



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

First Floor
Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

Tuesday 5 September 2023

Dear Members

You are summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 11 September at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09>

Or go to www.zoom.us or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**
Passcode: 070920. Instructions on how to access Zoom are on the parish council website www.melkshamwithout.co.uk. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

A handwritten signature in black ink that reads 'T. Strange'.

Teresa Strange, Clerk

YOU CAN ACCESS THE AGENDA PACK HERE



AGENDA

1. **Welcome, Announcements & Housekeeping**
2. **To receive Apologies and approval of reasons given**
3. **To consider holding items in Committee 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 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
4. **Declarations of Interest:**
 - a) To receive declarations of interest
 - b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
5. **Public Participation & Invited Guests**
 - Wiltshire Councillor Nick Holder, Bowerhill
 - Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
 - Wiltshire Councillor Jonathan Seed, Melksham Without West & Rural
6. To approve the Minutes of the **Full Council** meeting held on 24 July 2023 and confidential notes to accompany the minutes.
7. **Planning:**
 - a) To approve the Minutes of the Planning Committee meetings held on 14 August & 4 September and confidential notes to accompany the minutes of 14 August & 4 September.
 - b) To formally approve Planning Committee recommendations of 14 August and 4 September.
 - c) To receive update following Neighbourhood Plan Steering Group on Weds 6th Sept
 - d) To approve the draft joint reviewed Melksham Neighbourhood Plan (NHP#2) for Regulation 14 consultation (further to approval Weds 6th September)
 - e) To note joint Neighbourhood Plan/Local Plan Briefing Session for councillors on Monday 18 September
8. **Asset Management**
 - a) To approve the Minutes of the Asset Management Committee meeting held on 4 September 2023.
 - b) To formally approve Asset Management Committee recommendations of 4 September 2023.
 - c) To approve the land transfer of Davey Play Area
 - d) To approve payment of retention invoice for Berryfield Village Hall if Completion Certification received.
 - e) To consider seeking legal advice for freehold land transfers for Wiltshire Council play areas at Kestrel Court and Berryfield
 - f) To confirm preferred choice for photocopier purchase and approve quotation

9. Finance:

- a) To note Income/Expenditure reports for July & August.
- b) To appoint cheque signatories/online authority for September payments.
- c) To approve transfer of funds between bank accounts and fixed term deposits.
- d) To note if anyone has exercised their right to inspect the Council's accounts (period 26 June to 4 August)
- e) To note External Auditor's report and publication of Notice of Audit Conclusion for the financial year ending 31st March 2023
- f) Grant Payments:
 - i) To note TransWilts not accepting grant as project not being delivered
 - ii) To consider cancelling grant cheque for Wiltshire Youth Canoe Club due to non-presentation and lack of response
- g) To note transfer of PlusNet Broadband accounts (Office and Pavilion) to XLN, has taken place under delegated powers.

10. Highways

- a) To consider holding Highways & Streetscene meeting on Monday 2nd October to accommodate a longer Planning meeting on Monday 25th September
- b) To note update from the Community Policing Team on Trailers/Trucks parking on Bowerhill Industrial Estate.
- c) To consider Autumn Weed Spray as none undertaken by Wiltshire Council this year.

11. Melksham Community Campus

- a) To consider a response to proposals by Wiltshire Council to restrict free parking at the Campus to a maximum of 3 hours
 - i) Response re effect on parish residents using the facilities
 - ii) Response re effect on parish council as tenant of Campus
- b) To receive response from Wiltshire Council on query whether the Melksham House refurbishment costs came from the Campus budget

12. Community Resilience

- a) To receive feedback on Community Resilience Event held in Tidworth on 31 August
- b) To receive update on split of Melksham Community Support (now through Age UK) and Melksham Emergency Support (parish and town council) and to approve the use of the SEN community grant for the fridge magnet and leaflet distribution as planned
- c) To note quarterly report and receive feedback on Melksham Community Support (Age UK Project) quarterly review meeting held on Thursday 27 July.

13. Community Engagement

- a) To consider report on the visitors to the parish council website
- b) To note "Councillor Corner" spot in the Melksham News to continue and consider subjects for future articles and input into the next Quarterly Newsletter

14. What have we done to meet the Climate Friendly agenda?

- a) To note the number of residents in the Parish who took advantage of Melksham Town Council's Resident Tree Planting Scheme.