



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 21 July 2020

Dear members

You are summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 27 July 2020 at 7pm**, to consider the agenda below.

PLEASE NOTE THAT THIS IS A REMOTE VIRTUAL MEETING THAT WILL REQUIRE A ZOOM INVITATION AND PASSWORD TO ATTEND. MEMBERS OF THE PUBLIC AND PRESS ARE REQUESTED TO CONTACT THE CLERK BY 6.30PM ON MONDAY 27 JULY TO REQUEST A ZOOM INVITATION TO PARTICIPATE IN THE MEETING UNDER PUBLIC PARTICIPATION. THE MEETING WILL ALSO BE STREAMED LIVE ON YOUTUBE, THE LINK WILL BE POSTED ON THE PARISH COUNCIL WEBSITE AND SOCIAL MEDIA CHANNELS WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Yours sincerely

A handwritten signature in cursive script that reads 'T. Strange'.

Teresa Strange, Clerk

AGENDA

1. **Welcome, Announcements & Housekeeping**
 - a) **To note temporary road closure of Shaw Hill (28th July to 3rd Aug) to complete Traffic Light replacement**
 - b) **To note recent announcement on the Melksham Campus delay**
2. **To receive Apologies and consider approval of reasons given.**
3. **Invited Guests:**
 - a) **Wiltshire Councillor Phil Alford (Melksham Without North) & Wiltshire Councillor Nick Holder (Melksham Without South)**

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 15d and 15g) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
6. **Public Participation**
7. **Melksham Community Response & Covid-19 Recovery**
 - a) To receive any comments following viewing of video (arising from Min. 009/20a) https://www.youtube.com/watch?v=x6vyrhEURtk&feature=youtu.be&fbclid=IwAR1Zq_LhKjHIUHtkXrstneRCN03w1nkVgMHoV5yZoqW11KfVQ1ytOjcPWbM
 - b) To consider any actions as a result of the Melksham Covid-19 Recovery workshop held by the Area Board on Weds 22nd July
 - c) To consider correspondence from Melksham Seniors
8. **To approve the Minutes of the Full Council meetings held on 9 March 2020 and 6 July 2020**
 - a) To approve the Confidential Notes to accompany Min 468/19C
8. **Planning:**
 - a) To approve the Minutes of the Planning Committee meetings held on 16 March 2020 and Planning Meetings held remotely on 6 April 2020, 27 April 2020, 18 May 2020, 8 June 2020, 22 June 2020 and 20 July (to follow).
 - b) To formally approve Planning Committee recommendations contained within the minutes of 16 March, 6 April 2020, 27 April 2020, 18 May 2020, 8 June 2020, 22 June 2020 and 20 July.
 - c) To consider offer of community benefit for Wick Solar Farm proposals
9. **Finance:**
 - a) To formally approve the Minutes of the Finance Committee held on Monday, 18 May 2020 and 29 June 2020.
 - b) To approve the recommendations contained within the minutes of 18 May 2020 and 29 June 2020
 - c) To consider response from NALC re query raised on Finance Regulations regarding budget setting in the future
 - d) To note Internal Auditor's reports for year ending 31 March 2020
 - e) To consider, approve and sign Section 1 of External Audit Annual Return for year ending 31 March 2020 (Governance Statement)
 - f) To approve and sign Section 2 of External Audit Annual Return for year ending 31 March 2020 (Accounts Statement)
 - g) To approve and sign Year End Accounts & Statement for year ending 31 March 2020.

- h) To note Income/Expenditure reports for March, April, May and June**
- i) To agree two Finance Councillors to authorise monthly payments for July and August**
- j) To formally note that Bank Transfers not being undertaken at present**
- k) To note Melksham Food & River Festival have decided to cancel this year's event in September due to the ongoing public health crisis and seek guidance on their recent grant award.**
- l) To note NALC briefing on Analysis of Council Tax levels of Local Precepting Authorities 2020/21**

10. Asset Management

- a) To formally approve the minutes and confidential notes of the Asset Management Committee meeting held on 15 June 2020.**
- b) To formally approve the Asset Management Committee recommendations contained within the minutes of 15 June 2020.**
- c) To formally note approval from Insurance Broker regarding risk assessment and reopening of play areas; and updated Government guidance for play areas dated 17th July.**
- d) To consider new Government and FA guidance regarding the restarting of grassroots football and approve Risk Assessment for reopening of facilities (to follow)**
- e) To approve proposed Future of Football signage for Pavilion**
- f) To approve "rebound wall" to be provided by Future of Football to deter footballs being kicked at the Pavilion**
- g) Further to Melksham Campus delay, to note that planning permission for Pavilion use as parish office expires July 2021 and to consider next steps**
- h) To receive notes from Berryfield Village Hall working party held on Thursday 2 July and consider any actions as a result of that meeting and from further correspondence regarding the current planning application**
- i) To consider the following requests for bins**
 - i) Public Right of Way adjacent to Melksham Football/Rugby Ground (arising from Min. 008/20a)**
 - ii) Shaw Hill**
 - iii) MUGA at Hornchurch Road Public Open Space**
- j) Shurnhold Fields. To note Minutes of Shurnhold Field Working Party on 18 June and 23 July and consider any actions/requests from those meetings**

11. Highways

- a) To note the outcome of the informal meeting held on Monday, 1 June 2020 regarding CATG recommendations to put forward to Wiltshire Council for consideration for Government Funding**
- b) To note meeting notes from Highways Briefing Meeting held on 4 June 2020 and consider progression of suggestions put forward by members of the public and the parish council**
- c) Rights of Way Modification Order 2020**
 - i) To note an order to modify Melksham Footpath No 107 & Melksham Without Path No 151 has been made. To consider whether the Parish Council wish to make a representation (deadline for comments has been extended to 27 August 2020)**

- d) To approve signage for roundabout sponsorship and to note response from Highway Engineer to proposals
 - e) To consider correspondence from Wiltshire Council re Protected Verge status for The Spa and agree way forward
12. **Community Governance Review:**
- a) To consider sending a representative(s) to the Cabinet/Full Council meeting of Wiltshire Council on 8 September 2020
13. **Emergency Planning**
- a) To note Emergency Plan review and update required to reflect Covid actions taken and in preparation for future events
 - b) To note flood wardens deployed 17 June 2020 and action taken and to note meeting held on Thursday, 16 July at Shaw School to look at what remedial works were required in the school car park with regard to flooding
 - c) To note staff training booked:
 - i) Communities Prepared Workshop – Community Crisis Recovery (online) Weds 8th July
 - ii) Public Health Training - COVID-19: Psychological First Aid (online)
 - iii) Fire Marshall training – in person, 9 September
14. **Community projects/partnership organisations:**
- a) To consider correspondence about reopening of the Market Place public toilets
 - b) To note Young Melksham outreach programme on Bowerhill Sports Field
 - c) Clackers Brook. To note Wiltshire Wildlife Trust have funding to undertake an assessment of Clackers brook from King George V Park to Bromham with a view to looking at works to reduce pollution and increase biodiversity.
 - d) To note Rewilding Melksham Community Project
 - e) To consider consultation on new Model Code of Conduct by LGA (Local Government Association)
 - f) To note NALC circular PR6-20 – County APPG and CNN Inquiry into the decline of rural bus services
15. **Staffing**
- a) To approve the Staffing Minutes of 16 March 2020
 - b) To approve the recommendations contained within the Staffing minutes of 16 March 2020
 - c) To acknowledge officer participation in Melksham Community Response and agree future commitment (if arising from item 7b)
 - d) To approve risk assessment with regard to officers returning to the office following some easing of ‘lockdown’ restrictions
 - e) To consider quotation for Perspex screens between facing desks
 - f) To agree public notification statement that the parish council have properly assessed their risk and taken appropriate measures to mitigate this (for staff and users of parish council facilities)
 - g) To receive a report following the Parish Officer’s 6 months probation