



## 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)

Wednesday 20th April 2022

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 25 April 2022 at 7pm** at **Melksham Rugby Club, Oakfields, Eastern Way, SN12 7GU** to consider the agenda below:

**\*\*\*\*PLEASE NOTE NEW VENUE\*\*\*\***

**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

The recording will be available to view on YouTube the day after the meeting. Search for **Melksham Without Parish Council**. The recording will be available until the minutes of the meeting are approved and therefore become the legal record of the meeting.

Yours sincerely

Teresa Strange, Clerk

## AGENDA

1. **Welcome, Announcements & Housekeeping**
  - a) **New meeting venue until September** – Melksham Rugby Club
  - b) **Meetings of note:**
    - i) Public consultation for 650 houses at land at Blackmore Farm  
Tues 26<sup>th</sup> April 2-7pm at Melksham Assembly Hall
    - ii) MWPC Planning Committee meeting on Mon 9<sup>th</sup> May will be considering its comments to submit to the public consultation (above) and to the Reserved Matters application for 144 dwellings at Land East of Semington Road
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)
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 during the consideration of the following items of business (Item 12c)i) & 13h)) 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 14 March 2022 and Confidential Notes to accompany the minutes.
  - b) To approve the Minutes of the Annual Parish Meeting held on 29<sup>th</sup> March 2022
8. **Planning:**
  - a) To approve the **Minutes of the Planning** Committee meeting held on 21 March and 11 April.
  - b) To formally approve **Planning Committee recommendations** of March and 11 April
  - c) To consider additional representatives for Neighbourhood Plan task groups
  - d) To note two large developments to be considered at 9<sup>th</sup> May Planning Committee and to consider any potential community benefits to request as part of consultation process and to consider giving the Planning

Committee delegated powers for any new requests/ideas that come forward at the 9<sup>th</sup> May meeting, due to timescales

9. **Highways:**

- a) To approve the **Minutes of the Highway & Streetscene** Committee meeting held on 21 March
- b) To formally approve **Highway & Streetscene Committee recommendations** of 21 March
- c) To approve any additional requests for the CATG meeting to be held on 5<sup>th</sup> May, that have been received further to the Highway meeting
  - i) To extend house numbering signage to Dowding Way
  - ii) To approve site location for 2 x new bus shelters on Semington Road
  - iii) To request dropped kerbs for crossing Halifax Road to access community facilities at Tesco/Pilot.
  - iv) To request additional signage to warn of upcoming 30mph zone on A350 Beanacre
  - v) To consider request for new pavement strips to aid crossing Halifax Road at DeHavilland and Dowding Way
  - vi) To consider request for additional signage/restrictions for HGVs on Westlands Lane
- d) To note Wiltshire Council advice on legality of using Speed Indicator Devices and to consider request for additional device now resolved
- e) To approve way forward with Weed Spraying quotation (element of quote confirmed already due to timescales)
- f) To note proposed changes to CATG (Community Area Transport Group) scope and funding
- g) To note 3<sup>rd</sup> non statutory public consultation to be held on the proposed A350 bypass in June/July and the Clerk providing input on the Comms Plan
- h) To note Wiltshire Council briefing note on Electric Charging Points and consider any parish council schemes

10. **Asset Management:**

**a) Bowerhill Pavilion & Sports Field:**

- i) To consider and approve quotation for replacement CCTV
- ii) To note boundary fence repair undertaken (storm damage) under Clerk's delegated powers

**b) Shaw Village Hall:**

- i) To note work undertaken during Easter School Holidays
- ii) To note that Shaw Hall's insurance company have refused claim and to receive update on further challenge with legal assistance
- iii) To note outcome of Shaw Hall Management Committee taking independent advice on who liable for cost of wall and roof works required
- iv) To note outcome of Area Board grant application and conditions applied
- v) To consider/approve either additional funding to Shaw Hall management committee or to approve that costs be borne by the parish council as landlord

11. **New Berryfield Village Hall project:**
- a) To note Progress Meeting 3 held on 6<sup>th</sup> April (minutes and report) and that the third staged payment has been made and will form asset valuation for year end.
  - b) To approve Minutes from Council working party (4<sup>th</sup> April) and note Notes of Residents working parties (13<sup>th</sup> & 21<sup>st</sup> April)
  - c) To consider any decisions/additional cost implications required
  - d) To consider giving the Council working party delegated powers for specification decisions and additional cost implications
  - e) **Signage:**
    - i) To confirm purchase order to Kerry Lemon for internal mural interpretation sign
    - ii) To confirm list of internal signs and if to be “dementia friendly”
  - f) To note correspondence with Bellway re additional land for patio/terrace and approve costs of land and legal costs if received
  - g) To note legal costs for land transfer to date and to consider terms of lease
  - h) To note budget implications of Reserved Matters application for adjacent site as will provide CIL (Community Infrastructure Levy)
  - i) To approve and sign the side agreement for the s106 funding for the village hall, and to note 2<sup>nd</sup> installment due early May
  - j) **Existing village hall**
    - i) To note correspondence with Planning Enforcement
    - ii) To consider quotes for demolition and make good and for asbestos survey
12. **Office and Meeting accommodation:**
- a) To note restricted access for 1 Swift Way premises and approve formal thank you for community benefit provided (Gompels)
  - b) To note new public meeting venue arranged and terms agreed (Melksham Rugby Club)
  - c) **Melksham Campus**
    - i) To approve the draft Heads of Terms Agreement and note appointment of legal representation
    - ii) To consider any new requests/decisions required from the monthly meeting to be held on 21<sup>st</sup> April
13. **Finance:**
- a) To note **Receipts & Payments** reports for March.
  - b) To seek **cheque signatories/online authority** for April payments
  - c) To renew the standing order to the Clerk for the out of hours mobile
  - d) To approve transfer of funds from Lloyds to Unity Bank for access for online banking
  - e) To note new Employer pension contribution rates (decreased) from 1/4/22
  - f) To note new Employer National Insurance contribution rates (increased) from 1/4/22
  - g) **Quarterly Reports** for Qtr 4 (Jan, Feb, March)
    - i) To note Budget vs Actual (before year end adjustments)
    - ii) To note Bank Reconciliation

- iii) To note VAT reclaim NOT submitted and to consider submitting monthly for 2022/23 due to cashflow/amounts
  - h) To consider heads of terms for transfer of CIL (Community Infrastructure Levy) funds to Melksham Town Council (further to MTC consideration)
  - i) To note Council Tax Levels for 2022/23
14. **Emergency Plan / Community Resilience:**
- a) To consider grant application for Community Resilience funding for contribution to running Melksham Community Support and fridge magnets (in conjunction with Melksham Town Council)
  - b) To note that Clerk and Finance Amenities Officer are attending CAWS CEG session on Tues 26<sup>th</sup> April to renew/make new DBS checks on Flood Wardens
15. **Community projects/partnership organisations:**
- a) To note minutes from CAWS meeting on 4 April
  - b) To note no villages in the parish entering the CPRE Best Kept Village Competition this year but tree/planting projects have been encouraged to enter the RHS It's Your Neighbourhood competition
  - c) To note minutes of Swindon & Oxfordshire Canal Partnership Meeting held on 3 March 2022 and Branch meeting notes
  - d) To note information from NALC and Wiltshire Council re Ukraine refugee support
  - e) To note Jubilee event information
16. Meeting the **Climate Friendly Objective:**