



## 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, 22 June 2021

Dear members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 28 June 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 COVID RESTRICTIONS (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=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

## REVISED AGENDA

1. Welcome, Announcements & Housekeeping
  - a) To note referendum on Melksham Neighbourhood Plan on Thurs 1<sup>st</sup> July <https://www.melkshamneighbourhoodplan.org/>  
<https://elections.wiltshire.gov.uk/Home/Division/6129>
2. To receive Apologies and consider approval of reasons given.
3. Co-option of new Members
  - a) To note National Association of Local Councils (NALC) Legal Topic Paper on Elections & Co-option & Extract from Standing Orders
  - b) To consider applications for co-option of new councillors for 3 vacancies (2 Bowerhill Ward and 1 Beanacre, Shaw, Whitley and Blackmore Ward) and appoint
  - c) To approve purchase of laptops for co-opted councillors as required
4. 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)
  - d) Gerald Millward-Oliver, Townswork Re: Priority for People Consultation
5.
  - a) To receive Declarations of Interests
  - b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
6. 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 18c & 18f) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
7. Public Participation.
8. Code of Conduct – To adopt the Code of Conduct deferred from Annual Council Meeting held on 17 May 2021 (Min 08/21)
9. Parish Council Objectives
  - a) To note objectives for 2021/22 and longer term priorities (4 years) as approved at Annual Council on 17 May 2021.

- b) To note Melksham Community Area Joint Needs Assessment (2020) (Colour Version)  
<https://www.wiltshireintelligence.org.uk/community-area/melksham/>
- 10. Appointment of Co-opted Members to Committees/ Working Parties
- 11. Appointment of Organisation Representatives 2021/22 (Co-opted Members)
- 12. To approve dates of meetings for 2021/22 (deferred from Annual Council meeting on 17 May 2021 (Min 17/21)  
  
Option One: Schedule using Monday evenings  
Option Two: Schedule using Monday evenings but avoiding clash with Melksham Town Council full council meetings (revised)  
Option Three: As option One, but on a Tuesday evening
- 13. To approve the Minutes of the Annual Council meeting held on 17 May 2021
- 14. To approve the Minutes of the Annual Parish meeting held on 26 May 2021
- 15. Planning:
  - a) To approve the Minutes of the Planning Committee meetings held on 24 May 2021 and 14 June 2021.
  - b) To formally approve Planning Committee Recommendations of 24 May 2021 and 14 June 2021.
- 16. Asset Management:
  - a) To approve the Minutes of the Asset Management Committee meeting held on 7 June 2021.
  - b) To formally approve Asset Management Committee Recommendations of 7 June 2021.
    - i) Hornchurch Road Play Area and Public Open Space. To consider further correspondence from residents & PCSO report as per Min 61a/21
    - ii) Bowerhill Sports Field. To consider capacity for next season. As per Min 64a/21
    - iii) To note clarification on Catering Van request at Bowerhill Sports Field as per Min 64l/21
    - iv) To note action taking repairing cold water pumps in Pavilion under delegated powers.
- 17. Finance:
  - a) To approve the minutes of the Finance Committee Meeting held on 24 May 2021 and 14 June 2021
  - b) To formally approve Finance Committee Recommendations of 24 May 2021 and 14 June 2021 (*excluding Min 92/21b & c as separate agenda items 18e & f*)

- i) To review additional information sought for grant applications as per Min 53/21
    - ii) Grant application from Beanacre Community Group. To note correspondence from the Group and the Diocese of Salisbury as per Min 53/21
  - c) To note Internal Auditor's final report for year ending 31 March 2021
  - d) To consider, approve and sign Section 1 of External Audit Annual Return for year ending 31 March 2021 (Governance Statement)
  - e) To approve and sign Section 2 of External Audit Annual Return for year ending March 2021 (Accounts Statement)
  - f) To approve and sign Year End Accounts & Statement for year ending 31 March 2021.
  - g) To note Income/Expenditure reports for May
  - h) To seek cheque signatories/online authority for June payments
- 18. New Berryfield Village Hall project**
- a) To note consultation responses to proposals by the Parish Council to possibly apply for a Public Works Loan.
  - b) To note response from Katie Fielding, WALC re public works loan applications
  - c) To note response from solicitors re land transfer
  - d) To note correspondence from professional services re staged payments and draft letter of intent
  - e) To approve application for public works loan including amount and timescale
  - f) To approve acceptance of tender for build of new village hall pending funding in place and letter of intent to be sent.
- 19. Highways:**
- a) A350 Melksham By-pass:
    - i) To note announcement from Wiltshire Council Cabinet agreeing next steps for the proposed A350 Melksham By-pass and launch at Melksham Area Board (23 June).
    - ii) Update following Cabinet Meeting on 1 June 2021
  - b) To consider submitting suggestions for improved enhanced bus services in Wiltshire
  - c) Cleveland Bridge, Bath. To note campaign by Bath MP, Wera Hobhouse to seek permanent closure of Cleveland Bridge to HGVs and consider next steps
- 20. The Queen's Green Canopy "Plant a Tree for the Jubilee. To consider taking part in this project. <https://queensgreencanopy.org/>**
- 21. Boundary Commission. To consider a Response to their proposals for New Parliamentary Constituency Boundaries in the South West, which sees Melksham placed in a new constituency called Melksham & Devizes. Consultation period 8 June-2 August. <https://boundarycommissionforengland.independent.gov.uk/2023-review/>**

- 22. Community projects/partnership organisations:**
- a) Melksham Campus Project:**
    - i) Update from Melksham Area Board & latest newsletter**
    - ii) To note briefing Note 21-07: Update on Places Leisure Centres transferring to the Council and consider correspondence regarding exercise classes**
  - b) Community Action Whitley & Shaw (CAWs). To note minutes of AGM held on 18 May 2021.**
  - c) Whitley Community Hub. To note update**
  - d) Wiltshire Council: Climate Strategy Priorities. To note presentation material and summary discussion document following a meeting in May.**
  - e) Melksham Town Council: To note update on Community Hub Discussions and resolution of Community Development Meeting held on 7 June**
  - f) Fibre Optic Broadband. To considering a request for the installation of fibre optic broadband in those parts of the parish with slower internet connection.**
  - g) Wilts & Berks Canal Trust. To note proposed agenda for next meeting, deferred to 22 July (provisional).**
  - h) Melksham Transport User Group. To note minutes of AGM held on 27 May and change of name.**
  - i) Bowerhill Residents Action Group (BRAG). To note draft minutes of meeting held on 20 May 2021.**