



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 11 June 2024

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 17 June 2024 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=83028258798>

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

Teresa Strange, Clerk

AGENDA

1. **Welcome, Announcements & Housekeeping**
 - a) Following the announcement of a General Election on 4 July, Councillors are reminded of a period of heightened sensitivity before elections.
 - b) To note following the resignation of Councillor Andy Russell, as 10 electors did not come forward requesting an election by 17 May, the Parish Council to co-opt to fill a casual vacancy in Bowerhill Ward.
2. a) 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 as required (10d, 12b, 13a, 13b, 13d)) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7. **Co-option of new Member for Bowerhill Ward Casual Vacancy**
 - a) To note procedure for co-option.
 - b) To consider applications for co-option of new councillor and appoint.
 - c) The newly appointed councillor to sign a declaration of office and join the meeting.
 - d) To appoint newly appointed councillor to vacancies on committees and working parties.
8. **Standing Orders:** To adopt the Melksham Without Parish Council Standing Orders stood down from the Annual Council meeting on 13 May 2024 following amendments.
9. To approve the **Minutes of the Annual Council Meeting** held on 13 May 2024.

10. Planning

- a) To approve the **Planning Committee Minutes** of 10 June 2024.
- b) To formally approve the **Planning Committee** recommendations of 10 June 2024.
- c) To formally approve draft Neighbourhood Plan (JMNP2), modification statement, evidence documents and community consultation statement for Regulation 14(B) consultation, as a Qualifying Body.
- d) **S106 Agreement for Buckley Gardens** (20/01938/OUT). To consider request to Wiltshire Council for use of pooled s106 highway funds (Arising from Min 16(d)/24).

11. Finance

- a) To approve the **Finance Committee Minutes** of 20 May 2024.
- b) To formally approve the recommendations of the Finance Committee meeting of 20 May 2024.
- c) **Insurance Cover.**
 - i) To note the renewed Council's Insurance cover at a cost of £4,481.15 Arising from Min 26(b)/24
 - ii) To note the renewed Council's Cyber Cover and correspondence. Arising from Min 26(b)/24
- d) To receive feedback from Councillor Franks following Internal Control visit (22 May).
- e) To note information on Accounting and Audit: Year End Process.
- f) To note Internal Auditor's final report for year ending 31 March 2024.
- g) To consider, approve and sign Section 1 of the External Audit Annual Return for year ending 31 March 2024 (Governance Statement).
- h) To approve and sign Section 2 of External Audit Annual Return for year ending March 2024 (Accounts Statement).
- i) To approve and sign Year End Accounts & Statement for year ending 31 March 2024.
- j) To adopt the Melksham Without Parish Council Financial Regulations (following review by the Finance Committee 20 May 2024).
- k) To note **Receipts & Payments** reports for May.
- l) To seek **cheque signatories/online authority** for June and July payments.
- m) To approve Bank Account and Fund Transfers.

12. Staffing:

- a) To approve the **Minutes of the Staffing Committee** meeting held on 20 May 2024.
- b) To appoint working party to deal with current Staffing matter and take next steps

13. Asset Management

- a) To receive update on **play area** legal transfers and approve if received (Pathfinder Place, Berryfield, Kestrel Court).
- b) **Berryfield Village Hall.** To approve and sign Section 106 Side Agreement relating to maintenance of public art work for transfer of outstanding funds from Wiltshire Council to Melksham Without Parish Council and to agree transfer to Berryfield Village Hall

Management Committee

- c) **Shurnhold Fields.** To receive update following meeting with Alexandra Crawford, Re Flood alleviation scheme and consider way forward.
- d) **Bowerhill Sports Field.** To consider way forward with future bookings

14. **Highways**

- a) **Proposed Traffic Regulation Order Various Roads, Melksham & Melksham Without (40mph Speed Limit) Order 2024.** To consider response to proposed speed limit on Eastern Way of 40mph.
- b) **Active Travel funding for Melksham.** To note response from Councillor Tamara Reay, Cabinet Member for Transport and Assets.

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

- a) **Age UK.** To approve and sign Service Level Agreement.
- b) **Melksham Railway Group.** To consider grant funding to be transferred to West Wiltshire Rail User Group.
- c) **Melksham Transport User Group.** To receive update.
- d) **Wiltshire Explore App.** To receive update following recent meetings.
- e) **Future Cemetery provision.** To receive responses from Wiltshire Council and churches within the parish (if received) and consider invitation from Melksham Town Council to join a Future Cemetery Provision Working Group.
- f) **Wiltshire Council.** To note update on DEFRA's Property Flood Resilience Repair Grant Funding following recent storms in the County.

16. What have we done to meet the **Climate Friendly agenda**

- a) To consider response from Wessex Water regarding sewage overflows into the watercourse in the parish (Full Council Min 516(a)/23)