



## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday, 28 November 2023

Dear Members

You are summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday, 4 December 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=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

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

- a) To note Councillor vacancy is currently being advertised. Deadline for a request for an election is 7 December. If an election is called it will take place no later than 13 February 2023. If no nominations are received the vacancy will be filled by co-option.
- b) To note Wiltshire Council Cabinet have approved a proposal to invest £37m into a central area strategic depot in Melksham.
- c) To note the Area Board (Highways Matters meeting) is being held on 6 December at 7.00pm (6.30pm for informal networking) at Semington Village Hall.
- d) To note Melksham Without Parish Council grant aid applications are open for 2024/25 with a deadline for applications of 31 January 2024.

## 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 item of business, 8a, 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. To approve the Minutes of the **Full Council** meeting held on 13 November 2023.

## 7. Planning:

- a) To approve the Minutes of the **Planning Committee** meeting held on 27 November 2023.
- b) To formally approve Planning Committee recommendations of 27 November 2023.

## 8. Asset Management

- a) To consider further information received from youth organisation regarding the installation of advertising hoarding at the sports field and approve way forward (if received)
- b) **Shurnhold Fields.** To receive feedback on Friends of Shurnhold Fields AGM held on 15 November.

## 9. Finance:

- a) To note Income/Expenditure reports for November.
- b) To appoint cheque signatories/online authority for December payments.
- c) To note the Council's Investment Policy.

- d) To receive feedback on meeting held with CCLA on 14 November and consider investing with Churches, Charities and Local Authorities (CCLA).
  - e) To approve transfer of funds between bank accounts and fixed term deposits.
  - f) **Budget 2024/2025.** To note staff working on draft budget. Councillors to advise of any projects/funding requests for consideration for next financial year.
  - g) To consider Chair's allowance for 2023/24 (backdated to 1 April) with regard to Local Pay Authority.
  - h) **Shaw and Whitely Friendship Club.** To consider correspondence received from the club advising that they will close at Christmas and consider options for grant funding received.
  - i) **Shaw and Whitley Community Hub.** To consider a request for £3,700 of grant funding towards construction/building costs associated with the Whitley Stores Community Shop Project.
10. **Local Cycling and Walking Plans (LCWIPs) for Calne and Melksham.** To consider providing a response to the consultation which closes on 22 December. <https://calne-and-melksham-lcwip.commonplace.is/>
11. **To note outcome of Code of Conduct Complaint (not upheld)**
12. **Policies**
- a) To note duty under Environment Act 2021 for Councils to have regard to a Biodiversity Policy before 1 January 2024.
  - b) To consider adopting a Biodiversity Policy (example provided)
13. **Age UK Wiltshire.** To note quarterly report (Q2) July–Sept 2023 and to consider thoughts post March 2024 to inform budget (NB Melksham Town Council have agreed funding post for 3 years).
14. **Melksham Station Land (currently car park) and building.** To note update from Wiltshire Council Estates Team regarding future use of the site.