



## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday, 7 May 2024

Dear Members

You are summoned to attend the **Annual Council Meeting** of Melksham Without Parish Council which will be held on **Monday 13 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=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09&omn=82377655234>

Or go to [www.zoom.us](http://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](http://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, Announcements & Housekeeping**
  - To note following the resignation of Councillor Andy Russell (Bowerhill Ward) a Vacancy has been advertised. If by 17 May 2024 a request for an election to fill the vacancy has not been called the vacancy will be filled by co-option.
2. **Appointment of Chair**
3. **To receive the Chair's Declaration of Acceptance of Office**
4. **Appointment of Vice Chair**
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 **15(b) & 16(b)** 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 receive declarations of interest
  - b) 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 Jonathan Seed, Melksham Without West & Rural
9. **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 adopt the Code of Conduct.
  - d) To note "Roles & Responsibilities of a Councillor".
  - e) To consider any Councillor training needs.
10. **To review and adopt revised "Committee Structure & Terms of Reference"**
11. **Appointment of Committees & Working Parties 2024/25**
  - 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
  - g) To consider new Cemetery Working Party with Melksham Town Council and appoint members

12. **Appointment of Organisation Representatives 2024/25**
13. **Parish Council Objectives:**
  - a) **Census.** To note detailed population data for parish residents.
  - b) To review Objectives for 2023/24 and set Parish Council Objectives for 2024/25.
  - c) To review Priorities for Term of Council (2021-2025).
14.
  - a) **To approve revised dates of meetings for 2024/25**
  - b) **To consider venue for Annual Parish meeting in March 2025.**
15.
  - a) To approve the Minutes of the **Full Council** meeting held on 22 April 2024.
  - b) To approve the **Confidential Notes to accompany the Full Council** minutes of 22 April 2024.
16. **Planning:**
  - a) To approve the Minutes of the **Planning Committee** meeting held on 29 April 2024.
  - b) To approve the Confidential Notes to accompany the **Planning Committee** minutes of 29 April 2024.
  - c) To formally approve the Planning Committee recommendations of 29 April 2024.
    - i) To consider withdrawing 'call in' request: 178a Woodrow Road (PL/2024/01559).
  - d) **S106 Agreement for Buckley Gardens (20/01938/OUT).** To consider request to Wiltshire Council for use of pooled s106 highway funds.
  - e) **Bus Shelters – Semington Road.** To receive update following site meeting on 25 April and consider options regarding the side panel on the shelter adjacent Telford Drive.
  - f) **Neighbourhood Plan Review.** To approve budget for NHP#2 for 2024/25.
17. **Finance:**
  - a) To note Income/Expenditure reports for April.
  - b) To appoint cheque signatories/online authority for May payments.
  - c) To approve transfer of funds between bank accounts and fixed term deposits.
  - d) To give delegated powers to the Finance Committee on Monday 20 May to review and approve the parish council's insurance cover and authorise payment before the 1 June deadline.
  - e) To note Friends of Shurnhold Fields new lawn mower insured by the parish council until 31 May 2024 under Clerk's delegated powers.
18. **Asset Management**
  - a) To receive update on **play area** legal transfers and approve if received (Pathfinder Place, Berryfield, Kestrel Court).
  - b) **Defibrillators.**
    - i) To note donation from Bowerhill resident towards new defib outside Bowerhill Village Hall and to approve a training session to be held in Bowerhill.
    - ii) To consider correspondence regarding governance and registration of defibrillators.
    - iii) To receive update on community accessible defib at Whitley Stores.
19. **Community projects/partnership organisations:**
  - a) **Age UK.** To approve fee proposal for Year 2 and confirm way forward with Age UK and Melksham Town Council in terms of commissioned service or grant award.
  - b) To note update on Melksham Emergency Support
  - c) To note monthly Police drop-in sessions if Councillors wish to attend.

- d) To approve a request from Community Action Whitley & Shaw (CAWS) regarding their new History signs.
- e) **Wiltshire Explore App.** To receive update following meeting held on 24 April.