



## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

Sports Pavilion, Westinghouse Way  
Bowerhill, Melksham  
Wiltshire. SN12 6TL  
Tel: 01225 705700

Email: [clerk@melkshamwithout.co.uk](mailto:clerk@melkshamwithout.co.uk)  
Web: [www.melkshamwithout.co.uk](http://www.melkshamwithout.co.uk)

Tuesday, 12 October 2021

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 18 October 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

A handwritten signature in black ink that reads 'T. Strange'.

Teresa Strange, Clerk

## REVISED AGENDA

1. **Welcome, Announcements & Housekeeping**
  - a) **To note invitation to Remembrance Service**
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 9c, 10b, 14, 18) 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 13 September 2021 and confidential notes to accompany these minutes.**
8. **Planning:**
  - a) To approve the Minutes of the Planning Committee meetings held on 20 September and 11 October 2021.
  - b) To formally approve Planning Committee Recommendations of 20 September and 11 October 2021
  - c) The Green Blue infrastructure consultation – to respond with comments (deferred from Planning 11.10.21 (Min 271c)  
<https://www.wiltshire.gov.uk/planning-bio-green-blue-infrastructure>
9. **Asset Management:**
  - a) To approve the Minutes of the Asset Management meeting held on 20 September 2021.
  - b) To formally approve the Asset Management Committee recommendations of 20 September 2021.
  - c) To receive verbal update from Clerk on latest structural works at Shaw Village Hall
  - d) To consider quotation for cutting back hedges at Bowerhill Sports Field (to prevent pitch damage by rabbits)
  - e) To note Future of Football have been awarded highly commended

club of the year by Wiltshire FA in their first year & Bowerhill Bomber 5k & 10k races to be run from Bowerhill Sports Field in 2022

- f) To consider revised quotations for cleaning of equipment and safety surfacing in play areas (Autumn 21)
- g) To note emergency repairs were made at a cost of £200 to Bath Road Bus Shelter, Shaw
- h) **Shurnhold Fields:**
  - i) To note Melksham Town Council approved recommendation to appoint contractor for car park and improved highway access project and note update on permissions still to be gained.
  - ii) To consider proposal by Principal Drainage Engineer for flood prevention works at Shurnhold Fields

**10. Staffing**

- a) To approve the Minutes of the Staffing Committee meeting held on 4 October 2021
- b) To formally approve Staffing Committee recommendations of 4 October 2021.

**11. Highways & Streetscene**

- a) To approve the minutes of the Highways & Streetscene meeting held on 11 October 2021.
- b) To formally approve the Highways & Streetscene recommendations of 11 October 2021.

**12. New Berryfield Village Hall project**

- a) To note the Public Works Loan of £495,000 has been received.
- b) To note update on land transfer
- c) To note delay to start date on site and to consider way forward
- d) To note Minutes of pre contract meeting

**13. Wilts & Berks Canal “Melksham Link” project**

- a) To note consultation drop in session being organized by Wilts & Berks Canal Trust for Thurs 18<sup>th</sup> November at existing temporary Village Hall
- b) To note that new village hall and public art scheme will have display table at consultation event (manned by parish council)
- c) To consider a response on route options to Wilts & Berks Canal following presentation at October full council meeting, or to defer until December meeting following consultation event

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

- a) To approve the Notes from the Office Relocation Working Party held on 27<sup>th</sup> September.
- b) To consider draft Heads of Terms for Parish Council's tenancy at the Campus

**15. Finance:**

- a) Quarterly Reports for Qtr 2 (July, Aug, Sept)
  - i) To note Budget vs Actual figures

- ii) To note Bank reconciliation
- iii) To note VAT reclaim submitted
- b) To note Income/Expenditure reports for September
- c) To seek cheque signatories/online authority for October payments
- d) To consider increasing Insurance cover for Employee Dishonesty.
- e) To consider entering into Long Term Agreement with Rialtas for accountancy software support.
- f) To note conclusion of External Audit and public inspection period
- g) To consider Chair's Allowance bearing in mind Information on Members' Allowance from Wiltshire Council

**16. Recent Government Changes**

- a) To note relevant changes following recent Government reshuffle
- b) To consider inviting Michelle Donelan MP to meet with parish council

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

- a) To receive update and consider any actions resulting from joint meeting with Melksham Town Council on Market Place Toilets (13<sup>th</sup> Oct)
- b) To consider a request from Melksham Town Council for bi-monthly meetings with the Clerk, Chair and Vice Chair of both councils to discuss joint working and joint projects on an informal basis
- c) **Community Action Whitley & Shaw (CAWS).** To note minutes of meeting held on 14<sup>th</sup> September
- d) To note update on **BRAG (Bowerhill Residents Action Group)**
- e) **Melksham Transport User Group.** To note minutes of meeting held on 15 September
- f) **Melksham Young Peoples Award 2021.** To note nominations are sought with a closing date of 5 November 2021.

**18. a) To consider any actions following latest guidance on “Death of a senior national figure”**

- b) To consider request from Councillor Chivers to erect a flag pole in the parish.