



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday, 18 October 2022

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 24 October 2022 at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

******PLEASE NOTE NEW VENUE******

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>

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 cursive script 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). Report received
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 (**Agenda item 9c(iv), 10a**) 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 Meeting held on 3 October (postponed from 12 September).
8. **Planning**
 - a) To approve the **Minutes of the Planning** Committee meetings held on 26 September and 17 October 2022.
 - b) To formally approve **Planning Committee recommendations** of 26 September and 17 October 2022.
 - c) To consider the way forward for the Town Centre Master Plan and future redevelopment of a town centre site within the Neighbourhood Plan Area.
9. **Asset Management**
 - a) To approve the **Minutes of the Asset Management** Committee meeting held on 10 October 2022.
 - b) To formally approve the **Asset Management** Committee recommendations of 10 October 2022.
 - c) **Bowerhill Sports Field & Pavilion**
 - i) To approve quotation to fertilise junior pitches now rather than reseed next Spring (due to wear on pitches) – recommendation of contractor.
 - ii) To approve quotation to relocate the middle pitch to aid goal area recovery and to prevent lost balls in the hedge line – recommendation of Asset Management Committee.
 - iii) To note update from grass cutting contractor re budget and terms of a rolling or fixed 3 year contract – recommendation of Asset Management Committee.

- iv) To consider booking update and consider next steps.
- d) **Shurnhold Fields.** To approve a quotation for grass cutting should Friends of Shurnhold Fields have difficulties in recruiting volunteers, with a suggestion they disband, following their AGM on 25 October (Full Council 3 October 2022 – Min 189(c).
- e) To note the Pavilion office space, former meeting space at Gompels, and portacabin at Berryfield village hall have all been cleared.
- f) To agree date and format for Opening Event for Davey Play Area (Pathfinder)
- g) To note avian flu measures in place.

10. **New Berryfield Village Hall project:**

- a) To consider update from solicitors on legal claim.
- b) To note revised budget vs anticipated spend report.
- c) To note new tables and chairs have been delivered following a successful grant application to Melksham Area Board by the Village Hall Committee (match funded by the parish council).
- d) To note soft landscaping planting due Tuesday 25 October.
- e) To note community access defibrillator imminent installation and to consider hosting a Defibrillator Awareness Training session at the hall; to approve quotation.
- f) To receive feedback from Village Hall representatives meeting on 19 October and to consider any actions from the meeting.
 - i) Model Charitable Trust
 - ii) Draft lease
 - iii) Progress on management committee process for Berryfield hall
- g) To consider a request from Councillor Chivers to rename the village hall in memory of Queen Elizabeth II.
- h) To agree date and format for Opening Event.

11. **Highways & Streetscene**

- a) To approve the **Minutes of the Highways & Streetscene** Committee meeting held on 26 September 2022.
- b) To formally approve the recommendations contained within the **Highways & Streetscene** minutes of 26 September 2022.
- c) **Shaw Traffic Lights.** To note update on provision of ‘shutters’ on the traffic lights and consider forwarding a request to the Local Highways & Improvement Group (LHFIG) these are installed on the ‘green’ lights only (arising from Min 176/22f)
- d) To note update from Wiltshire Council on **School Travel Plans** in the parish and consider next steps
- e) To note **The ‘Substantive Highways Scheme Fund’** Bid application process for Funding in 2023/24. Area Boards need to submit eligible bids by Friday 18 November 2022.

12. **Melksham Campus/office relocation.**

- a) To consider correspondence with Wiltshire Council over potential bookings

13. **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 Receipts & Payments reports for September.
- c) To note **cheque signatories/online authority** for October payments.
- d) To note conclusion of External Audit and public inspection period.
- e) To note sale of Rialtas (accounting software) to Harris Computer Corporation and Handover of Leadership.
- f) Community Infrastructure Levy (CIL). To note options put forward by Melksham Town Council for CIL sharing and consider next steps for Real Time Information project.

14. **Policies/Procedures**

- a) To review the Council's **Social Media Policy** (deferred from Full Council 26 July 2022).
- b) To consider request for Complaints Committee and Independent Person to be appointed.
- c) To consider way forward for training/best practice in use of electronic agenda packs.

15. **Jubilee Tree Planting.** To note update following contact with landowners and to approve costs (deferred from Full Council meeting 3 October).

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

- a) To consider update on Cost of Living/Warm Spaces initiatives.
- b) **Melksham Area Board.** To note minutes of meeting held on 21 September 2022.
- c) **Wilts & Berks Canal Trust.** To note minutes of meeting held on 18 October (if received) and August & September Branch Report.
- d) **Wiltshire, Swindon & Oxfordshire Canal Partnership.** To receive verbal update and/or minutes of meeting 6 October (if received).
- e) **CAWS meeting.** To note minutes of meeting held on 7 September and recent Connect article with proposed projects that residents are being consulted on.
- f) To note outcome of survey by the Green Party in Berryfield.