



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday, 6th May 2025

Dear Members

You are summoned to attend the **Annual Council Meeting** of Melksham Without Parish Council which will be held on **Monday 12 May 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=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09&omn=82851320786>

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 "Strange".

Teresa Strange, Clerk

YOU CAN ACCESS THE AGENDA PACK HERE



AGENDA

1. **Welcome & Housekeeping**
2. **Appointment of Chair**
3. **To receive the Chair's Declaration of Acceptance of Office**
4. **Appointment of Vice Chair**
5. **Announcements**
 - a) To note there was no parish council election on 1st May 2025 as all the seats are uncontested. Parish Council to co-opt to fill two vacancies for the Bowerhill Ward and two vacancies for the Beanacre, Shaw, Whitley and Blackmore Ward.
 - b) To note the outcome of Wiltshire Council Unitary elections for the Melksham Community Area
 - c) To welcome the new Parish Officer, Fiona Dey
5. **To receive Apologies and approval of reasons given**
6. **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 **17(b), 18(b), 18(d), 18(e) and 20(c)** as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted*
7. **Declarations of Interest:**
 - a) To note requirement under the Code of Conduct for Register of Interests to be displayed online (Melksham Without Parish Council & Wiltshire Council website) & Guide for Awarding Dispensations
 - b) To consider dispensations for term of new Council (2025-2029)
 - c) To receive declarations of interest
 - d) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
8. **Public Participation & Invited Guests**
 - a) Wiltshire Councillor Nick Holder, Bowerhill
 - b) Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
 - c) Wiltshire Councillor Andrew Griffin, Melksham Without West & Rural
9. **Co-option of new Members for Bowerhill Ward and Beanacre, Shaw, Whitley and Blackmore Ward Vacancy**
 - a) To note procedure for co-option.
 - b) To consider applications for co-option of new councillors and appoint to ward.
 - c) The newly appointed councillors to sign a declaration of office and join the meeting.
 - e) To receive declarations of interest from newly appointed Councillors
10. **Standing Orders & Council Policies:**
 - a) To review Melksham Without Parish Council Standing Orders and consider if any updates are required (amendments to stand adjourned for adoption at June Full Council meeting)
 - b) To review and adopt Complaints Procedure
 - c) To view the Code of Conduct options and adopt

- d) To confirm that the parish council meets the eligibility criteria for the General Power of Competence
- e) To take the Wiltshire Council and national Civility & Respect pledge
- f) To note “Roles & Responsibilities of a Councillor”
- g) To consider where councillor contact details are published

11. To review and adopt “Committee Structure & Terms of Reference”

12. Appointment of Committees & Working Parties 2025/26

- a) Asset Management Committee
- b) Finance Committee (and confirm the Members of the Finance Committee are the bank & CCLA signatories)
- c) Highways & Street Scene Committee
- d) Planning Committee
- e) Staffing & Resources Committee
- f) Working Parties

13. Appointment of Organisation Representatives 2025/26

14. To consider any Councillor training needs.

15. Parish Council Objectives:

- a) To note Melksham Community Area Joint Needs Assessment (2020) and census data <https://www.wiltshireintelligence.org.uk/community-area/melksham/>
- b) To review Objectives for 2024/25 and Priorities for 2021-2025
- c) To set objectives for 2025/2026
- d) To set Priorities for Term of Council (2025-2029).

16. Meetings

- a) To confirm dates of meetings for 2025/26
- b) To consider the venue for the Annual Parish meeting in April 2026

17. Full Council

- a) To approve the Minutes of the **Full Council** meeting held on 14th April 2025.
- b) To approve the **Confidential Notes to accompany the Full Council** minutes of 14th April 2025.

18. Planning:

- a) To approve the Minutes of the **Planning Committee** meeting held on 28th April 2025.
- b) To approve the Confidential Notes to accompany the **Planning Committee** minutes of 28th April 2025.
- c) To formally approve the Planning Committee recommendations of 28th April 2025.
- d) PL/2024/10345 Land north of the A3102, Melksham (New Road Farm). To consider S106 requests relating to a new community facility (arising from MIN 542/24c).
- e) To receive update on current timetable for the Neighbourhood Plan Review
- f) To consider request from Director of the Bowood Residents Management Company

19. Finance:

- a) To note Income/Expenditure reports for April.
- b) To appoint cheque signatories/online authority for May payments.
- c) To approve bank account and fund transfers.
- d) To give delegated powers to the Finance Committee on Monday 19th May to review and approve the parish council’s insurance cover and authorise payment before the 1 June deadline.

- e) To approve the setting up of new Finance Committee members on the bank mandate for authorizing online payments and signing cheques, and to remove from the bank mandate any members that are no longer Finance Committee members (following Agenda item 11b)

20. Asset Management

- a) To receive update on Pathfinder Place (Davey) **play area** legal transfer
- b) To note accidental demolition of Bus Shelter on A350 at Beanacre and provide guidance to officers on the next steps
- c) To receive feedback from 3G pitch meeting with stakeholders
- d) To receive update from Shurnhold Fields public meeting 12th May (6pm) if received
- e) To receive feedback on investigations related to Phone box adoption and agree next steps
- f) To purchase a new laptop for councillor use (if required)

21. Highways and Road Safety:

- a) To approve notes from Road Safety working group as an accurate record
- b) To approve recommendations from Road Safety Working Group
- c) To note the fourth Wiltshire Council Local Transport Plan 2025 -2038 (LTP4) was endorsed at full council on 11th March 2025. It has now been published online and can be viewed here: <https://www.wiltshire.gov.uk/localtransportplan>

22. Community projects/partnership organisations:

- a) Age UK
 - i. To note that Melksham Town Council (MTC) have signed the agreement with Age UK. Age UK have submitted a grant request to MTC for the shortfall in funding.
 - ii. To consider the 2024/25 Q4 report and case studies from Age UK
- b) To consider facilitating cyber crime training for rural businesses