



## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 3 October 2023

Dear Members

You are summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday, 9 October 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**
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 of business, (8a,8e)ii),8f), 13b) 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 11 September 2023 and confidential notes to accompany the minutes.
7. **Planning:**
  - a) To approve the Minutes of the Planning Committee meeting held on 2 October
  - b) To formally approve Planning Committee recommendations of 2 October.
  - c) To approve the draft joint reviewed **Melksham Neighbourhood Plan (NHP#2)** for Regulation 14 consultation as Qualifying Body (Min 217/23(a)(ii) of the Planning Committee meeting 2 October).
  - d) To receive update on Regulation 14 Consultation programme and workload and to consider moving Planning Committee from 16 to 23 October
  - e) **Local Plan Review.** To approve the Neighbourhood Plan Consultants assisting the council in preparing their response to the consultation (Min 217(b) of the Planning Committee Minutes of 2 October)
8. **Asset Management**
  - a) To approve the land transfer of Davey Play Area.
  - b) **3G provision in the Melksham area.** To inform reps attending meeting on 10<sup>th</sup> October
  - c) **Shurnhold Fields.** To receive update following recent Working Party meeting and suggest working party minutes and recommendations are added to next Asset Management meeting (possibly 6<sup>th</sup> November)
  - d) To approve payment of retention invoice for Berryfield Village Hall if completion certificate received.
  - e) **Bowerhill Sports Pavilion/Pitches**
    - i) **Goal Posts, Bowerhill Sports Pitch.** To note additional braces purchased under delegated powers.

- ii) **Water Heaters.** To note replacement water heater parts installed under delegated powers and to approve quote for additional work to be undertaken for second water heater.
- f) **Kestrel Court Play Area & Berryfield Play Area** To receive update on freehold transfer.

## 9. Finance:

- a) To note Income/Expenditure reports for September.
- b) To appoint cheque signatories/online authority for October payments.
- c) To approve transfer of funds between bank accounts and fixed term deposits.
- d) Quarterly Reports for Qtr 2 July, August, September
  - i) To note Budget v Actual
  - ii) To note Bank Reconciliation
  - iii) To note update on VAT reclaim
  - iv) To note 'over £500 spend' report to meet Transparency Code good practice.

## 10. Highways

- a) To approve the minutes of the Highways & Streetscene meeting held on 25 September.
- b) To approve the recommendations of the Highway & Streetscene Committee of 25 September.
- c) **Beanacre Gateway – Local Highway & Improvement Group (LHFIG) Issue 9-22-11.** To consider recommendation from the Principal Highway Manager to delay installation until Traffic Management in place for wider works and agree a way forward.
- d) **Berryfield Park.** To note update regarding resurfacing of the adopted roads by Selwood Housing and consider response.

## 11. Community Engagement

- a) **Polling District and Polling Place Review 2023.** To submit comments to the Wiltshire Council review between 1 October 2023 and 31 January 2023.  
<https://www.wiltshire.gov.uk/article/8167/Polling-District-and-Polling-Place-Review-2023>
- b) **Melksham Hospital.** To receive feedback following recent meeting with Michelle Donelan MP and stakeholders and consider supporting funding bid for potential Melksham Health Centre (Devizes Model)
- c) **Explore Wiltshire Heritage App.** To approve the Council becoming a stakeholder in the scheme and appoint a representative for this project
- d) **Air Ambulance.** To receive update on concerns raised at potential 'bird strikes'
- e) **Census.** To note more detailed population data is now available at parish level

## 12. Public Transport

- a) To submit comments to **Public Transport** consultation by Wiltshire Council  
[www.wiltshire.gov.uk/news/have-your-say-on-the-future-of-bus-services-in-wiltshire](http://www.wiltshire.gov.uk/news/have-your-say-on-the-future-of-bus-services-in-wiltshire)
- b) **Rail services in Melksham.** To consider proposed requests for tweak to services

## 13. Staffing & Training

- a) To note feedback from Councillor Shea-Simonds following recent training undertaken and to consider mandatory training for councillors in the future.
- b) To consider any queries/approach arising from the Staff Contract Review Working Party (4 October) ahead of consultation with staff.