

**MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 28<sup>th</sup> February 2022 at 1 Swift Way, Westinghouse Way, Bowerhill, Melksham, SN12 6QX at 7.45pm**

**Present:** Councillor David Pafford (Vice-Chair of Council and Committee), Councillor Alan Baines, Councillor Andy Russell, Councillor Terry Chivers and Councillor Shona Holt.

**Officers:** Teresa Strange, Clerk and Marianne Rossi, Finance & Amenities Officer

**448/21 Welcome, Housekeeping and Apologies**

In the absence of Councillor Glover, Councillor Pafford as Committee Vice-Chair welcomed everyone to the meeting. It was noted that this meeting was being recorded and would be published on YouTube.

Apologies for absence were received from Councillor Glover who was returning from holiday and Councillor Hoyle who was working away.

**Resolved:** To note and accept the reasons for absence for Councillors Glover and Hoyle.

**449/21 To receive Declarations of Interest**

None

**450/21 To consider holding items in Closed Session due to confidential Nature. *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business (5b, 5e, 8a,8c) where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.***

**Resolved:** Items 5b, 5e, 8a & 8c be held in closed session for the following reasons:

- 5b: Reason B- Terms of tenders
- 5e: Reason D- Legal
- 8a: Reason D- Legal
- 8c: Reason D- Legal

It was subsequently felt while discussing agenda item 6e that this should be held in closed session for reason B, negotiations.

**451/21 Public Participation**

There were no members of the public present

## 452/21 Play Area, MUGAs (Multi Use Games Area) & Public Open Spaces

### a) To review latest quarterly play area inspection report and consider any actions required

Members reviewed the latest quarterly play area inspection report undertaken; it was noted that these were dated 5<sup>th</sup> January 2022. The Clerk advised that there wasn't anything in particular to raise with regards to issues highlighted in the report, with most items either being rated as very low risk or low risk. She advised that officers had given a copy of the reports to the Caretaker to go through and undertake the necessary repairs.

It was explained that even though the council resolved not to receive the large annual play area reports anymore, unless officers needed to draw something to their attention, she felt that it was still useful for the committee to receive the quarterly reports so that members could get a feel of what the current issues were and what may need replacing in the short-term future.

The Clerk explained that officers were still not convinced with regards to the reporting on these reports as there appears to be a delay between the inspection and when the council were receiving the reports. Officers had hoped that the council would receive the reports in real time so that officers could determine what the current issues were at that time and organise the appropriate works. This then causes confusion as to whether the issue has already been attended to by the Caretaker in the delay between the inspection and officers receiving the reports. Members felt that officers needed to highlight this to Id Verde and ask for the reports to be received in a timelier manner to resolve this issue.

The Clerk advised members that officers had raised an issue with Id Verde with regards to the safety surfacing cleaning that they undertook in December, as algae on all of the parish play area surfacing had been identified in this report. She explained that officers had asked for clarification on whether this had been undertaken and if so, why this was still being reported as an issue if it had only been done such a short time ago, considering that the inspection reports were dated early January.

Following a conversation with Id Verde it was understood that as this issue was identified in the previous report, it would still be left on the current report, but under the defect tracking section it should state 'completed', this should then take this issue off of the next quarterly report. Officers have highlighted to Id Verde that it does not say 'completed' under this section of the reports which Id Verde will investigate and correct in the future.

The Clerk reported that following a subsequent conversation with the Caretaker she was unsure whether all of the play areas had been cleaned. She advised that the Caretaker had explained that when he had

gone into some of the play areas, he could clearly see that they had been done, whereas he wasn't so sure with some of the others. He was going to report back to the officers following his checks this week. The Clerk advised members that following this, she has put a hold on the council paying the invoice for the clean until it could be established whether all of the play areas had in fact been cleaned before Christmas.

Councillor Baines highlighted that the timing of gate closures seemed to appear on the quarterly reports on a regular basis even though the Caretaker has gone around and checked them all following a report, so this would need clarifying as this can't constantly be an issue.

Members felt that there appears to be a continual problem with the reporting of the play areas and this needed to be followed up with Id Verde to rectify.

**Recommendation 1:** Officers to follow up with Id Verde in regards to requesting for prompt reporting of the parish play areas so that the council receive notification of the issues identified at the play areas in real time.

**Recommendation 2:** Officers to seek clarification from Id Verde as to whether the safety surfacing was cleaned on all of the parish play areas as contracted. Until this has been determined the council should hold off paying the invoice.

**b) To approve quotation for safety surfacing clean on play areas and MUGAs to get ready for Spring usage**

It was noted that this committee had delegated powers from the Full Council (Min.428/21f) to approve a quotation for this work to be undertaken so that it could be done in this financial year as there was monies available and before the Easter school holidays. Following the discussion under agenda item 5a the council were still determining whether all play areas were cleaned on the last occasion.

The Clerk explained to members that the reason the council clean the surfacing is to ensure that it is kept porous which extends its life, as well as reducing the slipperiness of the surface.

Members reviewed the following three quotes for the safety surfacing clean of the play areas and MUGAs:

Quotation A: £3,600.00 + VAT (Based on parish council supplying water)  
Quotation B: £5,057.88 + VAT (Based on parish council supplying water)  
Quotation C: £3,810.54 + VAT (Supplying own water)

Members discussed the quotations and felt that the best one was quotation A, although it was acknowledged that the parish council would have to provide the water. Although it was noted that quotation C

provided their own water, it was still considered that quotation A was the best value out of the quotations received.

The Members discussed how they should proceed with this as officers were still clarifying whether the last safety surfacing clean was done. Members felt that in respect of the previous safety surfacing clean, if the council were certain that not all of the play areas had been done, this should be taken off of the bill.

It was felt that the safety surfacing did need to be done to get ready for the summer usage, in particular the MUGAs as they were only cleaned once a year.

**Resolved:** The parish council appoint Vita Play (Quotation A) at a cost of £3,600 plus VAT to undertake the safety surfacing clean on all of the play areas and MUGAs in the parish.

**c) To consider request for additional lighting around Hornchurch Road Public Open Space**

The Members considered the request received from BRAG (Bowerhill Residents Action Group) for additional lighting around Hornchurch Road Public Open Space. It was noted that this request was only for a small section of the footpath, between the hedge and copse near the play area, which can make the area very dark at night.

The Clerk explained to new members of the committee that the open space previously had a footpath around three sides of the space which has street lighting, however the parish council subsequently put in a footpath around the fourth side so that people could walk round in a circular route, this was the reason why there was no lighting around that side. It was noted that this was Wiltshire Council owned land so was not owned by the parish council, but the parish council did manage the play area, install the footpath and mow the grass.

Councillor Pafford queried whether any additional lighting could cause a distraction to residents nearby. The Clerk advised that if some low-level lighting was put in, it shouldn't cause too much of a distraction to residents.

Councillor Baines queried where the nearest electricity supply was, he advised that providing the cabling from the nearest connection point to the electricity supply and then to the position of the lights may cost significantly more than the lights themselves.

Councillor Holt suggested that the council could consider investigating whether it was possible to open up the vegetation in that area so that there wasn't such a dark tunnel through.

The Clerk also wondered as it was such a small patch whether some type of solar lighting could be considered. It was noted that solar lighting may not get enough sun light, however it was suggested that if this type of lighting went either side of the copse it could potentially give enough light coverage to resolve this issue.

Members felt that they needed more time to investigate this item and suggested that a meeting could be arranged with BRAG to meet at the site to investigate the viability of the options mentioned above.

**Recommendation:** To arrange a meeting with BRAG to investigate suitable ways to resolve the issue with the dark patch at Hornchurch Road Public Open Space footpath and bring back options with costings to the council for further consideration.

**d) To note complaint received regarding noise of closing gate at Kestrel Court Play Area and consider any action to be made**

The Clerk reported that there had been a few complaints from residents regarding the noise of the closing gate at Kestrel Court Play Area. It was noted that this was not the gate near Matty's Burger (ex Fish & Shop), but the second gate nearer to the houses. She explained that previously the metal struts needed replacing on the gate and at the time it was considered a more cost-effective solution for the council to put the red polymer sheets on the gate rather than replacing the struts.

She explained that Councillor Glover received a complaint while undertaking the play area check at Christmas and raised this issue with the Clerk. The Clerk advised that the gate has to self-close for safety reasons. Councillor Baines understood that it was not the gate banging against the stop, but the panels rattling on the gate and wondered whether the Caretaker could put something between the panels to try and resolve this issue. Members felt that apart from asking the Caretaker to do this, there was no further action to be undertaken.

**Recommendation:** To ask the Caretaker to put something between the panels on the gate to try and stop them from rattling.

**e) To note correspondence received regarding Beanacre Play Area access**

Members noted the correspondence received from St Barnabas Church with regards to the parish council's legal right of access to Beanacre Play Area. Members noted that following on from the previous meeting where the Clerk was tasked with sending a copy of the memorandum to the lease to St Barnabas Church, they have acknowledged that the parish council does have a legal right of access through the car park and through where the boules court was now located to access the 5-bar gate.

The Clerk explained that although the grass cutting contractors using tractors were able to access the play area without going over the boules court, which was located across the right of access, it did not work for other contractors who may need to access, such as for the safety surfacing cleaning. She explained that their vehicle would have gallons of water in which, especially on a wet day, would make it impossible for them to get around without using the council's legal right of access route. Any play equipment or safety surfacing replacement would also require the use of different, often heavy, vehicles.

Members felt that the Clerk needed to go back to St Barnabas Church to thank them for acknowledging that the parish council does have a legal right of access and explain that the council will continue to exercise their right to use this access. It should be clearly explained that the council does not only use the access for grass cutting, but also for any repairs which may need doing on play equipment and surfacing cleaning in the play areas.

Councillor Baines queried whether it specified in the memorandum what the legal right of access was for as, it was referenced in the correspondence from St Barnabas Church that this was only for contractors to access to undertake grass cutting. The Clerk advised that this would be something she would need to research.

**Recommendation:** The Clerk to respond to St Barnabas Church and thank them for their correspondence in acknowledging that the council does have a legal right of access to the play area and advise them that the council will continue to exercise this. This should clearly state that the council does not only use this access for grass cutting, but also for other contractors to access to undertake works in the play area.

**453/21 QEI Diamond Jubilee Sports Field & Pavilion (*known informally as Bowerhill Sports Field*):**

**a) To approve quotation to clear the blocked ditch/ culvert along the boundary with Knorr Bremse**

The Clerk explained that the ditch was blocked with debris from a recent storm along the boundary with Knorr Bremse which was affecting the waterflow, although this was not completely blocked, the work did need doing due to the fact that if the culvert did become completely blocked the water would have nowhere to go and flood the sports field. This would of course not only have repercussions for organisations who have booked to use the field but also on the parish council's income from these bookings. The Caretaker had walked the boundary and cleared as much as he could, but it was a much larger job for him to do

on his own and following consultation with the contractors a digger was required to clear it all.

A quotation of £225 plus VAT had been received from JH Jones to undertake the clearance.

**Recommendation:** The Council approve the quotation of £225 plus VAT from JH Jones to clear the blocked ditch along the boundary with Knorr Bremse.

**b) To approve quotation for boot wash cleaner**

The Clerk explained that some of the booked users of the sports field were using the pavilion wall to clean the mud off of their boots. The council do have an area with an outside tap with drainage so that boots could be cleaned, however this is not being used. Following conversations with people who use other sporting venues in the area it was understood that places such as Stanley Park fine their users if they clean their boots in a non-designated area. It was noted that Stanley Park do have staff onsite to supervise this, whereas the parish council does not. The Clerk was also unclear on who fines the players, whether it was the venue or Wiltshire FA. The Clerk explained that she was concerned especially when officers moved out of the building and into the Campus that this may get out of control as officer would not be around to identify these issues in a timely manner, with the parish Caretaker only attending once a week. She highlighted that as per the booking terms and conditions hirers should be taking their boots off before entering the building, but was particularly concerned, especially when the lounge/ kitchen area was available to hire out again that muddy boots would be worn when going into the building.

Officers had obtained a quote for a boot cleaner; it was clarified that this was for a boot brush cleaner as following discussions with the contractor it was felt that water ones may cause more mess so recommended a dry one.

It was queried where the boot cleaner would be located, the Clerk advised that it would need to avoid where the water fountain was being located, but still be in reach of the tap and drainage so that the area could be washed down. It was confirmed that the boot wash would be fixed to the ground.

Councillor Holt wished for the teams to be asked to use the boot cleaner instead of using the walls and suggested this should be added to the booking forms to ensure that all hirers are made aware and are using it.

**Recommendation:** The council approve the quotation from JH Jones of £380 plus VAT to install a boot brush cleaner at the Bowerhill sports

pavilion. To include the use of the boot cleaner as a condition in the booking form.

**c) To consider request for permission to undertake metal detecting on the sports field**

A request had been received seeking permission to undertake some metal detecting on the sports field. It was highlighted that it was not just a piece of land but a sports field that the council have invested a lot of money in improving the football pitches and felt that this was not an appropriate activity to be undertaken on the field.

Members felt strongly that this request should be refused.

**Recommendation:** The parish council refuse permission for metal detecting to be undertaken on the sports field.

**d) To note recent call outs due to issues with CCTV cameras and approve quotation received for a new CCTV system**

The Clerk advised members that over the past couple of months there had been some issues with the CCTV cameras at the pavilion. Following several call outs from Kanconnections, who originally installed the cameras at the pavilion, it was now apparent that the faults cannot be repaired without replacing the cameras. Unfortunately, there was an issue with obtaining the spare parts required due to the fact that when the system was installed at the pavilion around 6 years ago high-definition CCTV cameras were new. At the time there were two different signal formats, HD-SDI and TVI, as HD-SDI had been around for a few years and was considered as a more superior format to TVI this format was adopted.

Unfortunately, after a few years due to the higher cost of components HD-SDI was dropped and therefore new parts are unable to be obtained. A new camera can be sourced but due to the rarity, the cost of one camera would buy four new cameras in the latest available format.

A quotation of £1,350 plus VAT had been provided from Kanconnections to change the system to the latest Hikvision brand equipment. It was noted that this was at a discounted price based on them retaining the removed equipment as spares.

This price includes the following:

- Replace six cameras with new Hikvision vandal domes
- Replace main DVR with new 16 channel Hikvision Turbo HD DVR
- Replace hard disk with new 8TB Segate Sky Hawk
- Reuse existing monitor(s)
- Reuse existing lockable recorder cabinet

## Reuse existing cabling

The Clerk queried with members whether they wished for officers to obtain alternative quotes for this, or if they were happy with the quote provided from Kanconnections who currently provided this service to the parish council, as well as other services in the Pavilion building. She advised that she had contacted Councillor Patacchiola due to his professional knowledge on this type of equipment to ascertain whether he felt that this was a good system and good value for money and was waiting to hear back. Members felt that this quote should be accepted as long as Councillor Patacchiola confirms that this would be a suitable system.

**Recommendation:** To accept the quotation of £1,350 plus VAT from Kanconnection to install the latest Hikvision brand equipment.

### **e) To receive update on current bookings and review current charges**

Members received an update on the current football bookings at the sports field. It was noted that there was currently three adult football teams and one youth organisation who hire the youth pitches on a blanket booking at weekends. There had been a few complaints from teams with regards to lost balls in the bushes, but it was noted that the council had already arranged for contractors to cut back the hedges to mitigate this issue. There had been a request for an adult pitch to be moved closer to the pavilion building which would help with this issue, but this was something the council could look at at a later date when reviewing the pitch layout for the new season.

Members reviewed the current hire charges for the sports field along with the hire charges at neighbouring venues to ensure the council were still in line with these. The current charge to hire an adult pitch with the use of the changing rooms was £60 per match which was on par with the other venues in the area. It was noted that the current charge for Future of Football's blanket booking of the youth pitches every weekend was £100 per weekend. Future of Football also hire the sports field for half term training camps, evening training sessions and tournaments.

The Finance & Amenities Officer highlighted to members that they were currently charge £30 per day for the training sessions regardless of whether it was a two-hour session or an all-day camp. She queried with members whether they wished to review the charges for this as there wasn't currently a difference between an evening session and a training camp which was much longer.

The Clerk explained that Future of Football were currently hiring out the use of the toilet and also a changing room to store lunchboxes and bags

on the day of the training camps, so there was an element of cost to the council for cleaning.

*It was felt by members that while discussing this agenda item this should be held in closed session as this was discussing a negotiation between the parish council and a business.*

Members felt that the charges did need looking at, taking into consideration the current charges that Future of Football charged their users.

The Clerk advised that she understood that there were two strands to Future of Football, one was the business side and the other was the community youth football teams. She understood that the matches at weekends were not for profit, like the adult teams, whereas the training sessions and camps were the commercial element and profit making.

Members felt that the weekend blanket booking fee was set at the right amount, but the charges for training camps and tournaments where there were large amounts of people attending needed to be considered carefully. It was highlighted that although they avoid training on the pitches, they still had the use of the whole field for the whole day as well as the car park, toilet and changing rooms.

After a detailed discussion members felt that at a minimum the charge for training camps should be £100 per day which should start from 1<sup>st</sup> April and will be reviewed annually. Members felt that although this needed to be approved by Full Council on 14<sup>th</sup> March, officers should inform Future of Football of this recommendation so they have some notice before the new charges were implemented.

**Recommendation:** The council increase the charges for training camps to a minimum of £100 per day from 1<sup>st</sup> April 2022. As all of the other hire charges are in line with other local venues in the area these should not be increased.

**f) To receive update following Water Testing visit on shower heads, and risk assessment and water heating when unmanned building**

The Clerk reported that following the monthly visit from the water testing contractor he advised that the shower heads were coming to the end of their life as they were now 6 years old and would need changing shortly. The Clerk wished to draw this to members attention now due to the fact that the Pavilion building was built at such a high specification, the shower heads were around £40 each and there was 18 of them to replace, which would be a large outlay to the council.

The Clerk advised that she had also spoken to the contractor regarding a risk assessment once the officers had moved out of the building and into the Campus. It was explained that these types of risk assessments should be undertaken every 3 years, but some insurance companies

are advising councils to have them done every year. The Clerk reported that the parish council's last risk assessment was undertaken in 2018 when officers moved into the building, so was now out of date, but it had previously been agreed that it would be prudent to wait until officers had moved out in the Autumn and it became an unmanned building again; as was a change of use.

The Clerk also highlighted that the council needed to be mindful of when the building become unmanned again with regards to the heating and hot water. She advised that currently the heating and water was kept on all of the time as officers were still occupying the building, but when it is only going to be used on the weekends and for school holiday camps the council may need to do some trials to see whether it was worth keeping it on all the time or only turning it on when required.

She explained that she didn't currently know the most cost-effective way, as it may cost the council more if it was kept off and only put on when there were bookings rather than it being kept on all of the time at a constant temperature. They were large tanks of water to heat from room temperature, especially as they had to reach 60 degrees for a number of hours before use, to combat Legionella. This was something that the council would need to keep in mind nearer to the time.

#### **454/21 Allotments**

##### **a) To receive report on waiting list**

It was noted that there were currently 2 vacant plots at the allotments and 8 people on the waiting list and the Allotment Warden was in the process of showing people around the vacant plots.

It was reported that following a quarterly plot inspection undertaken by the Allotment Warden, one tenant had been identified as needing to be written to as their plot appeared untouched.

The Finance & Amenities Officer drew members attention to the fact that one tenant had not paid their rent for this allotment year, therefore, their tenancy agreement had terminated as of 1<sup>st</sup> January 2022. Unfortunately, the Allotment Warden had reported that there was still a lawnmower and some tools left in the shed on this plot. In order for the plot to be let out again, these items have been removed by the Allotment Warden and stored in the parish council shed for safe keeping. The Finance & Amenities Officer advised that she has been trying to contact the tenant to arrange for them to come and collect the items without any success at present.

##### **b) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds**

It was noted that under her delegated powers the Clerk had approved the erection of the following greenhouses:

Berryfield plot 11B  
Briansfield plot 21

**c) To consider allotment rent charges for 2022/23**

The committee reviewed the budgeted income and expenditure for the new allotment year starting from 1<sup>st</sup> October 2022. The budgeted income for 2022/23 was £2,483.00 with the expenditure being budgeted at £2,011.75. The Clerk advised members that although under allotment law they are unable to make a profit on allotments, they can invest any surplus into the sites, and it was unknown whether it would be a hot, dry summer which would increase the water usage. It was also noted that with regards to income, non-residents of the parish were charged double the residential rate so this could fluctuate depending on whether a resident or non-resident takes on a plot during the year.

Members felt that as the council budgeted income and expenditure shows that they were covering their costs it was not justified to put up the allotment rent for the allotment year 2022/23. It was noted that the residential price for a 5 perches plot was £30 and non-residents of the parish pay double this rate.

**Recommendation:** The allotment rent for the allotment year 2022/23 is not increased and stays at £30 per a 5 perch plot, with non-residents of the parish paying double this rate.

**d) To consider request from allotment holder for a greenhouse larger than the permitted size**

A request had been received from the tenant of plot 3 on Brainsfield to erect a greenhouse larger than the permitted size. It was noted that as per the tenancy agreement the maximum permitted size was 6ft x 6ft, with the tenant of this plot requesting to erect an 8ft x 6ft.

Members felt that this request should be approved.

**Recommendation:** To approve the request from plot holder 3 on Briansfield to erect an 8ft x 6ft greenhouse on their plot.

**e) To consider whether ponds should be permitted at the Allotments**

It was explained that whilst the Allotment Warden was undertaking his weekly duties at the allotments, he was approached by an allotment holder requesting a small pond on their plot. The Finance & Amenities Officer reported that this request had not been made to officers via the office. She discovered while talking to the Allotment Warden that there were a few other allotment holders who already had ponds on their

plots. It was noted that no request for permission had been made to the office for these ponds.

Members were provided with a copy of the guidance and advice from the Allotment Regeneration Initiative around ponds and advice on how to make them safe.

It was explained to members that although there were rules around erecting structures such as sheds and greenhouses, there was currently no parish council rules around whether plot holders were allowed to have ponds.

The Clerk advised that the main concern was the health and safety of other users, particularly children as the allotments was a public space. She explained that the council had previously refused a request to have bees at the allotments due to the fact that they go in a straight line to their hive, which may have a detrimental effect to anyone who gets in their way, especially a child. She felt that this was a similar request to this.

After a discussion members felt that given the health and safety risk involved with ponds and the fact that the allotments were a public space, the council should not allow them at the allotments as the health and safety of all could not be guaranteed. It was felt that the allotment rules needed to be revised to clearly state that ponds are not permitted at the allotment gardens at all. Members agreed that tenants needed some notice of this revision so felt that this should be effective from the end of April after the Easter break.

Officers would need to establish from the Allotment Warden which plot holders had ponds, so that they could be informed that the council are clarifying their rules that ponds are not permitted at the allotments as it's a public space.

**Recommendation:** The council revise their tenancy rules to clearly state that ponds are not permitted at the allotments due to the health and safety risk they pose. This to be effective from 25<sup>th</sup> April 2022 after the Easter break.

#### **455/21 Shaw Village Hall and Playing Field**

##### **a) To note steps already undertaken regarding the land registration**

*Held in closed session*

The Clerk advised that she was in the process of registering the Shaw Playing Field land with the Land Registry. It was noted that the council had instructed the Clerk to undertake this just before the first lockdown in March 2020, however due to more pressing matters at the time, this task was put on hold. She advised that solicitors were currently

undertaking this work, however this was not as straight forward as first thought due to the fact that the original access to the land was via the track next to Shaw Lodge. In the early 1960s due to the construction of the Beeches development, which had two phases, in order to connect the two together the developers needed a narrow strip of land off of the playing field to allow for construction of the road. This was purchased from the parish council in the mid-60s along with the construction of a car park and new entrance off of the new road for the village hall site. Unfortunately, the solicitors don't appear to hold these records and they don't seem to be in the office archive. The Clerk advised that they may be in the Chippenham & Swindon archive so could be checked there.

The Clerk wished to update members on the progress of this due to the fact that it was some time ago since the council had approved to do this and would be liable for the legal fees.

**b) To consider whether a building valuation should be done on the village hall**

The Clerk advised that she had received a guidance note from the insurance brokers to advise that councils needed to be careful with regards to valuations of buildings to ensure that they were insured for the correct reinstatement amount. It was noted that the last building valuation on Shaw Village Hall and the Bowerhill Sports Pavilion was last undertaken in 2015.

The Clerk had spoken to the internal auditor who advised that buildings should be valued every 5 years, so this was overdue. It was also noted that this was a question asked by the insurance brokers last year who also advised that it should be done every 5 years. The Clerk advised that each year the insurance value is uplifted by the index linked percentage, but a building valuation is there to provide a more accurate value. She explained that the internal auditor advised that the council could get a local survey to do the valuation and then a desk top exercise could be done in later years.

The Clerk highlighted that although Shaw Village Hall insured the building it was the parish council's responsibility, under its lease, to ensure that it had adequate insurance. It would be the parish council's responsibility to pay for the valuation and advise the Shaw Village Hall Management Committee of this to make sure the building is insured for the correct amount.

The Clerk has spoken to the contractors who are building the new Berryfield Village Hall to determine how to establish the building's rebuild value. She explained that this was done by the cost of building the hall minus professional fees to get the value.

Members felt that all village halls in the parish should be made aware of their responsibilities with regards to building valuations and ensure that they have adequate cover to cover the reinstatement costs.

**Recommendation:** The parish council arrange for building valuations to be undertaken for both Shaw Village Hall and the Bowerhill Sports Pavilion.

**c) To note correspondence received from Shaw Village Hall regarding the status of their insurance claim for the gable wall damage**

*Held in closed session*

The Clerk reported that she had received some correspondence from the Shaw Management Committee with regards to the insurance claim made for the gable wall on the changing room side of the building. The Clerk explained that the current update on this situation was that the insurers have come back to say that the damage was due to a structural defect and therefore the Management Committee would unlikely be able to claim through the insurance. The Management Committee are waiting for this to be confirmed in writing.

It was noted that the council had already gone back to the Shaw Village Hall Management Committee to state that when the hall was built in 1976 it was built to the building regulations at that time, therefore strongly refute the claim that it was built with a structural defect.

The Clerk advised members that Councillor Baines had found some evidence in the Minutes from the mid 1970s that someone from Wiltshire Council had come out and inspected the building to sign off on a grant payment and therefore this was evidence that it was built to the building regulations otherwise this would have not been signed off at the time. Members felt that the Management Committee needed to be robust with the insurance company on the basis that when the building was built various grants were obtained and a condition of these was that the building was inspected before the money was paid. It should be acknowledged that the inspections were undertaken by professional people at the time, and they were satisfied that the building was correctly constructed.

Members wished to ensure that the building was safe and usable while these discussion with the insurance company were ongoing. The Clerk confirmed that the Management Committee had arranged for some scaffolding to be put up to ensure its stability until the repair works could commence. She advised that the preschool was still able to continue in the hall, however they have had to create a new fire exit through the car park to exit safely from the garden area. She explained that the preschool is in the building all of the time apart from the school

holidays, therefore the Management Committee were very keen to get the repair works done in the Easter holidays so that there wasn't any disruption to the pre-school.

Members understood that the Shaw Management Committee had put in a grant application to the parish council for the cost of the repair works which the Finance Committee would be reviewing on 7<sup>th</sup> March at the grant meeting.

It was felt that until the position of the insurance was clarified this committee could not make a recommendation on the way forward so noted this latest update.

**d) To consider request for permission to plant trees/ wildflower area**

The Clerk explained that the Shaw Management Committee has asked for permission to plant some trees and create a wildflower area on the playing field similar to the one at Shurnhold Fields. It was advised that this would be in the bottom righthand corner near where the gym equipment is located so that it is away from the football pitch.

The Clerk explained that the initial idea was to plant some trees at the jubilee event which was being held in the summer, however she has advised them that it was not best to do this in the summer and instead a better time of year would be in November time; the Queen's Canopy planting and the Woodland Trust were advising for Jubilee planting to be done October – December 2022. CAWS (Community Action: Whitley & Shaw) were also working in conjunction with Lowden Garden Centre for some specimen tree planting in the two villages.

The Clerk advised that following this request she had spotted some grant funding for publicly accessible gardens and wellbeing funds from the RHS and National Garden Scheme which expired shortly, so had forwarded this to the Committee to apply directly as looked appropriate. The vision was also for some planters for some vegetables and to get the children from the preschool involved.

The Clerk advised that the Management Committee were looking for permission in principle as they didn't want to do anymore work on this idea if the parish council did not wish to give permission for this.

**Recommendation:** The council agree in principle for the Shaw Management Committee to create a wildflower area and plant some trees in the bottom righthand corner of the playing field.

456/21 Defibrillators:

- a) **To review price comparison received for new defibrillator model in comparison to the current model and consider which model should be purchased to be located in the Pathfinder Place development**

The Clerk explained that the parish council has received a kind offer of a donation from someone who lives in Wellington Square in Bowerhill who would like to pay for a defibrillator to be installed in the area. The most suitable area was considered to be the new Pathfinder Way housing development and the parish council have suggested for a new defibrillator to go next to the bus shelter.

It was explained that following conversations with Community Heartbeat Trust there was a defibrillator on the market which did not need an electricity supply and was also suitable for use on children. It was noted that the parish council had previously resolved to purchase child pads for all of its current defibrillators in the parish, but this new model had one set of pads which could click into either a child or adult setting. This was a new model that the parish council were interested in for the eventual replacement of their current models when at end of life.

The Clerk had asked Community Heartbeat to give a price comparison between the current model and the new model. It was noted that with the new model the council would only need to purchase one set of pads, whereas with the current model two sets were required for an adult and child.

The costs for the defibrillators were as follows:

Lifeline View Semi Auto (current model)	£ 995.00 plus VAT
Zoll AED 3 Semi Auto Defib (new model)	£1,400.00 plus VAT

It was noted that any new defibrillator purchased would also need the following additional items:

Thermal bag	£ 55.00 plus VAT
Locked cabinet	£695.00 plus VAT
Set of signs	£ 35.00 plus VAT
Rescue safety kit (high viz, torch & sign)	£ 15.00 plus VAT
Defibrillator post	£210.00 plus VAT
Annual support costs	£165.00 plus VAT
<b>Total</b>	<b>£1,175.00 plus VAT</b>

Including all of the aspects above the total purchase price for these defibrillator models would be the following:

Lifeline View Semi Auto (current model)	£2,170.00 plus VAT
Zoll AED 3 Semi Auto Defib (new model)	£2,575.00 plus VAT

The Clerk advised that all of the current defibrillators in the parish had a sign above them with the parish council's contact details on so this would be an additional charge as well as the installation of a post. It was noted that a lifespan of a defibrillator was now between 8-10 years.

The Clerk advised that although the Zoll model was more expensive for the initial outlay, the benefits of it should offset the initial cost as pads had to be replaced every two years, and with the Zoll model only one set per defibrillator was required. She wished for a steer from members as to what model they wished to purchase. Members acknowledge that the biggest benefit of the Zoll model was that it didn't require an electricity supply and felt that this would be a good opportunity to try out the new model so that when all of the other defibrillators in the parish needed replacing the council would have a good idea on how well it worked.

The Clerk advised that she would need to go back to the donor to make sure that she was happy with the cost of the new model and explain how it worked. Members felt that the parish council should cover the cost of the annual support fees.

**Recommendation:** The parish council purchase the Zoll AED Semi Auto defib from Community Heartbeat at a cost of £2,575.00 to be sited outside the bus shelter on Pathfinder Place with the capital cost to be paid for by a donor. The parish council to pay for the £165 annual support cost for this defibrillator.

**b) To consider whether a PIR light should be purchased to go above the defibrillator at the Bowerhill Sports Pavilion**

The Clerk advised members that when the defibrillators were installed around the parish a PIR light, which is a motion sensor was also installed above them. This was to ensure that there was adequate lighting for someone to be able to key in the code on the cabinet in an emergency in the dark. The Clerk explained that at the time this was not installed above the one at the Bowerhill Sports Field as there were already motion sensor lights around the building, but has since discovered that when she was trying to access the defibrillator one evening to collect some keys, she had difficulty seeing the key pad. She felt that in an emergency this would delay the response time significantly.

Members felt that given the issue highlighted by the Clerk, the parish council should purchase a PIR light to go above the defibrillator at the Bowerhill Sports Field.

The Clerk also made members aware that since writing this agenda the motion sensor lights are not coming on around the pavilion building at night, which made it very difficult for officers to lock up in the dark. She suggested that there may be a benefit for the works on this to be done at the same time as the installation of a PIR light above the defibrillator.

**Recommendation:** The parish council purchase a PIR light to go above the pavilion defibrillator and to do this at the same time as repairing the issue with the motion sensors around the building.

**457/21 Noticeboards:**

**a) To consider request to move the noticeboard outside of the Pilot pub to a new location**

It was noted that the council had previously discussed this agenda item twice and at the time it was felt that the council do not replace the noticeboard outside of the Pilot Pub as there wasn't a suitable location for it to be sited and the cost of legs for the board would be considerably more expensive.

It was noted that this noticeboard was smaller than the other boards around the parish. Councillor Shea- Simonds who puts up the council's notices and posters has raised the issues with this noticeboard on several occasions. Councillor Pafford explained that he had seen Councillor Shea- Simonds one morning and noted that he was trimming back the foliage so that it did not obscure the notices.

Councillor Shea- Simonds has highlighted in his correspondence to the Clerk that the board is not big enough for the amount of council notices required to go in there, furthermore he feels that the board needed to go in another location so that it was more visible. Members noted that the council previously received permission from the landowners of the Pilot pub to reposition the board on the outer edge of the pub facing Tesco's, however the pub have now constructed a seating area outside so this location was no longer viable.

The Clerk advised that the council have previously sought permission from Tesco for it to go on their wall, however they did not wish to give permission for this.

Members discussed suitable locations for where a noticeboard could go. Councillor Chivers suggested the green opposite the pub which was understood to be Wiltshire Council owned land.

Members considered whether to relocate the one outside of the pub or purchase a new one. It was felt that due to the fact that this board was small and was now showing its age it should be left where it was and a

new noticeboard should be purchased and tasked officers to obtain a quote to bring back to council. The Clerk suggested that the noticeboard outside of the Pilot could be used for community notices.

**Recommendation:** Officers to obtain a quotation for a new noticeboard with legs to replace the board outside of the Pilot pub. Investigations to be undertaken on suitable locations in particular whether the council could get permission for it to be located on the green opposite the pub.

**b) To consider replacing noticeboard outside Shaw Village Hall or relocating the one outside of the library to this location**

The Clerk advised members that the noticeboard outside of Shaw Village Hall was an old wooden board and the Caretaker has undertaken several repairs on it over the years. It was now coming to the end of its life and queried whether the council could relocate the one outside of the library. She explained that when the Campus was built the library was relocating to that building therefore this noticeboard would go. She advised that the current noticeboard was a non-standard aluminium one and was old. Members felt that this board should not be moved and the council should purchase a new one with the standard model.

It was noted that this one would be positioned on the wall so would not need legs.

**Recommendation:** Officers to obtain a quotation for a new noticeboard to replace the existing board on the side of Shaw Village Hall.

**c) To consider not using the noticeboard on the side of the Town Hall once the office has moved into the campus and relocating the existing noticeboard at the Bowerhill Sports Pavilion into the campus**

The Clerk explained that the noticeboard on the side of the Town Hall was very old and small. She explained that during a meeting with the Campus team she had enquired as to whether the council could have a noticeboard outside of their office which they were currently investigating. She suggests that the one outside of the pavilion, as it would no longer be the office, could be relocated to the site.

She has also asked the Campus team whether they would be putting a noticeboard in the lobby area at the entrance to the Campus building which could be for community notices.

**Recommendation:** The council relocate the noticeboard outside of the pavilion to outside of the new office in the Campus.

**458/21 Bus shelters:**

**a) To consider how to cover/remove graffiti from Semington Road bus shelter**

The Clerk explained that the Caretaker has attempted removing the graffiti in the bus shelter, however due to the size a large amount of graffiti remover would be required. She suggested that the council could purchase some magnolia/whitewash and paint over it which would be a much cheaper option, but wanted to check with members that they were happy with this way forward.

**Recommendation:** The council to purchase some suitable magnolia/whitewash to paint the inside of the bus shelter.

**b) To consider request from resident to permanently remove Semington Road bus shelter**

Members noted that this request had been received from the same resident on several occasions and the parish council have previously refused this request.

It was highlighted that this bus shelter was still regularly used.

Members felt strongly that this request should be refused.

**Recommendation:** The Clerk to send a letter to the resident to refuse their request to permanently remove the Semington Road bus shelter.

**c) To consider concerns raised by caretaker of safety cleaning out bus shelter opposite George Ward Gardens**

The Clerk advised that the Caretaker had highlighted a concern with regards to safety when stopping to clean out the bus shelter opposite George Ward Gardens. It was explained that due to the fact that there was no parking nearby, he has to stop on the side of the road which was an A road and caused a hold up. Members agreed that this was unsafe on the highway and discussed other ways of how this shelter could be cleaner out. It was suggested that this could be added to the Parish Steward list as a standing item so this can be cleaned on a regular basis. The Parish Steward is qualified to work on the highway.

**Recommendation:** The council add the cleaning of the inside of the bus shelter opposite George Ward Gardens as a standard item on the Parish Steward list.

459/21

**Bins: To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers**

The Clerk explained that as per her delegated powers she is to report back to the Asset Management Committee if any replacement Wiltshire Council bins have been purchased by the parish council since the last committee meeting. The Clerk advised that the following bins had been purchased:

Replacement bin at Littleworth Lane, Whitley to replace the small overflowing one with a bigger bin

Replacement bin on Semington Road, outside of the police station to replace the damaged bin that was hit off of the post.

Officers were currently in the process of replacing the missing bin in the layby outside of Burnt Cottages in Beanacre and the burnt-out bin at Hornchurch Road Public Open Space which is heavily used.

The Clerk highlighted to members that there was currently a spare parish council bin stored in the allotment shed, this was the one which was on the veranda outside of the pavilion which was replaced with a bigger bin so this one could be sited at one of these locations.

The Clerk made members aware that she had received a visit from Melksham Town Council's Amenity team who were looking to map bins in the parish and add a QR code so that members of the public could access the correct organisation to report an issue. The Clerk explained that the parish council had not agreed to this principle, therefore, she stopped them from doing it at the time.

The Clerk had concerns that this would raise expectations of residents as the parish council did not have a dedicated Amenities team to empty the bins. This was contracted out on a two-week emptying schedule, with the play area bins being emptied every week in the school holidays. It would cost the council additional money if they were to ask their contractors to go out specially to empty an overflowing bin. She explained that this may frustrate residents more if they have reported the bin and it doesn't get emptied for another week on the routine schedule. Members felt that QR codes should not be put on parish council bins.

Meeting closed at 21:27pm

Signed.....  
Chairman, 14<sup>th</sup> March 2022