



## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday, 9 November 2021

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 15 November 2021 at 7pm** at the **MWPC meeting space at 1 Swift Way, off Westinghouse Way, Bowerhill Industrial Estate, Melksham, Wiltshire, SN12 6GX**, to consider the agenda below.

**MEMBERS OF THE PUBLIC ARE MORE THAN WELCOME TO ATTEND THE FACE TO FACE MEETING, BUT ARE ENCOURAGED TO PARTICIPATE VIA ZOOM, DUE TO LIMITED SPACE AVAILABLE IN OUR MEETING SPACE TO COMPLY WITH OUR COVID RISK ASSESSMENT (Maximum number in room is 18). MEMBERS OF THE PUBLIC ARE ALSO ENCOURAGED TO SUBMIT ANY QUESTIONS IN WRITING. Please be aware that the doors and windows will be open for ventilation and so the room may be cold. Masks will need to be worn on moving around the room, but can be taken off when the meeting begins and you are seated.**

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

### Join Zoom Meeting

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09>

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

Teresa Strange, Clerk

# AGENDA

1. **Welcome, Announcements & Housekeeping**
  - a) To note consultation drop in session by Wilts & Berks Canal Trust on Thurs 18 November 10am to 7pm at existing temporary Village Hall
  - b) To note next Area Board meeting is on Weds 8 December at 7pm (online – to be confirmed)
2.
  - a) **To receive Apologies and consider approval of reasons given.**
  - b) **To approve a Leave of Absence for Councillor Mary Pile**
3. **Invited Guests:**
  - a) Wiltshire Councillor Nick Holder (Bowerhill)
  - b) Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)
  - c) Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural)
4.
  - a) **To receive Declarations of Interests**
  - b) **To consider for approval any Dispensation Requests received by the Clerk and not previously considered.**
5. **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 the consideration of the following items of business (Item 9a, 11a,b,c 14i & 15) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation.**
7. **To approve the Minutes of the Full Council Meetings held on 18 October 2021 and confidential notes to accompany these minutes.**
8. **Planning:**
  - a) To approve the Minutes of the Planning Committee meetings held on 1 November 2021 and confidential notes to accompany these minutes.
  - b) To formally approve Planning Committee Recommendations of 1 November 2021
  - c) To compile list of councillors interested in Planning & Neighbourhood Plan Training
9. **Asset Management:**
  - a) To receive verbal update from Clerk on latest structural works at **Shaw Village Hall** and note Minutes of AGM Mon 1 November
  - b) To receive verbal update from Clerk on project status for **Shurnhold Fields car park** project
  - c) **Bowerhill Sports Field & Pavilion:**
    - i) To consider request for potential Fields in Trust permission for a 3G pitch
    - ii) To approve revised quotation for installation of drinking water fountain

- d) To note recommendations and any actions already taken, following receipt of the **RoSPA annual independent play area** reports and ID Verde quarterly inspection reports

**10. New Berryfield Village Hall project**

- a) To note update on land transfer
- b) To note revised start date on site
- c) To note newsletter delivered to Berryfield Ward residents

**11. Parish Council office and meeting room accommodation at Melksham Campus**

- a) To approve the Notes from the Office Relocation Working Party held on 2 November & 9 November
- b) To formally note Strategic Partner application to Wiltshire Council (sent under delegated powers)
- c) To note response from Wiltshire Council regarding Strategic Partner application and consider a way forward.

**12. Finance:**

- a) To note Receipt & Payments reports for October
- b) To seek cheque signatories/online authority for November payments
- c) Interim **Internal Auditor** Report. To consider reports following interim visit (20<sup>th</sup> October)
  - i) To note response of insurance broker following auditor query on **Employee Dishonesty** cover
- d) To note information and timeline for **precept setting** and **draft taxbase**
- e) To note budget planning underway and to inform the Clerk of any **requests for budget** consideration by the end of November

**13. Emergency Planning**

- a) To note update following two Emergency Plan meetings with Melksham Town Council and Age Friendly Melksham (re Melksham Community Response)
- b) To note DEFRA Bird Flu prevention zone declared
- c) To consider relaxation of Risk Assessment for public meetings to allow for the provision of refreshments
- d) To consider if community access defibrillators should be suitable for use on children

**14. Community projects/partnership organisations:**

- a) **Market Place Toilets**. To note, notes of meeting held on 13 October and work that has taken place to date
- b) **Community Action Whitley & Shaw (CAWS)**. To note minutes of meeting held on 19 October 2021.
- c) To consider update on **BRAG (Bowerhill Residents Action Group)** following AGM on 2 November and to approve Gardener Licence template
- d) **The Melksham Almhouses Charities**. To seek a new Council representative and to record thanks to Pat Nicol for having represented the parish council on this organisation

- e) **Wilts & Berks Canal Trust.** To note minutes of meeting of Wiltshire Swindon Oxfordshire Canal Partnership (30 Sept) & Oct Branch report with update on Melksham Link project
- f) Melksham Town Council's **Environment & Climate Working Group.** To appoint 1 or 2 representatives to join this group. Date of next meeting 9 December.
- g) **Age Friendly Baseline Survey Meeting.** Update from the Clerk & Cllr John Doel
- h) To receive verbal update following **Campus visit** of councillors on Friday 12 November
- i) To note update on **first time sewerage for Beanacre**
- j) To receive verbal update following meeting with **Wiltshire Wildlife Trust**

**15. Staffing**

To receive verbal report following Clerk's appraisal (Fri 12 Nov)