



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday, 20 July 2021

Dear members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 26 July 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 COVID RESTRICTIONS (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 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

AGENDA

1. Welcome, Announcements & Housekeeping
2. To receive Apologies and consider approval of reasons given.
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 12j(i) & 12h(iv)) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
6. Public Participation.
7. Coronavirus Roadmap – to consider changes further to the move to Step 4 on Monday 19 July
 - a) To note information for Local Councils from the National Association of Local Councils (NALC) & Government guidance
 - b) To consider way forward for future council meetings (layout and capacity re covid restrictions, use of zoom, live streaming)
 - c) To consider moving to electronic agenda packs in September
 - d) To consider if staff to return to work from the office
 - e) To consider re-opening the office to the public
 - f) To consider implications for grass roots sports bookings [LINK](#) and latest FA Guidance [LINK](#)
8. Appointment of Co-opted Members to Committees/ Working Parties (Full Council 28 June 2021 (Min 102/21)
9. Appointment of Organisation Representatives 2021/22 (Co-opted Members) (Full Council 28 June 2021 (Min 103/21)
10.
 - a) To approve the Minutes of the Full Council Meeting 28 June 2021
 - b) To consider making the Officer/Member Protocol an integral part of the Code of Conduct following professional advice

- 11. Planning:**
- a) To approve the Minutes of the Planning Committee meetings held on 5 July 2021.
 - b) To formally approve Planning Committee Recommendations of 5 July 2021.
 - c) To consider holding Planning Committee on 2 August at venue north of the parish
 - d) Local Plan Review. To note Cabinet approval for next steps.
 - e) Neighbourhood Plan. To note Wiltshire Council have taken the decision 'to make' the Joint Neighbourhood Plan which will form part of the Wiltshire Council Development Plan
- 12. Asset Management:**
- a) To approve the Minutes of the Asset Management Committee meeting held on 5 July 2021.
 - b) To note correspondence from Football League Secretary (as per Min 120d/21
 - c) To formally approve Asset Management Committee recommendations of 5 July 2021.
 - d) BMX Track, Methuen Avenue (in the parish). To consider Melksham Town Council's proposal to nominate this facility to be listed as an Asset of Community Value
 - e) Defibrillator. To consider a donation of a defibrillator (or funding for) for installation within the parish at Bowerhill.
 - f) To note tender process commenced for car park and improved entrance at Shurnhold Fields
 - g) To consider alternative sites for 2 x picnic tables in storage
 - h) Bowerhill Sports Field
 - i) To consider request to use Bowerhill Sports Field for dog training classes
 - ii) To consider tree report on mature Oak tree and subsequent quotations for work to be undertaken
 - iii) To consider undertaking bat survey on mature Oak tree before tree work takes place
 - iv) To note report following Unauthorised Encampment at Bowerhill Sports Field and consider options and quotations for enhanced security measures
- 13. Highways:**
- a) To approve the Minutes of the Highways & Streetscene Meeting held on 12 July 2021.
 - b) To formally approve the recommendations contained within the Highways & Streetscene Meeting held on 12 July 2021.
 - c) A350 Melksham By-pass 2nd public consultation:
 - i) To receive feedback following public meetings held 19 & 21 July to seek views of parishioners; and from meeting with Major Highways Project Officer on 8 July

- ii) To note correspondence from Lacock Parish Council requesting an extension to the consultation
- iii) To consider a response to the second non statutory consultation (deadline 8 August) [LINK](#)
- d) Wiltshire Council Briefing Note 21-12. Substantive Highways Scheme Fund. Bid Application Process for Funding 2022/23. To note Area Boards will be invited to submit bids in the current financial year for detail design prior to implementation the following financial year.
- e) A350 Beanacre Road. To note correspondence from residents and the Highway officer re request to plant trees at the end of Old Road & decision made by Parish Council recently in respect of this issue. (Min301a)iii/20)
- f) To consider request of BRAG (Bowerhill Residents Action Group) for wildflower area at Brabazon Way “hammer head” areas and requisite licence required.

14. Finance:

- a) Quarterly Reports for Qtr 1 (April, May, June)
 - i) To note Budget vs Actual
 - ii) To note Bank reconciliation
 - iii) To note VAT reclaim submitted
- b) To note Income/Expenditure reports for June
- c) To seek cheque signatories/online authority for July payments
- d) To note any requests from residents to exercise their right to inspect accounts

15. New Berryfield Village Hall project

- a) To note Public Works Loan application in progress and to receive any update.
- b) To note requirement for Full Council to approve any formal loan to be taken out pending approval of application to proceed; and to consider how to approve during Summer break
- c) To consider how/when/who to sign contracts with Rigg Construction
- d) To consider electrical/data requirements for security measures such as intruder alarm, fire alarm, mosquito anti-loitering device, CCTV and defibrillator and how/when to integrate into project.

16. Melksham Campus Project: To note outcome of meeting held on 14 July 2021 regarding electrical review.

17. Community projects/partnership organisations:

- a) Community Action Whitley & Shaw (CAWs). To note minutes of meeting held on 22 June & 20 July.
- b) Whitley Community Hub update
- c) Melksham Transport User Group. To note minutes of meeting held on 14 July.

- d) Wilts & Berks Canal Trust. To note correspondence from Paul Lenaerts, Project Manager.**
- e) Best Kept Village Competition. To note report from judges on Beanacre's entry.**
- f) Operation Flood Working Group North. To note, notes of meeting held on 19 May & 21 July 2021 and verbal report from the Clerk re Grit audit and PEAs (Parish Emergency Assistance Scheme) 2021-22**
- g) Wiltshire Council's Draft Climate Strategy. To note consultation will take place on this strategy from 1 September for 6 weeks.**