divided; however, they did feel that siting a teen shelter by the MUGA would be the best place as it was furthest from any housing. They also stated that teenagers will congregate anyway, so it would make it easier for them to police any incidents as they would know where they were hanging out. They did advise that the teen shelter was in an area which was well lit, with no opportunities for dark corners. It was noted that the Parish Council were due to take over the asset of the play area very shortly and would be undertaking refurbishment works, and once complete would not want older teenagers sitting on equipment designed for 4-8 year olds, as this could then be liable to damage. It was considered that if the Council wanted to discourage the use of the children's play area by the older teenagers then they had to be provided with a space of their own. It was also felt that if the Council wanted to prevent issues of littering then they had to provide a bin by any teen shelter. It was hoped that if the teenagers had a space of their own that they would feel an element of ownership and therefore less likely to vandalise it. It was noted that there was a teen shelter next to the play area in Berryfield and that there were never any problems here, however, it was also acknowledged that there weren't as many children in Berryfield as in Bowerhill. Members felt that it was very important to consult with the residents living next to the POS, as some may have concerns, but explaining that the provision of a teen shelter was seen as being a resolution to the current issues. It was considered important that the consultation should extend to the social housing flats in the Parade, as these properties have no gardens and therefore the POS, play area and MUGA provide the only opportunity for children living in them to engage in outside play and activities, and that a balanced view should be sought. **Resolved: 1.** *The Council seek quotes for the provision and installation of a teen shelter. 2. The Council consult with residents by writing to those people who have contacted the Parish Council with regard to issues at Hornchurch POS, residents whose properties abut the POS and the flats in the Parade. 3. The Council consult with BRAG and on social media.*
- c) Former George Ward School Playing Field Development Project:** It was noted that the Town Council had approved the proposal put forward by the Parish Council under Min.406/17c), for the structure and organisation of the joint working party to take this project forward. It was resolved under Min.093/17a)2), that Cllrs. Glover, Wood, Carter and House were the representatives on the Parish Council Ex George Ward Playing Field joint Working Party, and moving forward any three of these councillors would represent the Parish Council on the Joint Working party with the Town. The members concurred with the advice from the Wiltshire Council Countryside Officer that it was not necessary for the Councils to hire an expensive landscaping architect or consultant to design a scheme for this land. Members were

in agreeance with proposals for WW1 centenary tree planting and an attenuation pond which would assist with flooding issues in the area whilst creating a wildlife habitat. It was considered that investigations should be made to identify the interest level in having allotments on this side of the Parish, and to think about the implications of rental charges if non-parishioners wished to rent any future plots.

**Resolved:** *1. The Council invite the Wiltshire Council Countryside Officer and a representative from the Wiltshire Wildlife Trust to the first meeting of the Working Group. 2. Exploration into the interest level for the provision of allotments to be made via social media and the Connect magazine.*

- d) Fields in Trust Update on Use Of Bowerhill Sports Field:** The Clerk had sought advice from Fields in Trust over what activities and use they would permit on the Bowerhill Queen Elizabeth II Jubilee Sports Field. They had responded to say that if Wiltshire Council wished to install transitional facilities on the sports field, such as a dome to create all weather provision, that this would be acceptable, as would the installation of a BMX track as these are sporting and recreational activities. If, however, the Parish Council wished to hire out the lounge area for meetings, training, office space etc, then it would need to seek a change of use. The Clerk informed that she had already applied for a change of use with Fields in Trust, stating that it would make the Pavilion more viable as there had only been 2 bookings of the lounge area in 3 years. This would be considered by their legal team who meet once a month and it is not known whether this will be on their agenda for early March or early April. A copy of this application had also been sent to Wiltshire Council to query whether change of use was also required from their planning department.

462/17 **Office Accommodation:**

- a) Fire Risk Assessment:** It was noted that the statutory obligations following the Fire Risk assessment had been followed up but not yet received a response, but that other events had put a query over whether this would be necessary.
- b) Update on Meeting with Landlord:** Following her meeting with the Chairman and the Landlord of Crown Chambers, the Clerk reported that the Landlord's business, Total QSR, was growing and that they needed to expand into the space currently occupied by the Parish Council and/or would be moving to new premises themselves. Had the Campus delivery been on schedule, he would have waited for the Council to move out, now that this had been delayed and the Campus was not expected to be completed until 2021, he could not wait any longer. He would like the Council to move out by June, but the Clerk had requested August as there are less Council meetings that month and thus would be easier for the staff to manage a move. He was amiable with this.
- c) Future Office Accommodation Options:** The Clerk advised that until the Parish Council moved into the Campus, there were two ways of working that could be considered. The Council could seek accommodation which would allow for both an office space for the staff and a meeting room for councillors and members of the public, or seek office accommodation suitable for the 4 staff, and hold meetings elsewhere. She suggested that if the Council opted for the latter, that the same meeting venue should be hired every week to avoid confusion for parishioners. The Officers had investigated twenty possible options for new office accommodation and hall hire for meetings. A report of all these options was reviewed considering the pros and cons of each one, with some being difficult to access or too expensive. Accommodation at the Independent Living Centre was available at the correct size

and acceptable price, in addition the building had excellent accessibility as was fully DDA compliant. However, some members had concerns over its location in Semington and its ease of access for parishioners without transport or using public transport. It was noted that the most cost effective option would be for the office staff to move into the lounge area of the Pavilion as this was already owned by the Parish Council who were paying to heat and maintain an empty building. Additionally, the hire of the sports facilities and changing rooms would not be affected by staff working from the lounge area. Any meetings would have to be held elsewhere. It was considered if the office staff worked from the Pavilion whether all the meetings could be held at Shaw Village Hall as this was on the opposite side of the Parish and there could be the opportunity to hold surgeries here to assist with accessibility for parishioners on the north and west of the parish. **Resolved: 1.** *As the most cost effective option the Parish Council move into the Pavilion lounge as their office accommodation, if the change of use application is approved, and hire a venue for meetings. 2. The Council explore the possibility of hiring Shaw Village Hall every Monday evening as their meeting space. 3. Continue investigations into possible alternative accommodation as a back up plan.*

463/17 **Flood Prevention:**

- a) “What to do in a Flood” Leaflet:** Members noted the revised “What to do in a Flood” leaflet, and that it had been distributed to homes in Shaw and Whitley via the Connect magazine.
- b) Date of Feedback Meeting to Shaw & Whitley Residents:** A date had yet to be set for the feedback meeting with Wiltshire Council and the Environment Agency, but it was hoped that this would be on a Tuesday evening after Easter. It was noted that this meeting would be by invitation, and would be for just the residents who had been affected by property or garden flooding.
- c) Actions Undertaken Relating to Flood Prevention Works:**
- (i) Meeting and Minutes from CAWS CEG (Community Action Whitley Shaw – Community Emergency Group):** The Minutes from the last CEG meeting were noted. The Clerk reported that they were doing a fantastic job and that she had met with two representatives of the CEG. She had discussed the new GDPR (General Data Protection Regulations) and what this meant for the group and how they stored information about vulnerable properties and residents. She discussed carrying out DBS checks for the volunteers, and she was going to investigate whether she could take a lap top to Whitley Reading Rooms and fill out the applications on-line there, rather than the volunteers having to come into Crown Chambers.
- Cllr. Pile reported that the CEG were now going to invite her to all their future meetings. She had advised that at their last meeting she had told the Group that there could be the possibility that the Parish Council may install a noticeboard by the Toast Office in Whitley. The Clerk advised that this would be an agenda item for consideration by the Asset Management Committee.
- (ii) Ditch Clearance Letters to Residents:** It was noted that there were two residents in Whitley who had not taken action following the two ditch clearance letters sent to them by the Parish Council. They would now be sent a letter by Wiltshire Council, and if action is still not taken Wiltshire Council will clear the watercourse and charge the residents for the work. It was noted that the residents in question may be happy with this outcome as they may not be able to carry out the work themselves. Letters had also been sent by the Parish Council to

residents in Westlands Lane, Beanacre, with regard to a blocked drain running under the gardens of some properties. Some of these residents were unhappy with this as they considered that it was Wiltshire Council's responsibility to clear the blocked drain, although they had been sent information with regard to Riparian Ownership obligations.

- d) **Invitation to Flood & Coast Conference:** The Parish Council had been offered two free tickets from the Environment Agency to attend a Flood & Coast Conference between the 20<sup>th</sup> & 22<sup>nd</sup> March 2018 in Telford, in recognition of the work put into setting up the CAWS CEG, and their subsequent flood prevention work in the Parish. It was felt that these tickets should be offered to members of the CEG. **Resolved:** *Members of CAWS CEG to be offered the two free tickets and if they wish to attend the Parish Council offer to pay for the accommodation of any attendees, up to £100 per night.*
- e) **Melksham Town Council Flood Plan:** It was noted that the Town Council had now written a flood plan and that all the Town Councillors are automatically flood wardens until they can recruit some volunteers.

#### 464/17 Proposed Meetings & Events:

- a) **2018/19 Council Meeting Dates:** **Resolved:** *The scheduled meeting dates for 2018/19 were formally approved.*
- b) **Discussion Topics for Meeting with Michelle Donelan MP, Friday 9<sup>th</sup> March, 2018:** It was noted that the following issues had been sent to Michelle Donelan MP as discussion topics and requests for her support on these Rural Network Services initiatives:

- The Parish Council wish to back the initiative to support Age UK with a call for a review of non-emergency patient transport services by asking for support from their MPs for the campaign.
- The Parish Council wish to back the initiative for asking MPs to put pressure on the courts to enforce the highest possible penalties for those breaking the law by fly tipping.

The Clerk asked whether there were any other issues which the Parish Council wished to raise, in order that she could let Michelle Donelan know before the meeting. **Resolved:** *The following issues on rural infrastructure to be sent to Michelle Donelan MP prior to her meeting with the Council:*

- *The government has been keen to implement new housing, but how are they going to address the connectivity of these new developments to the existing facilities, especially in rural communities such as Melksham Without for such things such as amenities for residents and logistics such as connecting bus routes*
- *To encourage the support of Michelle for the improvements to Melksham Train Station and the planned platform extension*
- *To encourage the support of Michelle for an Eastern Bypass for Melksham*
- *To encourage the support of Michelle for requesting that the Government clarifies the legal powers of town and parish councils to fund church buildings (see letter to Michelle dated April 2016 & SLCC (Society of Local Council Clerks) news item dated 2<sup>nd</sup> Jan 2018)*

- c) **Community Tree Planting Event at Bowerhill Sports Field:** This event had been planned for Saturday 10<sup>th</sup> March as the Parish Council had been informed that the delivery date for the trees would be between the 5<sup>th</sup>-9<sup>th</sup> March. However, recent

conflicting correspondence from The Woodland Trust and Federal Express regarding delivery dates had resulted in the Parish Council being unclear as to whether the trees would arrive in time for planting on 10<sup>th</sup> March. The ATC (Air Training Corps) who had agreed to assist with the planting had confirmed that they were also able to tree plant on Saturday 17<sup>th</sup> March, therefore a decision would be made over the planting date when confirmation of the tree delivery had been received.

- d) **Wiltshire Air Ambulance Visit – Wednesday 14<sup>th</sup> March, 2018:** It was noted that members had been invited to have a tour of the new Air Ambulance HQ. The following members and staff had indicated that they were attending: Cllrs. Wood, Glover, Baines, Carter and Pafford, and the Clerk, the Parish Officer and the Apprentice Parish Officer.
- e) **Invitation to 2385 (Melksham) Squadron ATC Dining In Night, Saturday 19<sup>th</sup> May, 2018:** Members noted the invite and that they needed to reply directly to the Squadron if they wished to attend.
- f) **Feedback following Melksham Chamber Visit to Knorr Bremse, 13<sup>th</sup> February:** Cllr. Wood reported that this was an excellent and very interesting visit of the Knorr Bremse factory.

*In line with Standing order 3d, the items under Staffing & Resources were held in Committee. Invited guests had already left the meeting.*

#### 465/17C Staffing & Resources:

- a) **Update following Staffing Consultation and Decision Made:** Under the delegated powers given to the Clerk and Cllr. Holder, a staffing consultation was held with regard to the position of permanent officer cleaner being made redundant. The member of staff employed in that post was given the opportunity to put forward an alternative proposal, as per the statutory consultation process and timeframe. The member of staff did not put forward an alternative proposal and thus the post of permanent office cleaner has been made redundant and the post holder's final day of employment will be Friday 18<sup>th</sup> May. Redundancy payment will be made as per the legal requirements for the number of years service the employee has given to the Parish Council. Following the consultation with the Officer Cleaner, the other members of staff were also consulted with regard to a change of their job descriptions to include light cleaning duties as and when required.

*The Parish Officer and the Apprentice Parish Officer left the room whilst the following two agenda items were discussed.*

- b) **Staff Sickness:** The Clerk reported that the Allotment Warden was due to have a hip operation this week and that the Parish Caretaker would be covering his duties whilst he was signed off work.
- c) **New Starters:** The Clerk had undertaken a staff appraisal with the Allotment Warden and was pleased to report that he had passed his probationary period.

#### 466/17 Community Project & Partnerships:

- a) **Campus Update from Area Board meeting 7<sup>th</sup> February:** The report of the Melksham Area Board meeting held on 7<sup>th</sup> March was noted.
- b) **Community Asset Transfer – Hut & Site at Melksham Station from Wiltshire Council to TransWilts Community Interest Company: Resolved:** *The Parish Council write a letter in support of the application by TransWilts for the Community*

*Asset Transfer of the Hut and Site at Melksham Station from Wiltshire Council to TransWilts.*

- c) **Melksham Age Friendly Project:** The Council noted correspondence from Melksham Seniors seeking support for small age friendly projects. The members supported the proposal put forward by Rhys Shell, Melksham Community Engagement Manager, that the Seniors Group develop small projects based on consultation and research which they then bring forward for support from the Town and Parish Councils and the Area Board.
- d) **Shaw School Clock:** Shaw School had been asked what they knew about the clock and why it wasn't working. The Head had replied that no one in the school can ever remember it working and that they did not know what is wrong with it. **Resolved:** *The Parish Council explore the possibility of getting the clock working again and get an expert to give a quote on the potential cost.*
- e) **Enquiry about Saving the WWII Graffiti in Ex RAF Hangers on Bowerhill Industrial Estate:** It was noted that the ATC had been awarded a Heritage Grant to work with the Wiltshire and Swindon Archive Centre to photograph and record all the historical aspects of the Ex RAF Hangers before they are demolished.
- f) **Request for Assistance with Refreshments at Melksham parkrun:** It was noted that the Parish Council had already given Melksham parkrun £1,000 towards their set up costs, and therefore did not consider it appropriate to support the provision of refreshments at this event.

467/17 **General Correspondence:** Members noted the following correspondence:

- a) **Melksham Area Community Safety Groups minutes** – January 2018.
- b) **Melksham Rural Policing report** – February 2018.
- c) **Rural Services Network Article** – Church Spires to be used nationally to boost digital connectivity and broadband speeds in rural areas.
- d) **Wiltshire Council Briefing Note -No.340** – Impact of Universal Credit for Wiltshire Council tenants.
- e) **Melksham Town Council Update** – National Express coaches calling at the Market Place.
- f) **Government Announcement** – Candidates standing as councillors in local elections will no longer need to publish home addresses.

Meeting closed at 9.59pm

Chairman, 26<sup>th</sup> March, 2018