



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Wednesday 28th September 2022

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 3rd October 2022 (POSTPONED FROM MONDAY 12TH SEPTEMBER)** at 7pm at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** 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=Y2x5T25DRIVVU54UW1YWWE4NkNrZz09>

Or go to 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. 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 cursive script that reads "T. Strange".

Teresa Strange, Clerk

AGENDA

1. **Welcome, Announcements & Housekeeping**
 - a) To note Book of Condolence for HRH Queen Elizabeth II to be deposited at Wiltshire Archive Centre.
 - b) To note rescheduled meetings for October due to postponement in September
2.
 - a) To receive **apologies** and consider approval of reasons given.
 - b) To consider request for **Leave of Absence** of 3 months by Councillor John Glover (Chairman)
 - c) To consider and appoint an **acting Vice Chair** during the Chair's absence as the Vice Chair David Pafford will be "acting up"
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). To note report from Councillor Seed.
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 as required, as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
6. **Public Participation**
7. To approve the Minutes of the Full Council Meeting held on 25 July.
8. **Planning**
 - a) To approve the **Minutes of the Planning** Committee meetings held on 15 August and 5 September.
 - b) To formally approve **Planning Committee recommendations** of 15 August and 5 September 2022.
9. **Asset Management**
 - a) **Bowerhill Sports Field & Pavilion**
 - i) To note remedial works were undertaken (under delegated powers) to improve cracks on one of the youth pitches due to the dry conditions over the Summer at a cost of £567.50 in order to facilitate matches over the weekend of 10/11 September.
 - ii) To approve terms and conditions for hiring the pavilion kitchen area

- b) **Shaw Village Hall**
 - i) To note report from Shaw Village Hall on recent major repair work and due diligence legal checks undertaken as requested by the Area Board in relation to their grant towards the work.
 - ii) To consider request for the Village Hall Management Committee to use the surplus £350 of the £3,000 grant awarded for repairs to the village hall roof/gable wall towards the new replacement oven.
- c) **Shurnhold Fields** To note update from the Friends of Shurnhold Fields Group on difficulties in recruiting volunteers to join the group with a suggestion they disband if none come forward following their AGM in October and consider way forward for maintenance/grasscutting.
- d) **Speed Indicator Device (SID)** To approve the additional amount for moving/erecting the SID as now 2no. devices.
- e) **Play areas in new developments:** To consider final adoption of new play areas in Pathfinder Place & Bowood View following recent site visits.

10. **New Berryfield Village Hall project:**

- a) To note site meeting held on 27th July and handover meeting on 5th September with staged payments 7 & 8 made. Handover of site to the parish council on 5th Sept.
- b) To note the Deed for the Side Agreement for the transfer of Section 106 funds from Wiltshire Council was signed and sealed on 17th August (previously approved Min. 86/22d); received 27th September and invoice raised for £425,997.78
- c) To note the Parish Council have insured the village hall in the interim, until a Village Hall Trust is in place, at a valuation of £920,000.00 for rebuild costs; with weekly inspections in place. Pro rata premium of £3,849.18 has been paid.
- d) To note the Completion Certificate for the new village hall has been issued by Wiltshire Council Building Control on 1 September 2022.
- e) To note a Public Works Loan repayment of £52,284.38 (including £2,784.38 interest) was due on 23 September 2022.
- f) To consider draft/templates for Charitable Trust and Lease (if received)
- g) To receive feedback from meeting with residents as potential trustees on 6th Sept and next steps agreed
- h) To note Berryfield Village Hall Budget Summary vs Spent to date
- i) To approve quotation for soft landscaping planting (£2,000 omitted from Build contract for this work).
- j) To approve quotation for new noticeboard for village hall use
- k) To receive notes/feedback from meeting of BASRAG/Berryfield Village Hall Committee (existing portacabin hall) and Parish Council on 1st September
- l) To note quotation for fire signage and extinguishers as identified by Risk Assessment approved under delegated powers and installed 26th September
- m) To note costs associated with relocation of equipment and furniture from old village hall to new, and other furniture movements, work undertaken Friday 30th September
- n) To consider what aspects of the hall the parish council supply at this stage (wifi, projector screen etc)
- o) To note "Intention for Demolition" paperwork submitted to Wiltshire Council Building Regulations for portacabin village hall, for w/c 31st October.

11. **Melksham Campus/office relocation.**
 - a) To note the Campus Lease was signed and sealed, under delegated powers, (approved Min. 97/22) on 1st August.
 - b) To consider a request for “desk space” and for meeting space from various organisations and a charge rate if applicable.
 - c) To consider purchasing additional equipment in order to access Rialtas accounting software remotely and note donation of computer to run AV equipment.
 - d) To note details of tenancy operational details (A to Z document).
 - e) To note budget/spend to date on office relocation project.

12. **Finance:**
 - a) To note Receipts & Payments reports for July and August.
 - b) To note **cheque signatories/online authority** for September payments.
 - c) **Community Infrastructure Levy (CIL).** To consider projects for joint CIL sharing with Melksham Town Council.
 - d) To consider opting out of the next round of 5 year audit appointments.
 - e) To note receipt of £5,936.98 in CIL funding from planning applications 20/03543 & 15/09689 and 2nd precept payment £117,842.52
 - f) To note NALC briefing on comparative Precept levels. Parish Council precept is £235,689.05 with Band D equivalent of £84.71

13. **Local Highway & Footpath Improvement Group (LHFIG).** To consider and approve costs and priorities of recent requests submitted to LHFIG by the parish council.

14. **Policies/Procedures**
 - a) To consider protocols with regard to invitation from Melksham Independent News for Members to take turns in contributing to an article in the paper highlighting the Council’s activities.
 - b) To consider signing up to Positive Conduct equals Positive Democracy Charter

15. **Community projects/partnership organisations:**
 - a) To consider options for providing support given current Cost of Living crisis.
 - b) **Melksham Community Support.** To receive update following recent meeting and to note a grant application to SEN Resilient Communities Fund for £8,361 to promote and operate a local emergency response telephone line has been successful.
 - c) To note response regarding broadband speeds in Berryfield from Councillor Ashley O’Neill, Cabinet Member for Governance, IT, Broadband, Digital.
 - d) **Wilts & Berks Canal Trust.** To note minutes and reports of Branch meeting held on 5th July & 2nd August.
 - e) **Hornchurch Road Public Open Space.** To note update on works to the ditch to the rear of dwellings on Kittyhawk Close, Bowerhill (Site visit 28th Sept)
 - f) **Realtime Information in Bus Shelters.** To note update from Wiltshire Council on replacing real-time information on its bus shelters in Wiltshire.
 - g) **Whitley Community Hub.** To consider the principle of revisiting the listing of the Whitley Store/Spindles Shop & Cafe, Top Lane as an Asset of Community Value with Wiltshire Council.
 - h) **CAWS meeting.** To note minutes of meeting held on 28 July 2022.
 - i) To note a Non Material Amendment Planning Application for the Campus has been submitted to Planning and note refurbishment works have started on

Melksham House

- j) **Age Friendly Melksham CIC.** To note results of Age Friendly Community Baseline Survey 2021 – Report on findings, next steps and action planning.

16. **Meeting the Climate Friendly Objective:**

- a) To consider how the parish council moves forward with paperless agenda packs.
- b) Planting of Jubilee Trees: To note indicative costs of trees
- c) Report from Melksham Climate Fest Sunday 2nd October