

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 26th March, 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, Paul Carter, David Pafford, Kaylum House and Paul Taylor.

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

Invited Visitors: Wiltshire Cllrs. Roy While, PCSO Maggie Ledbury and Mr. Richard Bean, Secretary of Shaw Village Hall and Recreation Field Management Committee.

- 502/17 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire. The procedures outlined in the new Risk Assessment to be considered as agenda item 9c would be adhered to during the meeting. The fire door to the office would be left open to hear any smoke alarms on other floors and the ground and second floor would be checked on an hourly basis. There would therefore be a comfort break at 8.00pm and 9.00pm for these checks to take place. It was noted that the Parish Officer had carried out a fire check prior to the meeting at 6.50pm.
- 503/17 **Apologies:** Cllr. Terry Chivers had given apologies as he had a hospital appointment; this was accepted.
- 504/17 **Not Present:** Cllr. Steve Petty.
- 505/17 **Declarations of Interest:** Cllr. Wood declared an interest in any items relating to Berryfield and Semington Road, and agenda item 10d as there was a cheque made payable to him. Cllr. Pile declare an interest in agenda item 13c, flooding in Whitley.
- 506/17 **Dispensation Requests:** None.
- 507/17 **Items to be Held in Committee: *Resolved:*** *Agenda items 9e & 10e 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; and (c) preparation of cases in legal proceedings.
- 508/17 **Invited Guest – Cllr Nick Holder, Melksham Oak Community School Link Governor:** Cllr. Holder gave members an update on the latest activities at Melksham Oak Community School.

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

509/17 **Public Participation:**

Wiltshire Cllr. Roy While reported that he sat on the Children's Select Scrutiny Committee and at the September meeting an extension to Melksham Oak Community School was discussed, and he believed at that point Wiltshire Council were suggesting that this would be in 3 year's time. He said that he would chase this up and report back to the Parish Council.

He advised that the Wiltshire Council Cabinet meeting was being held in Salisbury on Tuesday 27th March, and that one of the papers being discussed was an Income Generation Policy, which would be looking at all aspects of income generation including 3rd party advertising and advisory services. The Council are looking at taking on an external provider, although it is felt that a certain amount of in house expertise will also be required. The target income for this year is £150,000, with the hope that there will be opportunities to generate more income in future years. It is hoped that this will help to address the £25m loss of grant income. He stated that the Council tried to save money where possible by sharing buildings and resources with partner organisations, such as the Police and Fire Service.

A member stated that he felt that the changes and refurbishment of the Bowerhill Recycling Centre were excellent, but he queried the logic of residents having to take identification with them when using household recycling centres in Wiltshire. He asked if there was any data that showed how many non-residents were using the recycling centres, as he considered that taking a form of identification and a council tax bill to be putting an undue burden on parishioners. Wiltshire Cllr. While stated that the concerns were over those recycling centres which are located on the peripheries of the County, where non-Wiltshire residents were using the recycling centres and Wiltshire Council have the cost of disposing their rubbish. He stated that he would follow up this query.

PCSO Maggie Ledbury advised that she had already sent a report highlighting issues in the Parish for March (agenda item 14b) and pointed out the section which explained about the Independent Advisory Group (IAG). The IAGs were introduced to act as a "critical friend" to the police with regard to service delivery with a particular focus on diversity and equality and were one of the ways in which the police engaged in community consultation. She asked if the Parish Council knew of anyone who may wish to take part and if so to ask them to get in contact with her.

She stated that the report she produced contained all the data from the ED12 beat which included Broughton Gifford and Atworth, as well as an overview of ED13 beat which included all of the other parishes in the Melksham Community Area. This was intentional so that villages and parishes could see what crimes were taking place in neighbouring villages and assisted in putting crime into context. She highlighted that of the 15 crimes in the parish, 8 of these were road traffic incidents, but she felt that this helped to highlight potential accident black spots.

The Clerk queried what the report of anti-social behaviour (ASB) from a large group of youths in Hornchurch Road play area was, and PCSO replied that it was a large group, very late at night. She stated that the PCSOs shift patterns meant that they finished work at 10.00pm on week days and 12.00pm on Fridays and Saturdays, and that some of the ASB is going on into the early hours. This information is then passed onto the response officers who are on duty, and they will patrol the area and respond if they are able to and they are not responding to other incidents and crimes.

The Clerk explained that the Parish Council were meeting with representatives of BRAG (Bowerhill Residents Action Group) as they were exploring the possibility of installing a

teen shelter next to the MUGA. She asked PCSO Ledbury if these youths were actually causing trouble or just congregating and chatting. PCSO Ledbury replied that they were drinking alcohol, leaving litter and causing a noise nuisance in the younger children's play area, and that there were pros and cons to the provision of a teen shelter; in her opinion there was the potential that a teen shelter could attract more youths, however, it would relocate them away from the play area and from the residential housing. She felt that the inclusion of a Mosquito anti-loitering device, which emits a high frequency noise only audible to teenagers, would probably just move the teenagers onto another location rather than preventing them gather at all.

PCSO Ledbury left the meeting.

Richard Bean, Secretary of Shaw Village Hall and Recreation Field Management Committee, said that he enjoyed coming to parish council meetings as there was so much going on in the parish. He said that he had come to the meeting with regard to agenda item 11b, future accommodation for the Parish Council, and specifically the hire of Shaw Hall for the Parish Council's meetings. He reported that they wished to assist the Parish Council in providing a venue for their Monday evening meetings, however, they already had a commitment to the WI, who had a long-term hire agreement one Monday a month. It was understood that the WI were struggling some months with numbers attending their meetings, and the members queried with Mr. Bean if there was an opportunity to open a dialogue with the WI over whether they would be prepared to move to a smaller venue, for example to Whitley Reading Rooms, in order that the Parish Council could hire Shaw Hall every Monday evening. The Parish Council did not expect the WI to change the day of their meeting or amend their meeting schedules but hoped that they would be amiable to a change of venue. The members felt that it could potentially be confusing for residents if the venue of Parish Council meetings was held elsewhere for one Monday a month and thus would prefer to seek a venue which could accommodate them every Monday. Mr. Bean felt that the Parish Council could have a conversation with the WI to investigate this possibility, and he could provide the contact details for them. He queried what storage arrangements would be needed by the Parish Council if they did hire Shaw Hall, stating that there was currently not much capacity for any additional storage requirements. Cllr. Wood thanked Mr. Bean for attending the meeting and clarifying the situation. Mr. Bean thanked the Parish Council for the newly installed kissing gate to the rear of the playing field, stating that every comment he had heard had been positive.

Mr. Bean left the meeting and the Council re-convened.

- 510/17 **Minutes, Full Council Meeting 28th February, 2018: *Resolved:* The Minutes of the Full Council Meeting held 28th February, 2018 were formally approved by the Council and signed by the Chairman as a correct record.**
- 511/17 **Confidential Notes to Accompany the Minutes, Full Council Meeting 28th February, 2018:** There were no confidential notes.
- 512/17 **Matters Arising from Min.460/18e)1):** The Clerk reported that the weed spraying quote had now been received from Total Weed Control at a cost of £1,345.00 plus VAT, and a purchase order had been raised for this work.

513/17 **Minutes, Planning Committee Meeting 12th March, 2018:**

- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 12th March, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Resolved:** *The Recommendations detailed in Min.483/17, Min.484/17a)ii) and Min. 484/17b)ii) were formally approved.*

8.00pm – The Council meeting stopped for a comfort break and the Parish Officer carried out a fire check of the building.

8.04pm – The Council meeting recommenced.

- c) **Correspondence from Developers for 17/12514/REM – Land East of Semington Road:** The members noted the response from the developers in response to the observations and requests put forward by the Parish Council as per Min.442/17 and was an agenda item in case a response was required before they submitted their imminent Reserved Matters application. The amended plans included the following changes:

- Self-closing gates (to be painted red) are now shown to the play area.
- The safety surface in the play area has been extended to avoid creating small areas of grass.
- The play equipment includes for swings and monkey bars so the overall mix of equipment arguably suits a wider age range of children.
- The secondary access point on to Semington Road now includes a 2-metre tarmac footpath connection.
- Additional public benches have been included close to the footway through the public open space.

The developers explained that they had explored the potential to extend the footpath on the southern side edge of the site eastwards in order to provide a full circular walking route. Unfortunately, this is not possible due to the location of existing hedges which they are trying to retain, and the proposed drainage attenuation basins which can't be reduced in size. They stated that it should still be possible for walkers to take a circular route around the site, although part of the route would be on roadside footpaths.

They provided the following answers and clarifications in relation to questions raised following the meeting:

- In terms of public art, the S106 legal agreement requires Bellway to make a payment to the Council and they suggest that the Parish Council engage with Wiltshire Council's Public Art Officer with regard to requesting particular on-site features.
- They explained at the meeting that the proposal included a mix of 1, 2, 3 and 4 bedroom homes. Advice provided to Bellway is that in this location, towards the edge of Melksham, the demand will be for family homes rather than 1 and 2 bed flats.
- The speed limit in the development is likely to be 30mph, however, parts of the site could be 20mph depending on the road design. This will ultimately be confirmed with the Highway Authority through the S38 adoption process.
- With regard to the road signage proposed at the amended site access, the developer is currently agreeing the details for white lining and signage with

Wiltshire Highways officers as part of the section 278 agreement. The Parish Council's comments regarding priority signage will be discussed with the officers as part of this process, however, ultimately the form of signage will be decided by the Highways Authority.

- With regard to the management company arrangements, the developer confirmed that they usually form a Residents Management Company (RMC) with all purchasers of properties on the development becoming Members of the RMC. They then appoint a professional Management Agent who will act on behalf of the RMC. The level of involvement from residents will vary between development, however, it should be possible for residents to have involvement in the management process, should they wish.
- Condition 28 of the outline planning permission confirms that permitted construction hours are 08:00 to 18:00 Mondays to Fridays; and 08:30 to 13:00 on Saturdays; and not at any time on Sundays or Bank Holidays.
- Having taken advice from their specialist ecologist, the Developer does not think that it will be possible to substantially reduce the tree canopies in the north west corner of the site. This is because of the sensitivity of retaining boundary landscaping and dark corridors for bats.

The Developer stated that with regard to the village hall that they would be grateful if the Parish Council could provide them with a "wish list" for the hall so that they can provide a draft design and consider whether the proposal is feasible for them to construct.

Resolved: *Delegated powers to be given to the Clerk for her to respond to Bellway Homes with a village hall "wish list" following the meeting being held with BASRAG on Tuesday 27th March, 2018.*

514/17 **Staffing and Resources:**

a) Minutes, Staffing and Resources Committee Meeting, 12th March, 2018:

Resolved: *The Minutes of the Staffing and Resources Committee Meeting held 12th March, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*

b) Recommendations, Staffing and Resources Committee, 12th March, 2018:

Resolved: *The recommendations detailed in Min.492/17a)i), Min.492/17a)ii), Min.492/17a)iii), Min.492/17a)iv), Min.492/17a)v), Min.492/17a)vi)1), Min.492/17a)vi)2), Min.492/17b)i), Min.493/17b)1), Min.493/17b)2), Min.493/17b)3), Min.493/17b)4), Min.493/17b)5), Min.493/17b)6), Min.495/17c), Min.497/17b), Min.498/17, Min.499/17b) and Min.501/17) were formally approved.*

c) Arising from Min.492/17a)v) – Members E-Mail Protocol Policy: A discussion took place with regard to members copying in all councillors into email correspondence when not required or deemed appropriate, and how the Council could ensure that all council related information and emails were deleted from personal computers when members resign and are no longer councillors. The Clerk advised that this was something that the Council needed to investigate and would be looking at as a wider IT and data protection policy moving forward with the new GDPR (General Data Protection Regulations).

d) Risk Assessment for Evening Meetings at Crown Chambers: Following the response from the Independent Fire Risk Assessor and as per Min.497/17b), the Clerk had carried out a further risk assessment using the IOSH 5 point risk matrix, for the short-term measures of leaving the fire door to the Parish Council office open to hear any audible smoke detector alarms in the rest of the building, and carrying out a check of the entire building at hourly intervals. This risk assessment brought the risk

level down to 4, which was “monitor” the situation from the IOSH matrix. She reported however that she was unable to confirm whether all the smoke detectors in the entire building worked and had requested confirmation that they did from the landlord; the two in the Parish Council office were checked weekly. Additionally, she had requested that the landlord move the cardboard in the entrance porch, which was considered to pose the greatest fire risk as the main black doors were open all the time and thus accessible to anyone walking by in the street. The landlord had sent an email reply to the Clerk’s queries stating that due to the nature of his business and the cramped conditions that they were working in they were unable to make any storage alterations and improvements until the Parish Council had moved out and they had the space to do so. He further suggested that the Parish Council put into their practice their proposal for off-site meetings sooner, and that a departure date of June would be more suitable for him. Members discussed potential resolutions and felt that they had carried out due diligence by informing the landlord. As the long-term solution was to move out, it was considered that short term mitigations assessed by the Clerk were acceptable if the Independent Fire Risk Assessor concurred. The Clerk confirmed that the concern was post 5.00pm when the rest of the building was unoccupied. **Resolved:** *The advice of the Independent Fire Risk Assessor is sought as to whether the mitigation put in place, leaving the fire door open to hear audible smoke detector alarms and checking the building on an hourly basis, is acceptable for the short term. If the answer from the Fire Risk Assessor is no, no further meetings will be held in the evenings at Crown Chambers.*

8.40pm – Wiltshire Cllr. Roy While left the meeting.

- e) **Cover Arrangements for Weekly Visits to Play Areas and Allotments:** The Clerk reported that due to annual leave and staff sickness following a planned operation, that there were two weeks over the Easter period which required some volunteers to carry out the weekly checks of the play areas in the Parish and the Allotments. Several Councillors agreed to carry out checks during this period.
- f) **Outcome of Final Apprentice Trainer Visit:** This agenda item fell as the Apprentice Parish Officer was currently on annual leave and had received her final phone assessment at home. The Clerk and other staff members were waiting in excited anticipation to hear how she had got on but were in no doubt that she would pass with flying colours.
- g) **Formal Receipt of Policies: Resolved: 1.** *The Suite of Policies as listed below were formally accepted as received and read as they were delivered with the agenda packs to the home address of all councillors (in line with the Standing Order that decrees that Minutes are considered read. 2. The Clerk to email all Councillors to inform of the first resolution so that those not in attendance of this evening’s meeting are aware of this resolution in a timely and highlighted manner. 3. All Staff members to sign to acknowledge receipt of the Suite of Policies and sign again to acknowledge that they have been read.*

The Suite of Policies as follows:

- (i) *Health & Safety*
- (ii) *Use of Pre-paid debit card*
- (iii) *Pension*
- (iv) *Equal opportunities*
- (v) *Training*
- (vi) *Car Usage*

- (vii) *Habitual or vexatious Complaints Policy*
- (viii) *Dignity and harassment at Work*
- (ix) *Disciplinary*
- (x) *Grievance*
- (xi) *Member/Officer relations Protocol*
- (xii) *Members Email protocol*
- (xiii) *First Aid*
- (xiv) *Lone Working.*

h) Employer Contribution rates for Pension for 2018/19: Correspondence from the Wiltshire Pension Fund was noted, and that the employer contribution rate for 2018/19 will be 20.4%; this is a reduction in the contribution rate from 2017/18 which is 21.11%, and the rate will be further reduced in 2019/20 to 20.1%.

515/17 **Finance:**

- a) Minutes, Finance Committee Meeting, 12th March, 2018: Resolved:** *The Minutes of the Finance Committee Meeting held 12th March, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) Recommendations, Finance Committee, 12th March, 2018: Resolved:** *The recommendations detailed in Min.473/17, Min.475/17)1) and Min.475/17)2) were formally approved.*
- c) Grant Awards for Organisations asked to Provide Further Information:** The Clerk advised that as per Min.473/17, the council had reserved grant awards for three organisations pending more information. The additional information had been received and was considered as follows:
 - (i) ATC 2385 (Melksham) Squadron:** The Council's query with regard to the Squadron's petty cash spend was answered and fully explained. **Recommended:** *The council award a grant of £250 to the ATC 2385 (Melksham) Squadron for 2018/19.*
 - (ii) Melksham Community Bus:** The Melksham Community Bus had explained that the use of the cameras on the bus were to record sequence of events with other drivers, thereby identifying those at fault and to capture any acts of vandalism when the bus is parked up and not in use. **Recommended:** *The council award a grant of £200 to the Melksham Community Bus for 2018/19.*
 - (iii) Melksham in Bloom:** It was noted that the "In Bloom Competition" covered the Town only, as the BRAG Picnic Area and Shaw School were entered into the "It's Your Neighbourhood Competition". It was felt that the Parish Council already supported the villages in the parish when they entered the Best Kept Village competition, and that the application had not proved that it directly benefitted the residents of the parish. **Recommended:** *As the Parish Council make grants to organisations in the parish who enter the Best Kept Village competition, they see no need to support Melksham in Bloom in the Town, and therefore do not award a grant for 2018/19.*
- d) 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 £
V458	500108	Grapes Utd F.C. (outstanding B/Hill Football Pitch fees 16/17)	170.00	0.00	170.00
V459	500108	Grapes Utd F.C. - Court Fees	25.00	0.00	25.00
V460	500109	The Foresters Arms (Inv. 019-JB120218) B/Hill Football Pitch fees	120.00	0.00	120.00
V461	500110	Berryfield Buzz N/Letter (Inv. 023-JB130318)	10.50	0.00	10.50
V462	500110	Semington Magpies F.C. (Inv. 025 - JB260318) B/Hill Football Pitch Fees	60.00	0.00	60.00
V463	500111	Melksham & District 55+ Forum photocopying (Inv. 024-JB260318)	5.00	0.00	5.00
V464	500112	MTC Refund of Mayor's Reception 2018 Original Cheq. No. 5688 V430	15.00	0.00	15.00
V465	BACS	Wiltshire Council – S106 contribution to refurbishment of Kestrel Court play area	22,549.80	0.00	22,549.80
V466	Bk. Stat. 56	Interest (09/03/18 Bk Stat. 56) Instant Access Account Closed 15/03/18	0.02	0.00	0.02
			22,955.32		22,955.32

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

Trans action no	Cheq no Ref	Payee	Payment Details	Net £	VAT £	Gross £
V467	D.D.	Sirus	Inv. 36412 - Office telephone system/calls	199.49	39.90	239.39
V468	D.D. UNITY	Lloyds Charge Card	First Aid, Copier Paper, Stationery, Court Fees,	122.39	18.88	141.27
V469	D.D.	Grist Environmental	Inv. 229420 B/Hill Trade Refuse	32.55	6.51	39.06
V470	D.D.	Eon	Inv. H157A3D93E - B/Hill Elec	15.69	0.78	16.47
V471	D.D.	Eon	Inv. H15924AB43 - B/Hill Gas	15.42	0.77	16.19

V472	D.D.	Eon	Inv. H157A4750B - B/Hill Gas	6.51	0.33	6.84
V473	D.D. UNITY	Teresa Strange	Emergency Mobile Phone	4.99	0.00	4.99
V474	D.D.	Eon	Inv. H15924A91E - B/Hill Elec	4.53	0.23	4.76
V475	5705	Bowerhill Village Hall Trust	Section 133 Grants	1,850.00	0.00	1,850.00
V476	5706	Shaw Hill Playing Field & Village Hall	Section 133 Grants	3,000.00	0.00	3,000.00
V477	5707	Berryfield New Village Hall	Section 133 Grants	500.00	0.00	500.00
V478	5708	The Whitley Reading Rooms	Section 133 Grants	2,400.00	0.00	2,400.00
V479	5709	The Rachel Fowler Centre	Section 133 Grants	250.00	0.00	250.00
V480	5710	Bowerhill Residents Action Group (BRAG)	Section 137 Grants	400.00	0.00	400.00
V481	5711	Berryfield & Semington Rd Action Group (BASRAG)	Section 137 Grants	500.00	0.00	500.00
V482	5712	Community Action Whitley Shaw (CAWS)	Section 137 Grants	500.00	0.00	500.00
V483	5713	Melksham Community Area Partnership	Melksham Community Area - Safety Group CCTV			
			Section 137 Grants	250.00	0.00	250.00
V484	5714	Melksham Community Area Partnership	Melksham Community Area - Neighbourhood Watch Group			
			Section 137 Grants	100.00	0.00	100.00

V485	5715	Melksham Community Area Partnership	Melksham Community Area - Community Safety Group			
			Section 137 Grants	300.00	0.00	300.00
V486	5716	Bowerhill Scouts Group	Section 137 Grants	250.00	0.00	250.00
V487	5717	1st Broughton Gifford & Holt Scout Group	Section 137 Grants	200.00	0.00	200.00
V488	5718	Young Melksham	Section 137 Grants	1,000.00	0.00	1,000.00
V489	5719	5th Melksham Guides	Section 137 Grants	250.00	0.00	250.00
V490	5720	Wiltshire West District Scout Council	Section 137 Grants	300.00	0.00	300.00
V491	5721	Happy Circle Day Centre	Section 137 Grants	150.00	0.00	150.00
V492	5722	Group Five	Section 137 Grants	300.00	0.00	300.00
V493	5723	Melksham PHAB Club	Section 137 Grants	200.00	0.00	200.00
V494	5724	Relate Mid Wiltshire	Section 137 Grants	150.00	0.00	150.00
V495	5725	Melksham Read Easy	Section 137 Grants	100.00	0.00	100.00
V496	5726	Wiltshire Mind	Section 137 Grants	150.00	0.00	150.00
V497	5727	Wiltshire Sight	Section 137 Grants	100.00	0.00	100.00
V498	5728	Wiltshire Air Ambulance	Section 137 Grants	250.00	0.00	250.00
V499	5729	Wiltshire Search & Rescue	Section 137 Grants	100.00	0.00	100.00
V500	5730	Back on Track - Stroke Rehab Service	Section 137 Grants	100.00	0.00	100.00

V501	5731	Melksham & District Seniors 55+ Forum	Section 137 Grants	500.00	0.00	500.00
V502	5732	Melksham Christmas Lights Group	Section 137 Grants	250.00	0.00	250.00
V503	5733	Melksham Carnival	Section 137 Grants	150.00	0.00	150.00
V504	5734	Melksham Food & River Festival	Section 137 Grants	150.00	0.00	150.00
V505	5735	Shaw & Whitley Connect Magazine	Section 137 Grants	250.00	0.00	250.00
V506	5736	Melksham Railway Development Group	Section 137 Grants	300.00	0.00	300.00
V507	5737	Melksham Cricket Club	Section 137 Grants	250.00	0.00	250.00
V508	5738	AFC Melksham	Section 137 Grants	100.00	0.00	100.00
V509	5739	Melksham Gardeners' Society	Section 137 Grants	150.00	0.00	150.00
V510	5740	Melksham Amateur Swimming Club	Section 137 Grants	250.00	0.00	250.00
V511	5741	Shaw & Whitley Friendship Club	Section 137 Grants	200.00	0.00	200.00
V512	5742	Shaw & Whitley Garden Club	Section 137 Grants	100.00	0.00	100.00
V513	5743	Tourist Information Centre	Section 144 Grant	600.00	0.00	600.00
V514	5744	Wiltshire Council	Business Rates (re-valuated Rates B/Hill Sports Pavilion)	3,516.14	0.00	3,516.14
V515	5745	Wiltshire Pension Fund	Period 12 - March 2018	1,358.01	0.00	1,358.01

V516	5746	WALC	VOID - cheque written incorrectly	0.00	0.00	0.00
V516	5747	WALC	Inv. SUB 18/19-163 Annual Subs 18/19	1,052.32	210.46	1,262.78
V517	5748	JC Combustion Services Ltd	Inv. 1860 - Service water heaters and boiler @ B/Hill site	400.00	80.00	480.00
V518	5749	Melksham Town Council	Inv. MISC/61/17/18 - SID = £200.00	337.02	0.00	337.02
V519			Inv. MISC/61/17/18 - N/Hood Plan = £137.02			
V520	5750	Playsafety Limited	Inv. 33753 - L2 RP11 Examination Fee (Parish Caretaker)	205.00	12.00	217.00
V521	5751	Richard Wood	Final Instalment Chairs Allowance - March 18	200.00	0.00	200.00
V522	5752	Simon J White	Inv. 7655 - Maintenance of Carson Tyre R/About	195.00	0.00	195.00
V523	5753	AquaSafe Ltd	Inv. 171202 - Water Hygiene Dec. 17	115.00	23.00	138.00
V524	5754	Condor Office Solutions Ltd	Inv. 517228 - p/copier Feb/Mar 18	76.98	15.40	92.38
V525	5755	Melksham Chamber of Commerce & Industry	Inv. 130218 - 2 places for Knorr Bremse Site visit 13/02/18	10.00	0.00	10.00
V526	5756	BT Payphones	Adoption of Phone Box Corsham Road 01225 791102 Min.259/17	1.00	0.00	1.00

V526a	5757	BT Payphones	Adoption of Phone Box Top lane 01225 790987 Min.259/17	1.00	0.00	1.00
			SUB TOTAL	24,769.04	408.26	25,177.30
		Salaries:				
V527	Unity BACS	Teresa Strange	MARCH 18 SALARY + Additional 14.75hrs			
V528	Unity BACS	Joanne Eccleston	MARCH 18 SALARY + Additional 24hrs			
V529	Unity BACS	Justina Barber	MARCH 18 SALARY + Additional 2.75hrs			
V530	Unity BACS	Marianne Rossi*	MARCH 18 SALARY + Additional 5.75hrs			
			Expenses = Keys cut	6.00		
V531	Unity BACS	Terry Cole	MARCH 18 SALARY (w/e 05/02 to 01/03)			
			Mileage x 125miles @ 0.45/mile	56.25		
V532	Unity BACS	David Cole**	MARCH 18 SALARY (26/02 to 19/03)			
V533	Unity BACS	HMRC	Period 12 - March 2018	1,210.59		1,210.59
			Salaries Total	5,967.75	0.00	5,967.75
			TOTAL	30,736.79	408.26	31,145.05
NOTES						
1	Chq. No. 5678 (Jan. 18) VOID - cheq written incorrectly and Chq. No. 5679 (V409 refers)					
2	*Includes Apprentice 21 years old pay rise from w/b 12th March					
3	**Sick Leave from 28/02 to 11/04 (6 weeks)					

<u>Grants awarded under Min.515/17c)i) & Min.535/17c)ii)</u>						
V534	5758	2385 (Melksham) Squadron ATC	Section 137 Grants	250.00	0.00	250.00
V535	5759	MCCS	Melksham Community Bus Section 137 Grants	200.00	0.00	200.00
			TOTAL	450.00	0.00	450.00

It was noted that the Parish Officer had successfully completed her ILCA (Introduction to Local Council Administration) Course, and that as per Min.340/16)2) her salary would increase by one scale point. This would take effect from 1st April, 2018.

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

f) Outcome of Court Proceedings:

- i) **Outstanding Payment for Hire of Bowerhill Pavilion and Sports Field:** It was noted that the outstanding payment had now been paid in full along with the £25 legal fees.
 - ii) **Recovery of Insurance Payment for Bus Shelter in Hampton Park:** The Clerk reported that solicitors acting on behalf of the insurance company who dealt with the Parish Council's claim following a road traffic accident which resulted in the bus shelter in Hampton Park having to be replaced, were taking the offending driver's insurance company to court to recover their costs. She advised that as the Proper Officer she had been required to sign the relevant documentation for the solicitors to commence this process.
- g) New Building Society Account/Bank Account to benefit from FSCS (Financial Services Compensation Scheme) Cover:** The Clerk advised that Parish Councils are now covered under the FSCS for up to £85,000 in any one financial organisation. She and the Finance Assistant have been investigating opening up additional accounts in order that the Parish Council can spread their money between different banking organisations in order to benefit from the protection offered by the FSCS. However, it was proving difficult to find an appropriate organisation that replicates the regulations required for local councils, allowing staff to set up and view transactions only and with named councillors authorising any payments.
- h) Update on Pavilion Business Rates:** The Clerk reported that following a visit from the Valuation Officer, documentation had now been received to inform that the rateable value of Bowerhill Sports Field has risen from £1,275 to £4,600 to include the Pavilion.

Bills have now been received for the following amounts:

1/4/18 – 31/3/19	£2,208.00
1/4/17 – 31/3/18	£1,743.41
1/4/16 – 31/3/17	£1,611.72
1/4/15 – 31/3/16	£ 663.82

Already paid (for field)	- £ 502.81
Total outstanding	£5,724.14

As previously advised, this now also affects the rates due for Crown Chambers as when the square footage of the Pavilion is added to that of Crown Chambers, the Council's total means it is no longer eligible for Small Business Rates Relief (currently 100%). This should be retrospectively applied back to September 2015 when the Pavilion was handed over to the Parish Council. The Clerk had explained to Wiltshire Council Rates Department the current situation with regard to office accommodation and they have agreed to waive this application until next financial year, which commences 1st April 2018. Thus saving approx. £2,000 per year (so £5k for 2.5 years since the Parish Council have owned the Pavilion)

The Parish Council could apply for discretionary rates relief for the pavilion and/or the sports field only element, but only for the financial year currently in and has to be before 30th September, so this could be done from 1st April 2018 for the Pavilion. However, depending on the future office accommodation options, if the Council didn't have office space with a rateable value attached dependent on the arrangement, or with Plan A which is to move into the Pavilion, then the rateable value at the Pavilion would mean that the Council automatically qualifies for Small Business Rates Relief.

The sums owing for this year and previous years can be paid now, at a value of £5,724.14 plus the amount owing for Crown Chambers without relief at £3,072.00 but the Clerk advised that the Council didn't pay anything yet for the year commencing 1st April 2018 for either Crown Chambers or the Pavilion and waited until its clear what is happening re the office moving arrangements, and precise dates and then the bill can be recalculated at the actual amount owing. She advised that she would contact Wiltshire Council to explain to them the situation, as she considered that it was neither in the interest of the Parish Council or Wiltshire Council to pay over a considerable sum of money that they will then have to be refunded back. She advised that a cheque amount of £3,516.14 should be authorised. **Resolved:** A cheque for £3,516.14 is paid to Wiltshire Council for Business rates payment and the Clerk contacts Wiltshire Council to explain the delayed payment for 2018/19.

- i) **Update on Grant for Kissing Gate at rear of Shaw Playing Field:** Wiltshire Council Rights of Way (ROW) Department had provided the kissing gate and materials for its installation, as well as organising volunteers from the West Wilts Ramblers to install it at their volunteer day rate cost. The gate had been installed so quickly following approval of the grant by the Area Board, that the Parish Council had not yet accepted the grant funding online. The ROW Department had therefore advised that it was easier for the Area Board to carry out an internal transfer of funds, rather than pay the Parish Council who would then be invoiced by the ROW Department and have to pay the money back to Wiltshire Council.

516/17 **Office Accommodation:**

- a) **Fields in Trust Application for Change of use for Pavilion Lounge:** Fields in Trust had confirmed by email that they were happy for the change of use of the Pavilion Lounge area, so that this could be used as a temporary office or for hire to local groups. They stated that the Parish Council would need to go back to them if they intended to hire out the lounge to a commercial organisation who themselves were making a profit hiring the building. The Clerk reported that at the same time as applying to Fields in Trust for a change of use, she had also sent this to Wiltshire

Council Planning department. This was registered with them on 23rd February, but to date she had not heard back. She advised that she would now chase Wiltshire Council to find out whether a change of use in planning terms was required as approval had now been received from Fields in Trust.

- b) Future Office Accommodation Options:** Now that Fields in Trust had confirmed that they were happy with the change of use, as per the resolution made under Min.462/17, the Parish Council would now move their office into the pavilion. Shaw Village Hall, which is the preferred meeting venue, was booked for one Monday a month by the Shaw and Whitley WI. It was suggested that a meeting was arranged with the WI to ask if they would be willing to move the venue of their meeting and it was felt appropriate that if they were agreeable to this that the Parish Council pay for any difference in cost between the hire of Shaw Hall and the hire of an alternative venue. The officers had been exploring other potential meeting venue options, but Mondays appear to be a popular day, and it was proving difficult to find venues that were not already booked. However, they would continue to explore possibilities, and it may be that if the WI are unwilling to move that the Council will have to consider hiring an alternative venue for one Monday a month. It was noted that a new venue for the Neighbourhood Plan meetings would need to be sought.

The Clerk expressed concerns with regard to the timing of any move, as the Landlord had now stated that he would prefer it if the Parish Council moved out in June. Due to the cycle of meetings, and the accompanying agenda and minute writing, the fact that it was year-end and the Parish Council was due its internal audit where the Auditor will wish to see documentation at random, and the fact that once the Annual Statement of Accounts has been published residents have a 30-day period to inspect the accounts, she felt that it was untenable to consider moving before August. The Full Council do not meet in August and there is only one planning meeting scheduled on 13th August, and therefore would be the most practicable time to move. Additionally, the period for the right to inspect the accounts will be over. **Resolved:** *1. Book Shaw Village Hall for every available Monday evening for the next 3 years. 2. Arrange a meeting with Shaw and Whitley WI to negotiate over whether they would be willing to move their meeting venue. 3. If the WI are not amenable to a move of venue the Parish Council book Whitley Reading Room as a first option or Whitley Methodist Church as a second option for the Monday that Shaw Hall is unavailable. 4. The Parish Council go back to their Landlord and say that they prefer to vacate Crown Chambers in August, giving him a proposed date.*

517/17 **Recent Visits and Events:**

- a) Visit to Wiltshire Air Ambulance New Headquarters at Outmarsh on Wednesday 14th March, 2018:** The notes from this visit were noted as follows:

Present: Cllrs. Richard Wood, John Glover, Alan Baines, Paul carter, Mary Pile and David Pafford.

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

Kevin Reed (Wiltshire Air Ambulance Head of Facilities) and Jill Crooks (Wiltshire Air Ambulance Media & Communications Co-ordinator)

Kevin gave the representatives of the Parish Council a guided tour of the fantastic new facilities.

Outside there is a staff and visitor car park, but there will be reinforced grass form at the entrance to the site to allow up to 50 cars to park on the grass. The Wiltshire Air Ambulance Trust wish to hold community events and are keen that they provide enough parking in order that visitors do not park on Semington Road. Kevin explained that the helipad is heated so that it can be safely used in cold weather conditions. The fuel storage is self-bunded with safety mechanisms in place so that fuel would not leak and cause environmental problems. Additionally, there will be outside areas for staff and volunteers to take breaks and eat their lunch, and a quiet reflection garden, for family members or anyone that may have been affected by the need of the Air Ambulance.

Inside there is an upstairs public area, with fantastic views over the helipad, which is separated from the operational areas. There are several rooms of varying sizes that will be able to be utilised for community events and presentations, with a small kitchen area and toilets. The aim is that the Air Ambulance Trust will be able to put on First Aid, defibrillator and preventative training, with the rooms being available for hire to community groups who wish to undertake events that are sympathetic to these issues. There is also a quiet reflection room on this floor. The lift and all corridors and door widths have been designed so that the building is accessible to all. There is a large office for the organisation's charity workers. There is a very impressive simulator room with no windows, and the ability to project images on all the walls and the floor. This is to enable staff to undertake training in the most realistic environment possible. It is hoped moving forward that this facility may be able to be used to project images of the helicopter in flight to give members of the public an idea of what it is like to fly in a helicopter.

The ground floor area contains the hanger and the operational rooms, as well as a staff meeting area and kitchen. Kevin explained that all maintenance of the helicopter would take place outside, but that this would be during the daytime, Monday to Friday and no later than 9.00pm, apart from in exceptional circumstances.

In addition to the Helicopter, the Wiltshire Air Ambulance also have 2 rapid response cars, manned by paramedics who are currently only part funded by the NHS. The Parish Council noted that the Wiltshire Air Ambulance receives no government funding, and that they rely on public donations and benefactors.

The move from the existing sites, both the helipad in Devizes and the fundraising offices in Calne into the new building are planned to take place during May. Jill explained that there would hopefully be a number of opening events with different community groups and organisations being invited, and discussions were taking place with Highgrove in the hope that the Duchess of Cornwall, who is the charities patron, will be able to officially open the new Headquarters.

The Parish Council representatives were reminded to take a left turn only out of the site as there was no access for private vehicles through the bus gate. A TRO (Traffic Regulation Order) was in place to allow construction traffic only through the bus gate to the site in order that they did not have to travel through Semington Village. Post construction the TRO will permit articulated lorry deliveries to the site and blue light runs via the bus gate.

- b) Tree Planting on Bowerhill Sports Field & Great British Spring Clean – Saturday 17th March:** The Clerk reported that although it was a bitterly cold day with snow flurries, she, Cllrs. Carter and Pafford and lots of young people from the ATC and volunteers from BRAG turned out to plant the trees and carry out a litter pick. There were quite a few saplings left over and a local resident offered to take

these home and look after them to plant elsewhere in the parish at a later date. She had thanked the ATC via social media. **Resolved:** *The Parish Council send a formal letter of thanks to the ATC and BRAG.*

518/17 **Proposed Meetings & Events:**

- a) Additional 2018/19 Council Meeting Dates:** Two new meeting dates were noted as follows:
- Monday 30th April – Highways and Streetscene Committee following Planning Committee.
 - Monday 11th June – Asset Management Committee following Planning Committee.
- b) New Meeting Date with Michelle Donelan MP, Friday 8th June, 2018:** It was noted that Michelle Donelan was available to meet with the Parish Council on Friday 8th June at any time between 9.00am -5.00pm. **Resolved:** *The Parish Council meet with Michelle Donelan MP at 2.00pm on Friday 8th June, 2018.*
- c) Flooding Feedback Meeting with Shaw and Whitley Residents:** It was noted that a flooding feedback meeting was being held on Tuesday 24th April at 7.00pm at Whitley Methodist Church. This meeting will be hosted by the Parish Council with Wiltshire Council Principal Drainage Engineer and a representative from the Environment Agency giving feedback on findings from the Atkins report. This meeting is by invite only to those residents who had previously reported that their properties or gardens had been flooded in September 2014.
- d) Hornchurch Road Public Open Space – Meeting with BRAG, 6.30pm, 4th April, 2018:** It was noted that this meeting with representatives of BRAG was to look at the route of the proposed new footpath and a possible site for a potential teen shelter. This was in order that the Council could get accurate quotes and undertake a public consultation on the potential installation of a teen shelter.
- e) Melksham Chamber Visit to Wiltshire Air Ambulance – Tuesday 24th April, 2018:** It was noted that members had been invited on this visit.
- f) Arrangements for Remembrance Sunday, 11th November 2018:** It was noted that as 2018 marked 100 years since the end of WWI, and that Remembrance Sunday actually falls on the 11th November this year, that the Town Council had changed the timing of their annual event from 3.00pm to 11.00am.
- g) Meeting with Wiltshire Council Dog Warden and Parish Community Groups:** It was noted that the Parish Council were trying to organise a date with the Dog Warden and Community groups to look at the issues of dog fouling in the Parish. The Dog Warden had confirmed that he had a small supply of “no dog fouling” signs that he would be able to supply when he met with the Council. Information from BRAG about where and when they considered dog fouling to be at its worst, and who they considered to be the main culprits had been passed to the dog warden for him to investigate. The Town Council was also experiencing similar problems, and they had suggested a joint targeted approach between them, the Parish Council and the Area Board.
- h) Annual Parish Meeting – Monday 16th April, 2018 at Shaw Village Hall, 6.30pm for Networking and Refreshments, meeting start at 7.00pm:** It was noted that the grant aid cheques would be presented at this meeting and that this format had worked really well for the past two years, with a really good turnout of residents and community groups.

- i) **Area Board Meeting – “Older Persons and Age Friendly”, Wednesday 11th April, 2.00pm:** The change of time for the Area Board meeting was noted and that this month’s meeting was specifically about looking at Age Friendly projects.
- j) **Read Easy AGM, Thursday 27th April at 2.00pm at Queensway Chapel, Melksham:** The invitation to this meeting was noted.

519/17 **General Correspondence:** Members noted the following correspondence:

- a) **Wiltshire Council Briefing Note No.343: Introduction of proof of address scheme at Wiltshire’s household recycling centres:** It was noted that Cabinet Members may consider reviewing this scheme if it results in too much queuing to get into the recycling centres.
- b) **Melksham Rural Police Report:** March 2018
- c) **Young Melksham:** Feb 2018 Newsletter
- d) **NALC Briefing Note:** Review of Local Government Ethical Standards

Meeting closed at 9.45pm

Chairman, 23rd April, 2018