



## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday, 13 April 2021

Dear members

You are summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 26 April 2021 at 7pm**, to consider the agenda below.

**PLEASE NOTE THAT THIS IS A REMOTE VIRTUAL MEETING. 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=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09>**

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
2. To receive Apologies and consider approval of reasons given.
3. Invited Guests:
  - a) Wiltshire Councillor Nick Holder (Melksham Without South) & Wiltshire Councillor Phil Alford (Melksham Without North)
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 17c) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. Forthcoming elections 6<sup>th</sup> May 2021  
<https://www.wiltshire.gov.uk/elections-town-parish>
  - a) To note uncontested elections for the Melksham Without Parish Council wards
  - b) To note 3 vacancies for co-option; applicants sought for consideration at June Full Council meeting
  - c) To note Wiltshire Council Unitary Ward and Police & Crime Commissioner contested elections on 6<sup>th</sup> May
7. Public Participation
8. Covid restrictions/Melksham Community Response
  - a) To note latest advice following Government Roadmap out of lockdown <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do?>
  - b) Wiltshire Council High Street Safety Fund. To consider ordering signage, and printing posters to erect around the parish.
  - c) To note decision made under delegated power that MWPC officer seconded support to Melksham Community Support ended at the end of March and subsequent letter of thanks from Phillippa Huxtable, Age Friendly Co-ordinator.
  - d) To note return to use of Parish Council noticeboards following Roadmap step 2 (12<sup>th</sup> April) being met
9. Council Meetings
  - a) To approve the list of meeting dates for the forthcoming year.
  - b) To consider how to hold Covid secure meetings (bearing in mind

- relevant guidelines) following the Government's decision not to extend legislation to allow Councils to hold meetings virtually.
- c) To consider how to hold Annual Parish Meeting
- 10. a) To approve the Minutes of the Full Council meeting held on 1 March 2021**  
**b) To approve the Confidential Notes to accompany Full Council minutes**
- 11. Planning**
- a) To approve the Minutes of the Planning Committee meetings held on 15 March 2021 and 12 April (to follow)
- b) To formally approve the recommendations contained within the minutes of 15 March and 12 April 2021.
- c) To formally approve any comments made under delegated powers by the Planning Committee at the meeting on 12<sup>th</sup> April 2021
- d) To consider naming the parish council as the recipient of the public art funding in the s106 agreement for the new development on Semington Road (20/01938/OUT)
- 12. Highways & Streetscene**
- a) To note the Proposed A350 By-pass Consultation Report.  
<https://www.wiltshire.gov.uk/highways-a350-melksham-bypass>
- b) Proposed Traffic Regulation Orders for consultation. To note and consider a response:
- i) The County of Wiltshire (Pathfinder Way, Melksham Without) (30mph Speed Limit) Order 2021
- ii) The County of Wiltshire (Various Roads, Melksham and Melksham Without) (40mph Speed Limit) Order 2021
- iii) Pedestrian Crossing – A365 Western Way, Melksham and Melksham Without
- iv) Pedestrian Crossings – A365 Bath Road and Pathfinder Way, Melksham Without
- 13. Finance**
- a) To approve the Finance minutes of 8 March 2021; and Confidential Notes to accompany minutes.
- b) To formally approve the recommendations contained within the minutes of 8 March 2021
- c) To note **Income/Expenditure** reports for February and March
- d) **Quarterly Reports** for Qtr 4 (Jan, Feb, March)
- i) To note Budget vs Actual
- ii) To note Bank Reconciliation
- iii) To note VAT reclaim submitted
- e) To agree two finance councillors to authorise monthly payments for April.
- f) To approve the removal of Finance Committee members from bank mandate from 10<sup>th</sup> May 2021, as are standing down as councillors (Councillors Carter, Taylor and Holder) and note that only 3 signatories in place until able to set up new members following Annual Council meeting.

- g) To note key dates for Year End Accounts activities
- h) To note 100% Business Rate Relief received for Bowerhill Pavilion & sports field for 2021-22.
- i) To note Covid-19 Local Restrictions Support Scheme grant payment of £9,431 from Wiltshire Council and to consider use of funding and eligibility for Restart grant funding

#### **14. Asset Management**

##### **a) New Berryfield Village Hall project**

- i) To note update on Tender process and next steps
- ii) To consider response from Bellway on request for additional land (*if received*)
- ii) To note Non Material Amendment submitted for the Planning application to cover the Public Art and variations to the building plan/elevations for acoustic measures. Cost £145 excl VAT
- iii) To note delegated decision made re lowering of roof height by 4" to 9'8"; to note decision on performance bond deferred.

##### **b) Shurnhold Fields**

- i) To receive the draft notes of the meeting held on 25 February 2021
- ii) To note response from Melksham Town Council regarding the Revised Terms of Reference and funding of the car park/improved access project and consider suggested amendment to the Terms of Referenc.
- iii) Proposed car park. To note outcome of investigations/implications regarding the gas main running across site of proposed new car park.
- iv) To consider how to proceed with improved access/car park project

##### **c) IT Working Party meeting**

- i) To approve notes of meeting held on 22 March 2021 and approve recommendations.
- ii) Termination of office Telephone System Contract. To note termination of contract and invoice for termination costs paid under instruction by email to Clerk by members; to agree next steps including review and approval of quotations for new 'phone system
- iii) To consider purchase of laptops for councillors
- iv) To consider IT policy for parish council
- v) To note response from Campus team re queries raised new office/meeting accommodation
- vi) To note information from Centre for Sustainable Energy regarding a new tool which gives town and parish councils data on their carbon emissions that can be used to focus their community based carbon cutting actions.

##### **d) Bowerhill Sports Field (Jubilee Fields)**

- i) To note return of grassroots football 29<sup>th</sup> March in line with govt Roadmap guidelines (Step 1) <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities> and to approve the continued closure of

changing rooms other than for access to toilet and handwashing facilities and approved storage

- ii) To consider a request from 2385 (ATC) Squadron to use the field overnight (22/23 May) as part of their DofE Expedition.
- iii) Condition of Pitches. To note work undertaken to improve the condition of the sports pitches, under delegated powers, and consider further works required and approve associated costs.
- iv) To note pitches will be rested from 12 July-1 August to allow for recovery
- v) To consider requests from Football Groups re pitch use during Summer and next season.
- vi) To consider quotations for utilities at Bowerhill Pavilion

**e) Litter Bins**

- i) To consider standardisation of litter bins for Wiltshire Council replacements
- ii) To consider the following requests for new litter bins (*new requests, so will require cost of collection and emptying too*)
  - Hornchurch Road Public Open Space (picnic tables and MUGA) – request of BRAG and residents

To consider requests for replacement, larger, bin:

- Littleworth Lane, Whitley (access to well used dog walking route) – request of CAWS
- Locking Close, Bowerhill (access to bridleway to canal side picnic area) – request of BRAG, as no bin provided at picnic area

**f) Shaw Playing Field Improvement Project**

- i) To note site location of new equipment agreed at site meeting Thurs 15<sup>th</sup> April
- ii) To note donation from CAWS to this project
- iii) To consider advice regarding the ability of the Council to reclaim VAT on the joint project with the Council, CAWS and Shaw Village Hall and Playing Field Committee and agree way forward

g) **Allotments:** To consider requests for bonfires at allotments (currently not permitted under Wiltshire Council request due to covid)

**15. Community Infrastructure Levy (CIL)**

- a) To note response of the Town Council with regard to CIL sharing proposals
- b) To note response from the Town Council Re transfer of CIL funding from East of Melksham development to fund an East of Melksham Community Centre and project update.
- c) To note receipt of CIL from 19/10143/REM Land adjacent to 490 Semington Road of £201.81 (Tranche 1 of 1) in April 2021 (no further CIL receipts in Q4 of 2020/21).

16. **Community projects/partnership organisations**
- a) To receive update following BRAG meetings held 11 March & 15 April
  - b) To note Beanacre main drainage update from Wessex Water
  - c) To note minutes of CAWS meeting held on 2 March.
  - d) Shaw (Whitley) Post Office
    - i) To note update from the Post Office
    - ii) To note correspondence from Whitley Hub
  - e) To note, notes of Melksham Town Council CCTV working party held on 23 February 2021
  - f) Community Payback Scheme. To consider any projects the group may be able to assist with, within the parish.
  - g) Wiltshire, Swindon & Oxfordshire Canal Partnership. To note minutes of meeting held on 3 December 2020 & 11<sup>th</sup> March 2021
  - h) To note, notes of first meeting of Melksham Community Group Network Group held on 18 March 2021.
  - i) To note update on TransWilts and Melksham Community Hub.  
<https://melkshamhub.co.uk/hub-news/>
  - j) To note The Great British Spring Clean Up will take place between 28 May-13 June 2021 and to consider obtaining additional equipment to assist groups wishing to undertake litter picks in their communities.
  - k) To note advice from Came & Company regarding litter picks and insurance cover. To note Beanacre Community Group request to undertake litter picks and to approve their activities are covered under the Council's public liability insurance (Risk Assessment supplied).
  - l) To note Melksham Campus Newsletter March 2021
  - m) To consider submitting comments to the Wiltshire & Dorset Fire Service Community Safety Plan 2021-2024 <https://www.dwfire.org.uk/wp-content/uploads/2016/02/21-11-Appendix-A-Draft-CSP-2021-24.pdf>
17. **Staffing**
- a) To note advice from HSE, Came & Co (insurance brokers) and Government on returning to work <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>
  - b) To approve staff to continue to work from home, where possible, and continued closure of office to the public
  - c) To note return to duties of shielding member of staff and holiday arrangements