



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

First Floor
Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

Tuesday 18 July 2023

Dear Members

You are summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 24 July 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=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09>

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

YOU CAN ACCESS THE AGENDA PACK HERE



AGENDA

1. **Welcome, Announcements & Housekeeping**
2. **To receive Apologies and approval of reasons given**
3. **To consider holding items in Committee 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 7(d) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
4. **Declarations of Interest:**
 - a) To receive declarations of interest
 - b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
5. **Public Participation & Invited Guests**
 - Wiltshire Councillor Nick Holder, Bowerhill
 - Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
 - Wiltshire Councillor Jonathan Seed, Melksham Without West & Rural
6.
 - a) To approve the Minutes of the **Full Council** meeting held on 19 June 2023.
 - b) To receive responses from Wiltshire Council following queries raised (if received)
 - c) To note costs for hiring Shaw Village Hall and consider a venue for the Annual Parish Meeting 15 April 2024.
 - d) To note next Planning Committee and Full Council meetings to approve the draft Neighbourhood Plan for consultation, to be held on Monday 14 August 2023.
7. **Planning:**
 - a) To approve the Minutes of the Planning Committee meetings held on 26 June 2023 & 17 July 2023 & confidential notes to accompany the Planning Committee minutes of 17 July 2023.
 - b) To formally approve Planning Committee recommendations of 26 June & 17 July 2023.
 - c) Draft Local Plan is due for approval by Wiltshire Council Full Council on 18 July 2023 to enable Autumn consultation. To note decision.
 - d) To consider potential site allocations in NHP#2, to give steer to Parish Council representatives at the Melksham Neighbourhood Plan Steering Meeting to be held on 26 July 2023.
8. **Finance:**
 - a) To note Income/Expenditure reports for June.
 - b) To appoint cheque signatories/online authority for July/August payments.
 - c) To approve transfer of funds between bank accounts and fixed term deposits.
 - i) To note interest earned to date following investment of funds
 - ii) To consider having a presentation from CCLA (specialist investment funds for charities, churches and local authorities.
<https://www.ccla.co.uk/investments/investor/local-authorities>
 - iii) Six month transfer (current one expires 31 July 2023)

- iv) One month transfer
- v) Transfer of funds from Unity Instant Access Account to Unity Current Account
- d) **Quarterly Reports** for Qtr 4 April, May, June)
 - i) To note Budget vs Actual
 - ii) To note Bank Reconciliation
 - iii) To note update on VAT reclaim
 - iv) To note "Over £500 spend" report to meet Transparency good practice
- e) To note if anyone has exercised their right to inspect the Council's accounts (period 26 June to 4 August)

9. Highways

- a) Road Safety Working Group. To note meeting has been arranged for Tuesday, 19 September at 6.00pm with the Highways Officer.
- b) Speed Indicator Device.
 - i) Following successful SID Data pilot across Wiltshire, to approve joining the scheme to enable data download from SID#2 to be sent direct to Police for action.
 - ii) Further to Min 63(d)/22 (Asset Management Meeting 6 June 2022) to consider upgrading SID#1 to join the scheme (not compatible at present)
- c) Hilperton to Melksham Active Travel Route, Stage 4 Safety Audit. To consider a submission to the audit.
- d) To note Wiltshire Councillor Nick Holder has requested Wiltshire Council investigate an overnight truck stop, with toilet facilities for Bowerhill Industrial Estate.

10. Asset Management

- a) To approve the Minutes of the Asset Management Committee meeting held on 10 July 2023.
- b) To formally approve Asset Management Committee recommendations of 10 July 2023.
- c) To consider draft and approve land transfer of Davey Play Area (if received)
- d) To consider a request for a new defibrillator to be installed outside Bowerhill Village Hall. Funding is currently available via <https://www.gov.uk/government/news/bids-invited-for-1-million-defibrillator-fund>
- e) To approve quotation for replacement base for Pavilion water tank.
- f) To approve transfer of PlusNet Broadband accounts (Office and Pavilion) to BT, as PlusNet ceasing trading for commercial customers.

11. Census Information for Melksham Without

- a) To note census available at Parish council level and note highlights <https://www.wiltshireintelligence.org.uk/topics/census/#build>
- b) To note dwelling and elector details.

12. What have we done to meet the Climate Friendly agenda?

- a) To note guide on energy saving improvements for occupiers of mobile homes from Centre of Sustainable Energy has been delivered to residents of Mobile Home Park, Semington Road.
- b) To note update on proposals re Bee Route on Semington Road and consider a way forward.

13. Community projects/partnership organisations:

- a) To consider a request that Wiltshire Council provide sanitary bins in Council owned or managed male toilets by the end of 2023.
- b) To receive update following pilot community resilience exercise held in Whitley Reading Rooms on Tuesday 18 July.
- c) To note Age UK Project quarterly review meeting to be held on Thursday, 27 July at 2.00pm. To consider Council representative attending with Clerk.
- d) Consultation on changes to train ticket offices. To consider a response to the consultation.

14. Staffing

- a) To approve the minutes of the Staffing Committee meeting held on 26 June 2023.
- b) To formally approve the recommendations of the Staffing Committee meeting of 26 June 2023.
- c) To approve Safeguarding Policy as per Min 95(g)/23.
- d) To approve officers attending a safeguarding course:
<https://www.slcc.co.uk/event/level1-safeguarding-e-course/> costing £30 for all staff to undertake together.
- e) Disciplinary Policy. To note clarification from the National Association of Local Councils (NALC) on the definition of 'gross insubordination' and 'gross negligence' for inclusion in the policy (if received) and update policy accordingly.
- f) To approve Habitual or Vexatious Complainants Policy following a review at the Staffing Committee on 26 June 2023.