



## 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](mailto:clerk@melkshamwithout-pc.gov.uk)  
Web: [www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

Monday 20 March 2023

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 27 March 2023 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>

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

**YOU CAN ACCESS THE AGENDA PACK HERE**



## 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 7b,11a)ii), 15a**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7.
  - a) To approve the **Minutes of the Full Council** Meeting held on 20 February 2023.
  - b) To approve the **Confidential Notes** to accompany the Full Council meeting minutes
8. **Planning**
  - a) To approve the **Minutes of the Planning** Committee meeting held on 27 February & 20 March.
  - b) To formally approve **Planning Committee recommendations** of 27 February & 20 March.
  - c) To consider submitting comments on the Wiltshire School Places Strategy 2023-2027 (Briefing Note No 23-06) <https://www.wiltshire.gov.uk/article/2139/Education-strategies-and-policies>
  - d) To receive update from the Clerk following meetings with the Football Foundation & the Wiltshire Council Play and Leisure Strategy Officer re the provision of a 3G pitch in Melksham.
  - e) To consider what community benefit to request following a pre application meeting with regarding a site to the East of Melksham.

9. **Highways**
- a) To approve the **Highways & Streetscene** Committee minutes of 20 March 2023.
  - b) To formally approve the **Highway & Streetscene** Committee recommendations of 20 March 2023.
10. **Finance:**
- a) To approve the **Finance Committee Minutes** of 13 March 2023
  - b) To note update on the Melksham Community Hub (Rail Station) and to consider grant application recommendation and possible next steps to assist current users
  - c) To formally approve the **Finance Committee recommendations** of 13 March 2023.
  - d) To consider any grant awards pending awaiting further information.
  - e) To note **Receipts & Payments** reports for February.
  - f) To seek **cheque signatories/online authority** for March payments
  - g) To approve Fixed Term Deposit for March and note update on new Unity Bank Instant Access account
  - h) To consider anything arising from the Internal Audit visit Friday 24 March
  - i) To consider the changes to the HMRC VAT rating for local authority playing fields and the impact on Bowerhill Sports Field
11. **Asset Management:**
- a) **Bowerhill Sports Fields & Pavilion**
    - i) To note responses from Fields in Trust to queries raised.
    - ii) To note feedback from meeting with hirer of sports pitches at the Pavilion and to consider next steps.
  - b) **Shaw Village Hall** – to note new lease negotiations and how best to proceed
  - c) **Whitworth Play Area at Bowood View, Berryfield** – to approve the revised land transfer document for adoption
  - d) **Shurnhold Fields** – to consider latest update and approve way forward for installation of interpretation boards and charges for amenities work by Melksham Town Council
  - e) **Market Place Toilets.** To consider any requests from joint meeting with Melksham Town Council (possible meeting w/c 20 March)
  - f) **Berryfield Village Hall.** To note update further to handover to Trust since last meeting
12. **Policies/Procedures**
- a) To approve revised meeting dates for 2023/24.
  - b) To note additional meeting scheduled for 2023/24 (Asset Management 17 April)
  - c) To consider further thoughts on a Parish Award for residents/organisations
13. **Community Resilience:**
- a) To note Community Hub idea proposed by the Wiltshire & Swindon Local Resilience Forum <https://wiltshireandswindonprepared.org.uk/about-us>
  - b) To note Community Resilience exercise planned for 28/29 March and parish council and local group participation
  - c) To approve the actions to be taken for the Emergency Plan aspects of Melksham Community Support, utilizing the SSEN Community Resilience Funding (parish

council to hold the accounts for the 'phone line, email, website, database etc on behalf of the joint partnership with the town council) and issue of promotional materials as part of the original grant application.

- d) To note request from CAWCEG to make a case for a parcel of land in Whitley to be graded as Flood Zone 3 and consider supporting their request

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

- a) To consider update on partnership project with Age UK & Melksham Town Council
- b) To note draft minutes from latest Melksham Health & Wellbeing meeting
- c) **Bee Route proposal from Wilts & Berks Canal.**
  - i) To consider queries raised by Wiltshire Council regarding request to switch off street lighting along Semington Road at night.
  - ii) To approve Section 96 licence for Semington Road if Wilts & Berks Canal Trust confirm that appropriate personnel will obtain a Street Works Licence, and noting response on the longevity of the project vs 10-year legal licence
- d) To consider submitting the **Whitley Community Hub** planning application on their behalf

15. **Staffing Matters**

- a) To note the Parish Officer has passed the CiLCA (Certificate in Local Council Administration) and to consider incremental pay award.
- b) To note the Finance & Amenities Officer has commenced the FiLCA (Financial Introduction to Local Council Administration) qualification.