

**MINUTES of the Asset Management Committee of Melksham Without Parish
Council held on Monday 27th October 2025 at Melksham Without
Parish Council Offices (First Floor), Melksham Community Campus, Market
Place, SN12 6ES at 7:00pm**

Present: Councillors David Pafford (Acting Chair of Council), Alan Baines, Martin Franks (Chair of Committee), Martin Haffenden, John Doel (Acting Vice Chair of Council) and Tony Hemmings.

Officers: Teresa Strange (Clerk) and Marianne Rossi (Finance & Amenities Officer)

Zoom: There were no members of the public present on Zoom.

Housekeeping: Councillor Franks welcomed all to the meeting. It was agreed that as all attendees in the room regularly attended council meetings, the housekeeping messages did not need to be read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

293/25 Apologies:

Apologies had been received by Councillor Sullivan, who was unwell. This reason for absence was accepted. .

294/25 Declarations of Interest

There were no declarations of interests.

295/25 Dispensation Requests for this Meeting

None.

296/25 To consider holding items in Closed Session due to confidential nature:

The Clerk advised that there were no confidential items; however, there were a number of quotations throughout the agenda which could be discussed as long as the contractors who had provided them were not named in the public domain as commercially sensitive; they had been given an individual reference number to aid this. The awarding contractor to be named in the resolution.

297/25 Public Participation:

There were no members of the public present. It was noted that two members of the public wishing to speak on agenda item 7c (request for a community allotment plot) had attended the office prior to the start of this evening's meeting to give their apologies due to a family emergency. They had provided officers with a written script, which had been distributed to all members of the committee. It was agreed that this would be considered later on in the agenda.

298/25 Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:

a) ROSPA Inspection reports:

Councillor Franks reported that the parish council were now in receipt of the annual ROSPA (The Royal Society for the Prevention of Accidents) play area inspections. The Finance & Amenities Officer had compiled a summary report highlighting all items that needed members' attention for ease of reference. It was noted that the reports were not included in the agenda pack as they were too big; however, members had been provided with a link to these reports prior to the meeting. ROSPA had also provided a spreadsheet of all items that were picked up in each play area. The Finance & Amenities Officer had added notes to each of these items explaining whether this was something for the Caretaker to address/monitor or if quotes were needed.

Members noted that there are two scores on the ROSPA reports: innate risk and actual risk level. The innate risk level is the rating for a particular piece of equipment in its best condition without any faults and is the lowest risk rating that the piece of equipment can ever have. The actual risk level is the rating given by the inspector of the actual risk score for that piece of equipment at the time of the inspection. Although an item rated as medium risk may look like it needs attention, it could be the lowest possible rating for that piece of equipment, which is why both ratings need to be looked at together to get a true picture. For ease of reference for reading the minutes, the scoring matrix that ROSPA uses is as follows:

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

Likelihood	Severity					
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

Members were pleased to see that no items had been rated as high risk or needed immediate attention; however, a few items had been rated as medium risk, which were for discussion.

Beanacre Play Area:

At Beanacre Play Area, most items had been rated as low risk, apart from two items that had been rated as medium risk, which were the overhead climber and accessible swing. It was acknowledged that the parish council were already aware of both of these items and have been monitoring them for some time. The accessible swing is rated the same each year (8), because the end links need to be dismantled and inspected on a regular basis. The Caretaker has a special tool to do this and confirmed to officers that he is doing this on a regular basis. The overhead climber has been on the parish council's monitor list over the past few years due to it only relying on one post for its stability. The rating from ROSPA has gone up by one to 9 this year, and officers queried whether now was the time to replace this piece of equipment or continue to monitor for another year. Although the Caretaker continues

to monitor and check this on a regular basis, there is no way of knowing whether there are any defects inside of the timber, as this has never been tested. The Clerk advised that the council has no obligation to take any action on this equipment at the current rating; however, it is about whether, in the event that something did happen with this equipment, the parish council maintained it to a reasonable standard. The Finance & Amenities Officer advised that she had noted that ROSPA offered resistance penetration testing on wooden equipment and had sought a quotation for this service, which was as follows:

Resistance Wood Drill Test £550 + VAT (which includes a full photographic and written report with risk ratings)

It was noted that this quote included testing on all wooden equipment inside of Beanacre Play Area.

In order for members to have the full information when considering whether to continue to monitor the equipment or replace it, a cost estimate had been obtained for the replacement of the climber. It was noted that as well as replacing the equipment, the safety surfacing would need to be replaced in that island of surfacing as well, with the estimated cost being c. £5,900.

Councillor Hemmings explained that he had attended the play area to look at the issues raised by ROSPA and could not see an issue with the stability of this climber. He did, however, note that the surfacing in this play area was splitting quite considerably and felt that this should be the parish council's main priority at this juncture. He went on to explain that there are a number of areas where the surfacing is separating at the joints, causing a gap. He did not feel that the whole surfacing needed to be replaced fully but felt that it needed to be repaired. Members agreed that officers should obtain some quotes for filling the cracks on the surfacing inside of the play area.

After a discussion, members felt that the overhead climber did not need to be replaced at this time but agreed that it would be prudent to have the resistance wood drill test undertaken to determine the condition of the wood. This will then inform any future decisions on this piece of equipment. It was suggested that in view of any future community benefit for the Beanacre area, the parish council could get a firm quotation for the replacement of this piece of equipment.

It was noted that there was some slight cracking on one of the swing seats inside of the play area, and a quote of £37.00 + VAT had been obtained for the replacement part. It was noted that the Caretaker could fit the seat. Members agreed that the seat should be replaced.

It was highlighted that the timber on part of the fencing and gate had decayed and needed to be replaced. A quote of £120.00 + VAT had been obtained to replace these parts, which members agreed to.

Recommendation 1: The parish council approve the quotation of £550 + VAT from RoSPA Play Safety Ltd to undertake the resistance wood drill test on all wooden equipment inside of Beanacre Play Area.

Resolved: Officers to obtain a quotation for the replacement of the wooden climber so that figures were available for any future community benefit for the Beanacre Play Area.

Recommendation 2: The council approve the quotation of £37.00 + VAT from GB Sport & Leisure for a replacement seat inside of Beanacre Play Area.

Resolved: Officers obtain some quotes for filling in the safety surfacing cracks inside of Beanacre Play Area.

Recommendation 3: The council approve the quotation of £120.00 + VAT from JH Jones to remove and replace the broken timber posts on the fencing and gate inside of Beanacre Play Area.

Berryfield Play Area:

All items at Berryfield Play Area were rated as low risk; however, there were a few issues raised that needed to be drawn to members' attention. Members noted that there were a few areas of surfacing which were either cracking or separating from the concrete edging. One particular area highlighted by ROSPA was the area near to the seesaw, as a gap between the surfacing and edging had appeared. The Clerk explained that the council had tried different ways of resolving this issue, which included filling with sand, topsoil and grass seed. The issue occurs because during the hot summer months the surfacing expands and in turn contracts during cold winter months, causing it to shrink away from the edging, creating a gap. The surfacing may not expand again fully when the temperature rises due to the strength of the material. The council has previously tried to fill in the gaps at edges with concrete. It was agreed that the Caretaker should be asked to fill the gap in with topsoil for the winter to prevent the trip hazard.

It was also highlighted that some tree branches were overhanging the play area and needed to be addressed. A quote of £395 + VAT had been received for this work. The Clerk explained that the contractor had explained that one of the trees needed some substantial tree work, which was why the price was high. It was noted that later on in the agenda, there was an item for members to approve a quotation for tree inspection works, and any works rated as high and medium would be undertaken. Members felt that this work could wait until they have received the tree inspection reports and considered quotations for the necessary tree works that need to be undertaken on parish council land across the parish.

Members noted that a finger trap had been identified on the gate inside of this play area. The Caretaker had increased the gap to resolve this issue.

Resolved: The council ask the Caretaker to fill the gap between the safety surfacing and concrete edge with topsoil to prevent the trip hazard.

Recommendation 4: The council defer any tree works at this time and wait for the tree inspection reports.

Bowerhill Sports Field (Queen Elizabeth II Diamond Jubilee Field):

At the sports field, all items were rated as low risk. Members' attention was drawn to a crack in the tarmac on the ramp access to the sports field from Westinghouse Way. A quote of £350 + VAT had been received from JH Jones to undertake the repair. The Clerk advised that the land ownership of this would need to be looked at first, as although the parish council owned the sports field, she wasn't sure whether the ramp access was actually on Wiltshire Council land. Councillor Baines advised that when the ramp railings needed to be painted in the past, Wiltshire Council refused to do this, and the parish council undertook the works instead. Members felt that Wiltshire

Council should be approached and asked to make the repair in the first instance, but if they refuse to do it, the parish council should undertake necessary repair works.

Recommendation 5: Officers ask Wiltshire Council to undertake the repair on the ramp access to the sports field. In the instance where they refuse to undertake the repair, the parish council instruct JH Jones to undertake it at a cost of £350 + VAT.

The Clerk advised that when she attended the sports field for a meeting recently, she noted that the gate stops on both sides of the car park gate were missing. These stops had been installed to stop the gate from springing back onto a car/person in windy conditions. A quote of £362 + VAT had been received for the supply and installation of the stops. After a small discussion, members felt that the gate stops should be replaced due to the amount of usage the car park gets.

Recommendation 6: The parish council approve the quote of £362 + VAT for the replacement and installation of the car park gate stops at the Bowerhill Sports Field.

Davey Play Area, Pathfinder Place:

It was noted that this play area had been transferred to the parish council on the 26th of September 2025. No issues had been raised on the ROSPA reports for this play area, apart from a few missing bolts, which the Caretaker can address.

Hornchurch Road Play Area and MUGA (Multi Use Games Area):

All items of the MUGA and at the play area were rated as low risk, and anything identified is for the Caretaker to action.

Kestrel Court Play Area & Half MUGA:

All items at this play area were rated as low risk and are either for the Caretaker to action or monitor.

Shaw Play Area and Playing Field:

Most of the items inside this play area were rated as low, bar the junior swing, which had a medium rating of 8. This is because there was some wear in the bushes, and this needs to be checked. As part of the Caretaker's routine maintenance of all play areas, he checks all swings to ensure they are in good working order and will replace them when necessary.

Corrosion had been identified in the top frame of the cradle seat, and a quote of £102 + VAT plus £20 delivery had been received for this replacement. Members agreed that this item needed to be replaced.

All items relating to the playing field were sent to the Shaw Management Committee to action, but all items were rated as low, so no urgent attention was required.

Recommendation 7: The council approve the quotation of £122 + VAT from GB Sport & Leisure for the replacement cradle seat (includes delivery) inside of Shaw Play Area.

Whitworth Play Area, Bowood View:

All issues raised at this play area were rated as low and are for the Caretaker to action or monitor.

Shurnhold Fields:

Shurnhold Fields is jointly owned by Melksham Without Parish Council and

Melksham Town Council. The ROSPA report had been sent to Melksham Town Council's amenity team to action as they attended the site each week to undertake the visual health and safety check as well as empty the bins. There was a separate item later on in the agenda (9a) for members to discuss the inspection and maintenance of the field.

b) Beanacre Play Area wooden equipment:

This item was discussed under the above agenda item.

c) Play Area Safety Surfacing Cleaning:

It was noted that, as identified in the ROSPA inspection reports, moss was present on the surfacing inside of both the play areas at Beanacre and Berryfield. It was noted that the last surface cleaning was undertaken in March 25. The Finance & Amenities Officer had highlighted in her report that the council had only budgeted to undertake one safety surfacing clean in early spring 2026, but this spend was to come from solar farm funding. It was queried whether members wished to just clean the play areas at Beanacre and Berryfield, as these were the areas that were identified as needing to be cleaned in the recent reports. It was explained that the council used to undertake two safety surfacing cleans per year, one in the spring to get ready for the high use in the summer and one in the autumn to clear all of the debris ready for the winter. Members agreed that all play areas should be cleaned as per the council's previous procedure. Three contractors were approached to provide a quotation; however, only two contractors had submitted a quotation, and they were as follows:

Quote A	£3,458.00 + VAT
Quote B	£2,975.00 + VAT

The Finance & Amenities Officer explained that she had asked each contractor to confirm whether they would be providing their own water or whether they required water from the Bowerhill Sports Field, as this would be an additional cost to the council. She confirmed that quotation A had advised that they would bring an initial tank of water each day; however, any subsequent water would need to be supplied by the parish council. Quotation B confirmed that they would provide their own water. Members discussed each quotation and felt that they were both comparable with each other, bar the fact that Quote A would require the council to provide water; therefore, it was felt that Quote B provided the best value and should be approved.

Recommendation: The council approve the quotation of £2,975 + VAT from JH Jones & Sons Ltd (Quote B) to undertake the safety surfacing cleaning on all parish play areas.

299/25 QEI Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):

a) Update on bookings:

The Finance & Amenities Officer had included a report on the current bookings at the Bowerhill Sports Field & Pavilion in the agenda pack. She reported that most matches that had been scheduled had been played; however, one match scheduled to be played on the middle pitch on Sunday 26th October, had to be

cancelled due to it being waterlogged. As there are currently three home Sunday league teams, there have been some instances where two home teams have been playing at the sports field at the same time. The council had recently approved a quote for some works to be undertaken on the middle pitch to try and resolve the issue with standing water not being able to drain away on that pitch. No issues were reported with any of the adult teams.

All is going well with our youth organisation, which has a blanket booking of the youth pitches and is hiring the kitchen and games room across the weekend during the football season. They have been experiencing difficulties in finding 11 a-side pitches to play some of their home matches on and have booked to use the standalone 11 asides at the sports field on some occasions. Officers have only allowed them to have this booking after careful consideration of the impact on the pitch usage, as there are other users of these two pitches. There have been a few issues with this organisation not using the pitch that has been allocated to them. The Finance & Amenities Officer advised that while this organisation has a number of teams, each with a different manager, she only deals with one contact and felt that the message about pitch allocations may not have got through to some of these managers. There had also been some issues with matches being played on the 11 asides without being booked, and again she felt that this was just a case of the message not being relayed to managers that they must book rather than this being done deliberately. These small issues were being dealt with, and the Finance & Amenities officer will be keeping an eye on it, especially now that we are coming up to the winter months, where some pitches may be unplayable.

The Finance & Amenities Officer advised that she had been asked by Future of Football whether they could hold their half-term holiday camps W/C 27th October at the Bowerhill Sports Field, due to not being able to use their indoor venue. She explained that they required the use of the sports field and kitchen on the following days and times:

Monday 27th & Tuesday 28th 9am-3pm
Wednesday 29th 10am to 2pm

It was noted that there will be no more than 20 children attending these sessions per day and that they would require the use of two changing rooms. The Finance & Amenities Officer explained that she had accepted the booking but queried with members how much they would like to charge for this usage. It was noted that the council already had a charge set for the training camps; however, this included four changing rooms. She queried whether members wished to give a reduction on the charge based on the fact that they were only using two changing rooms instead of four. There was a separate charging schedule for the hire of the kitchen and games room based on the number of hours they were hired for.

The Finance & Amenities Officer highlighted that the changing rooms would need to be cleaned after usage and provided members with details on how much the cleaner would charge for this. After a discussion, it was felt that £50 per day should be charged for the day camps to cover the cleaning charges plus the additional costs as per the council's charging schedule for the hire of the kitchen and games room.

In addition to the training camps, Future of Football was offering free football sessions on Friday 31st October (known as Free Football Friday) from 10am-2pm

for boys and girls of all abilities at the Bowerhill Sports Pavilion (around 50/60 children). This includes free packed lunches for all of the children as well. The Finance & Amenities Officer queried with members whether they wished to provide a discount or offer the sports field and pavilion facility free of charge for this initiative. Members agreed that the facility should be offered for free on Friday 31st October.

Resolved 1: The council charge Future of Football £50 per day for their half term holiday camps W/C 27th October, plus additional costs for the hire of the kitchen and games room as per the councils charging schedule.

Resolved 2: The council offer the pavilion and sports field to Future of Football for free on Friday 31st October for their Free Football Friday sessions.

b) Quotation to replace wooden slates on footbridge:

The Clerk explained that the wooden footbridge leading to the Bowerhill Sports Field was not in good condition. An emergency repair had to be undertaken a few months ago on the footbridge to make it safe due to one of the slats breaking off, leaving a large gap. The feedback from the contractor after they made the repair was that the wooden slats on the whole bridge needed replacement, and they had provided a quote of £1,200 + VAT to undertake this repair.

The Clerk explained that the bridge was some years old and, due to the high price to repair it, had obtained an estimated cost of a replacement bridge for comparison. She had asked for an estimate based on a 5m bridge, which comes to around £5,340 + VAT and does not include installation costs. She advised that the council was looking at installing a bridge between Buckley Gardens and Bowood View, so there may be an economy of scale if the council purchased two footbridges at the same time. The company that she had approached to provide an estimate was recommended by officers from Wiltshire Council's Rights of Way team. It was noted that in order to obtain a firm quote, the bridges would need to be measured, and there was a cost saving on delivery if someone could assist with the delivery. The bridge company had recommended a local installer and suggested that they may be willing to measure up the bridges, advise on the specification and assist with the delivery. The Clerk explained that this was difficult because then the council would be tied into a specific bridge manufacturer; on the other hand, the installer was an expert in this area, and she had concerns that if the parish council measured the bridge incorrectly due to lack of experience/knowledge, they may get this wrong. Members agreed with this and felt that the recommended installer should be contacted and asked to measure and advise on the specification for the two bridges. It was noted that the council could still go out to other bridge companies to ensure that the figures given were comparable.

Recommendation: Officers to arrange with the bridge installer from M Watts Countryside Contracting to come out to measure and advise on specifications for the bridges as detailed above. In order for the council to obtain an accurate quote.

c) Playing Pitch Strategy:

The Wiltshire Council playing pitch strategy was adopted in December 2024 and covers the four main playing pitch sports of football, cricket, rugby, and hockey,

looking at both grass pitches, artificial turf pitches and ancillary services. The strategy was adopted following a period of consultation, working with National Governing Bodies of all four of the above playing pitches. Although the parish council were not consulted as part of the consultation, the hirers of the sports field were directed to it as users of grass football pitches. The consultation looks at the current population and number of teams for each sport, as well as current and likely future issues affecting pitch sports locally. It also looks at the projected population for the future up to 2038 and in turn, the projected number of teams and demand for pitches.

The Clerk explained that this provides evidence of the need for pitches, which include 3G pitches. Members were already aware that there was an identified need for two 3G pitches in the Melksham Community Area, and this was good evidence for a business case. The strategy can be used for asking developers for s106 contributions towards these provisions, for example, as it sets out the needs for the local area. The Finance & Amenities Officer had looked through the community area profile for the Melksham Community Area to look at recommendations for facilities in the parish. She had noted that there was an error in the report for the Bowerhill Sports Field, as it detailed that it only had one 11 aside adult pitch, when there are two of these pitches marked out. Members felt that, as the information in the report was incorrect, it needed to be corrected. It was noted that all pitches at the Bowerhill Sports Field were rated as standard quality.

The Clerk highlighted that although the pitch at Campion Drive (known as the Hospital Pitch or Spring Meadows) is not in the parish, local football teams were desperate for more 11 aside space. It was noted that this land was owned by Wiltshire Council, and the town council were investigating the possibility of taking it on following the Clerk putting the relevant parties in touch.

It was noted in the report that the pitch at Shaw Village Hall was of poor quality; however, the management committee have recently been successful in getting grant funding from the Football Foundation to improve this pitch. The changing rooms were also tired, and this was something the management committee were looking at.

Melksham Oak Community School has a full-sized hockey pitch, which is of poor quality. It was noted that it exceeded its 10-year lifespan and needed to be resurfaced. Members felt that they needed to contact Wiltshire Council to see how successful their communications with White Horse Federation have been on this matter.

In terms of cricket, there was a standard quality six wicket grass square at Whitley Golf Club. There was also a good quality seven wicket grass square at St Barnabas Cricket ground. In terms of this cricket ground, it is used by Corsham Cricket Club, who have ambitions to install a pavilion facility at the site. They are currently using the school room attached to the church, which is not suitable for them long-term. It was previously understood that the cricket club wished to install the new pavilion facility on the parish council's vehicular access into Beanacre Play Area; however, this is no longer the case. The Clerk advised that they have asked the council some questions on planning and would like to meet with the council as a pre-app prior to them submitting a planning application for the facility. Additionally, Corsham Football Club has been successful in getting all of their funding for a 3G pitch to be installed at their ground at Leafy Lane. As a result,

the artificial cricket pitch at this location will need to be replaced at a different site and are looking to install the replacement artificial pitch at St Barnabas Cricket field.

Recommendation 1: Members contact Wiltshire Council and ask for the error about the number of 11 aside pitches at the Bowerhill Sports Field to be corrected.

Recommendation 2: The council contact Wiltshire Council with regard to the condition of the sports pitches at Melksham Oak Community School and ask whether White Horse Federation have plans to improve them.

d) Request to hold Circus event at the Bowerhill Sports Field:

The Finance & Amenities Officer had been contacted by Bowerhill Primary School PTA requesting to hold a circus event at the Bowerhill Sports Field. They originally asked to host this in September 2026; however, this would have been at the start of the new football season. They have since revised this and are now looking to hold this in July 2027 so that it is outside of the football season. Due to the scale of the event, they are unable to host it on the Bowerhill Primary School fields, which is why they have contacted the parish council to see whether the sports field would be available for this type of event. They have advised that it would be a full-service circus with a big top tent which seats 600 people, and the performance would be early evening and last for around 2.5 hours. It was noted that the performance team would need to stay in their vehicles parked at the pavilion overnight and would need access to a toilet and running water. The Finance & Amenities Officer had asked the school PTA to clarify how many vehicles would be required to have access onto the field, as this was a concern in terms of damage to the field. They had confirmed that the circus company would have ten light commercial vehicles that need to be accommodated close to the Big Top, which included 1x Candyfloss/Popcorn kiosk, 1x Tent trailer, 2x Bunk wagons and 6x Caravans/ dressing rooms, as well as ten other vehicles.

The Finance & Amenities Officer had contacted the council's ground contractors to ascertain what issues this may cause to the football field should the council be minded to approve this request. The ground contractors had advised that any damage caused could be corrected; however, this was obviously dependent on the weather because if we experienced heavy rain on the day of the event, this would cause a lot more damage that would have to be corrected. Additionally, there were other considerations that the council would have to take into account, such as other bookings. Although this would not be during the football season, Future of Football hosts holiday camps and evening training sessions during the summer months.

Members carefully considered this request; however, they did not feel that this use of the field could be approved. It was felt that the number and type of vehicles that were required to access the field for the event could potentially cause a lot of damage to a carefully curated sports field, which has had a substantial amount of public investment to enhance its overall condition. In addition, members expressed concerns that the event, which would be ticketed and held in a circus tent seating around 600 people, could lead to parking issues. It was considered that even if some attendees lived close by, there was limited parking around the sports field facility, and it would be unable to accommodate the numbers likely to require parking. Members therefore felt that other, more suitable venues in the area could be used for this type of event.

Recommendation: The parish council refused the request from Bowerhill Primary School PTA to host a circus event at the Bowerhill Sports Field for the reasons detailed above.

e) Separation of Waste (England) Regulations 2025:

Members were reminded that at the last Asset Management meeting in July, they tasked officers to investigate how the new business waste legislation affected the parish council. It was noted that these rules come into effect in March 2025; however, any business that is classed as a 'micro firm' has until 31st March 2027 to put the new arrangements in place. It was confirmed that the parish council is classed as a 'micro firm' because they have fewer than ten employees. The new waste legislation requires businesses to make arrangements for the separate collection of:

- Dry recyclable materials
- Food waste
- Plastic film

This is a legal duty to separate recycling and food waste from general waste.

The Finance & Amenities Officer explained that she had undertaken some investigations into this, and the Bowerhill Sports Pavilion, as well as the council office and meeting room, were in scope of this legislation. In terms of the council office and meeting room, Wiltshire Council should already be implementing the new legislation as of March 2025. Wiltshire Council, as the parish council's landlord, provided the waste bins in the office and meeting room (recycling and general waste bins), and officers dispose of the waste into the commercial waste compound outside of the building. Although Wiltshire Council arrange the waste collection and, as such, has a legal obligation to make sure any separately collected dry recyclables are sent for recycling and that any non-recyclable waste is correctly managed (as the controller of the premises). The parish council, as the waste producer, still has a responsibility and duty to ensure that waste produced from the office and meeting room is being disposed of properly by using the waste systems Wiltshire Council has in place. All council officers were disposing of waste based on the systems Wiltshire Council has in place; however, there is currently no separate food waste bin facility on site, which has been raised with them.

In terms of the Bowerhill Sports Pavilion, as the parish council own the facility and takes control of the running of it (and as such is the occupier), it is the parish council's overall responsibility to ensure that waste generated within the pavilion is being separated and disposed of properly (from 2027). As a result of this, the parish council need to provide the appropriate waste bins and instructions to the pavilion hirers to ensure compliance with the legislation. It was highlighted that Future of Football FC hire the facility on weekends during the football season and uses the kitchen to prepare and sell food, so there is food waste that is being produced at the facility. It was clarified that, although Future of Football are the organisation selling the food and, in turn, is the producer of the food waste, the parish council is overall responsible as the owners and controllers of the facility and the ones who arrange for the waste to be collected. As a consequence, the parish council are responsible for putting in a waste separation system at the pavilion and ensuring that all hirers are using it correctly.

The Finance & Amenities Officer clarified that it was only the pavilion building that was in scope of the new legislation and not the bins around the sports field, as this was a public open space and would be impossible to control which bins members of the public deposited their rubbish in. It was noted that the sports field used to have a commercial waste bin for recycling but had to stop this because people were depositing general waste in it. She advised that there are, however, a few considerations members need to be aware of because both the bins inside and outside of the pavilion are emptied into the commercial waste bins in the pavilion car park. This means that the waste from both areas is being mixed up and contaminating the pavilion waste stream. As the pavilion facility is in scope of the legislation, any waste deposited from the sports field put into the same commercial bins as the waste from the pavilion would be liable under the legislation. Under the new legislation, the pavilion commercial waste bins and the sports field commercial waste bins would have to be separate from each other. The Finance & Amenities Officer had contacted the council's commercial waste contractor, and they had advised that they could provide some lockable commercial waste bins for the pavilion, which would only be accessed by authorised people. It was advised that the council would need the following bins to meet the legislation:

- Food Waste Bin- For food waste produced from the pavilion kitchen, etc.
- Dry Mixed Recycling Bin- for all dry recyclables (From the waste contractors' website, it details that this bin includes plastic film, but the waste contractor has advised that, to play it safe, plastic film should go in the general waste bin)
- General Waste- For anything that cannot be recycled.

The Finance & Amenities Officer had obtained a quote from the commercial waste contractor for each bin required, which was presented to members. It was noted that the quotes sought were for a 240L bin, which was the smallest size bin the contractor could provide. She advised that she had two costs for each bin, one was based on the current bin collection regime (26 times per year), and the other was based on a collection once a month. She highlighted that the pavilion was only really used on weekends during the football season, and sometimes Future of Football does not use the facility if there are only a few matches scheduled. She suggested that perhaps a collection once a month could be trialled first, and if this wasn't adequate, the bin collection frequency could be increased. It was also noted that there would need to be some smaller waste bins inside the pavilion in order for the cleaner to empty the rubbish into the lockable bins. After a discussion, members felt that as this legislation does not come into effect until March 2027, they do not need to take immediate action but could budget for this for the 2026/27 financial year. The new arrangements at the Bowerhill Sports Pavilion could then start from 1st April 2026.

Recommendation: The parish council include provisions in the 2026/27 budget for the new waste legislation in order to implement the new arrangements at the Bowerhill Sports Pavilion from 1st April 2026.

f) 3G pitch update:

The Clerk reported that she had met with representatives from the Wiltshire FA and the Football Foundation the previous week. Councillor Pafford and the Finance & Amenities Officer were also in attendance at the meeting to talk about

the potential 3G pitch at the Bowerhill Sports Field. The Clerk advised that no major concerns were raised at the site meeting by any of the representatives, which included the technical manager of the Football Foundation, who looked at the pavilion facility as a whole to ensure that it would be suitable if the council moved ahead with a 3G pitch. The Clerk explained that they liked the fact that there were lights around the pavilion and in the car park, which gave users a safe walking route when they were entering and exiting the facility in the evening. She advised that there were a few things that had been highlighted during the visit. One of the aims of the Football Foundation is for more female participation in football, and as such, it was preferred to have separate shower cubicles. It was noted that the pavilion's changing rooms had communal showers; however, this didn't appear to be a major issue because a partition could be put up so that there are four individual showers. Additionally, they noted that although there were two separate officials' changing rooms, which they were pleased about, there was only one toilet. Again, this was something that was easily remedied because there was also an external toilet as well as toilets in all four of the changing rooms. It was noted that they were pleased with the double doors for the changing rooms and the fact that both the external and internal doors were positioned at slightly different angles so someone couldn't look in.

In terms of floodlights, this was not an issue because there were no residential houses around this area. In terms of ecology, this was discussed at the meeting, but the site was big enough that if there was an issue with a type of wildlife in the trees for example, the pitch could be moved to the other side. There were no issues with the drainage pipe that ran across the field, as the field was big enough for this not to be impacted. The one thing that would need attention if the council were to move forward with the project is the car park, as it is not big enough. The Green Lane Playing Fields in Devizes which has a 3G pitch have around 50/60 car parking spaces. The pavilion car park currently has around 15 spaces, so it would have to be extended. The Football Foundation don't normally like to spend funds for football pitches on car parks; however, they had advised that they would look at this if it was the only way to get this project through the planning process. The Clerk reported that she had talked through with the representatives whether some additional car parking at one of the warehouse facilities nearby would be adequate, but the feeling was that the car park needed to be on-site for the safety of attendees, particularly children. As they don't like people walking across grass, etc, onto the 3G pitch they would prefer any 3G pitch installation to be as close to the pavilion as possible as a hard surface path would be required for access.

As already explained, one of the aims of the Football Foundation and the FA is to increase participation from women and girls. In order to meet the requirements of the Football Foundation for the grant funding, there needs to be a certain percentage of female players. It was noted that Future of Football currently had 37 teams, with some mixed up to the age of 11; however, only one team was currently fully female. It was noted that there are other avenues in terms of increasing the percentage, such as walking football teams and the Ability Counts local SEND team. The Clerk advised that both the FA and Football Foundation were pleased that the Bowerhill Sports Field was used by a number of different users, such as the Saturday and Sunday leagues, Ability Counts and Future of Football, not just by one organisation. Any funding would only be awarded if the facility was available to the community, not just to one organisation. The Clerk advised that she had spoken to Future of Football about their plans for any future female teams, and they commented that the reason why they didn't currently

have more was because they have nowhere for them to go inside during the winter months.

The Clerk advised that she had contacted the Field in Trust to ensure that they wouldn't have any issue with a 3G pitch on the site, and they confirmed that the council did not need their permission. In order to move the project forward, the Clerk advised that the Football Foundation had asked for some land registry documents, so that we could confirm that the parish council owned the site. The Clerk wanted to ensure members were happy to move forward with the process before she sent them across. Members confirmed that they were happy for the Clerk to send the documents across to the Football Foundation. It was noted that the Clerk was waiting for the funding matrix to be sent through in order for the council to put together a business case on how the facility will be run and funded, etc. The Clerk would also arrange a meeting with the manager at Leafy Lane, who has all of the funding together for their new 3G pitch. The Clerk would also continue with her work, going through the S106 agreements to ascertain how much 3G provision is available for this project. It was noted that the planning process was around 16 months, and the council would not necessarily need to have all of the funds in place at the start of the project as long as there was a clear plan on how the funding would be obtained.

Recommendation: The parish council continue with the process of investigating the suitability of having a 3G pitch at the Bowerhill Sports Field.

300/25 Allotments:

a) Report on waiting list:

The Finance & Amenities Officer had compiled a report on the current waiting list. It was noted that there were currently five vacancies at the Berryfield allotment site and no vacancies at Briansfield. There were currently four people on the waiting list waiting to be shown around the vacant plots once the Allotment Warden returns from leave. An update on the letting of the severely overgrown allotment plots was given, and it was noted that the following plots had been let out for free until 1st October 2026:

Berryfield: 5a, 9a & 4a

Briansfield: 25, 7, 8, 19, 31 & 32

There are still three plots available on Berryfield that are severely overgrown and will be let out for free until 1st October 2026, which are: 10b, 13a & 14b. The Clerk explained that officers had received an email from an allotment holder earlier in the day who had previously made a complaint saying how much better the site looks now following the letting of several overgrown plots.

It was noted that the rent renewals for the new allotment year were sent out in early September, with plots paid for. Any tenant who has not paid yet will be sent a reminder letter shortly. The Finance & Amenities Officer wished to draw members' attention to the fact that the council had received a high-water bill for Berryfield allotments a few months ago. The Caretaker had attended the allotments to investigate whether there was a leak, as per the council's normal procedure in such situations. He had confirmed that no water leak had been found, but a hosepipe was found on site by the water troughs. This was traced back to a large water container at the back of the allotments, with evidence that

water from the trough had been used to fill up the large container. An email was sent to all allotment tenants at Berryfield asking that this stops immediately. The Allotment Warden reported that the hosepipe had been removed, and it looked like this had now stopped. The council only receive six monthly water bills, but officers are keeping an eye on this issue. Councillor Franks explained that his neighbour close to the allotment site had recently experienced a high-water bill, and Wessex Water were currently investigating this matter. He felt that this was something that the council should keep an eye on.

There had also been a few deliveries of wood chippings in Briansfield car park. The parish council have previously had issues with these deliveries because they were left on site, which resulted in people piling rubbish on top of them. This cost the parish council a lot of money to clear, which is why such deliveries are normally not allowed on site. Councillor Franks reported that people were using the chippings, and the pile was going down.

b) Delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds:

The Clerk has not approved any sheds or greenhouse requests under her delegated powers since the last meeting.

c) Community allotment plot request:

Councillor Franks explained that a resident had enquired about the possibility of taking on an allotment plot for the benefit of the community. As explained under public participation, the residents had left a paper copy of the information they were going to provide to the committee this evening. The basic idea of the request was to create a community cultivation project at the allotments where volunteers can grow fruit and vegetables, etc, that is then donated to local food banks, shelters and community kitchens.

The Finance & Amenities Officer had contacted the Allotment Society about this enquiry and to obtain some advice. The Clerk advised that their reply had come through this afternoon as a late paper and advised that, before taking any allotment group of this nature on some due diligence checks should be done. They had attached a template questionnaire for guidance, which asked for details on the group's insurance and accounts, etc. The Clerk advised that she did not think that the group would have any of the items that the questionnaire is asking for. The Clerk advised that the food bank does not take perishable food and suggested that the food larder would be a much better option, as they do take perishable items.

The Finance & Amenities Officer advised that if the council were to approve this request, they would have to change some tenancy agreement clauses, as the current agreement prohibited tenants from having a community plot.

Members discussed this item, and although they felt that the principles were good could not see how this would work in practice. Members could not see how it would work with having different volunteers tending to the plot. It was considered that it takes a lot of concentration to tend to a plot, and having different people coming in and doing little bits could cause confusion. In fact, there may be an area that looks available when there is produce planted, for example. Councillor Franks advised that all allotment holders have surplus produce. The Clerk

suggested that the residents could talk to Meadowbrook, which does this kind of thing already and Evergreen Meadow, who may want some help. If the residents would like to get schools and community groups involved, they need to be an organisation that has public liability in place as well as other policies, so either Meadowbrook or Evergreen would be much better, as they were already set up. This would allow these residents to fulfil their volunteering at these locations. Alternatively, the residents could let an allotment plot at the allotments and give any surplus produce to the food larder. All members agreed that this request should be refused as it was not suitable for the parish council allotments.

Recommendation: The council refuse the request to have a community plot at the allotments as detailed above. Officers to sign post the residents to other organisations who already have this in place.

8.56pm Councillor Pafford briefly left the meeting.

d) Complaint from current allotment tenant regarding rent:

Councillor Franks advised that the council had received a complaint from a current allotment tenant regarding the fact that the council were offering out plots free when they had to pay for their plot. It was noted that this plot holder was a non-resident and paid double the residential rate. The Finance & Amenities Officer advised that the tenant had also complained that they had to battle with weed seeds flying over to their plot all year and had asked for a reduction in their rent.

It was noted that the tenant had taken on their plot a few years ago, which was not severely overgrown at the time. Members agreed that they were trying to improve the allotments by letting the severely overgrown plots out rent free for a while in order to get them back up to standard. It was noted that there had been a few comments from non-residents of the parish lately about paying double the rate. The Clerk explained that officers have explained that it is because parish residents contribute through their contribution to the precept, collected via their council tax, whereas non-residents do not. The town council have plots that can be let to town residents if they wish to have a cheaper plot. Members refused this request.

Recommendation: The parish council refuse the request from the tenant asking for a reduction in allotment rent.

8.59pm Councillor Pafford returned to the meeting. Please note that Councillor Pafford was not in the room when the above agenda item was discussed and did not take part in any vote on this item.

e) Plot inspection and notice procedure:

The Finance & Amenities Officer included details of the current plot inspection and notice procedure in the agenda packs to assist members in understanding the current practice. She explained that there is currently no formally documented procedure outlining how plot inspections and notices are managed and was concerned that this could expose the council to complaints regarding fairness and consistency. It was advised that, at present, when the Allotment Warden identifies that a plot is overgrown or not being cultivated, a letter is written to the tenant asking them to clear and begin cultivation immediately. If the tenant comes back

and asks for extra time due to an illness or injury, more time is granted, but there is currently no guidance specifying how much additional time the tenant should be given. As a result, some plots become severely overgrown, when tenants, despite their best intentions, are often unable to return to cultivation and then eventually relinquish their plot. This, in turn, makes the plot difficult to re-let out again due to its poor condition, which was the case with the severely overgrown plots that the council had to take action on.

The Finance & Amenities Officer suggested that the council should adopt a formal, written procedure to ensure clarity and fairness for all tenants. This could include guidance on inspection frequency, notice and extra time to address plots. She had found some examples of such policies from other councils for members to consider. Councillor Pafford felt that the current plot procedure presented to the committee this evening was a good basis for this policy.

It was noted that the Allotment Warden carries out quarterly plot inspections on all plots to assess their condition. Members discussed whether this frequency was sufficient and considered alternative options. One of the example policies reviewed specified inspection dates every two months between January and September each year. Members agreed that adopting a similar type of schedule would provide better consistency and would enable tenants to know in advance when inspections were taking place and be able to prepare accordingly. The dates of when each inspection is to be carried out could be agreed by the council on an annual basis and then communicated to the tenants.

Recommendation: Officers draft a formal plot inspection and notice procedure based on discussions as detailed above and bring back to a future meeting for approval.

f) Review of current tenancy agreement:

The Finance & Amenities Officer explained that this was added to the agenda for members to review, as it hadn't been looked at in a few years. The Clerk advised that there would need to be an additional clause added to the agreement for the formal inspection and notice procedure. Councillor Franks had highlighted earlier in the meeting that tenants were parking on Berryfield Lane, and there were concerns about safety around this. It was noted that clause 5n of the tenancy agreement stated the following: *'There shall be no parking on the section of Berryfield Lane leading to Boundary Farm.'* It was agreed that the reference to Boundary Farm should be removed so that the clause read, *'There shall be no parking on Berryfield Lane'*. This clearly tells tenants that they should not park outside of the allotment car park when tending to their plot.

Recommendation 1: Officers to draft a clause to add into the tenancy agreement around plot inspections.

Recommendation 2: The council to amend clause 5n of the tenancy agreement as detailed above.

g) Update on visibility of exiting Briansfield allotment car park:

The Finance & Amenities Officer advised that the contractors had only cut back the hedge at the entrance to Briansfield car park a few days prior to this meeting, so it was probably too early to assess whether this has improved the visibility

coming out of the allotments. Councillor Franks advised that he would have a look to see whether this has improved.

301/25 Trees: Quotation to undertake tree inspection on parish council trees:

The Clerk explained that the parish council undertake tree inspections on land they own or on land that they don't own but affects a council asset. This is undertaken every 27 months, so that trees are inspected in different seasons. A quote of £1,095 (no VAT) had been received by Woodland & Countryside Management Ltd to undertake the inspection. It was noted that the council has budgeted for the tree inspection as well as any work required. The Clerk advised that this inspector does not undertake any tree work, so there was no conflict of interest. It was noted that the council had only obtained one quote for the inspection; however, it was explained that continuity with the same inspector was advantageous, as it enabled a clear comparison and identification of any changes since the last inspection. Members agreed with this and felt that the quote should be approved.

Recommendation: The council to approve the quotation of £1,095 (no VAT) from Woodland & Countryside Management to undertake the parish tree inspection.

302/25 Shurnhold Fields

a) Update on the car park enhancement project:

The Clerk explained that the works at Shurnhold Fields were due to start on 17th November; however, she still had not received the costs from Wiltshire Council on how much the project would cost. Originally, the town and parish council went out to tender for the project a few years ago, which came up at around £22k excluding the shed. Now that time has moved on since this time, the Clerk had estimated that it would now be £30k, which both the parish and town councils have budgeted for. It was noted that there was a £5k area board grant which was awarded for the project, so both councils have £12.5k in their respective budgets for the project. The Clerk would like a firm cost for the whole project so that anything over this amount can be approved under delegated powers.

The Clerk reported that the shed had now been ordered, which was to come from the maintenance contribution. She has ensured that the slab on the shed is to be sited on is the correct size. The Friends of Shurnhold Fields have been involved in choosing the colour of the shed.

The Clerk explained that the height restriction barrier comes in a range of different colours and queried with members what they thought. Members agreed that it should be as visible as possible and therefore yellow would be the best colour for the barrier. The Clerk is also trying to get Wessex Water to provide the water connection for free as a community benefit, and was due to do the paperwork for this.

In terms of the wildflower meadow, the Clerk expressed frustration that Wessex Water had stated that the wildflower meadow would have to be done before the 30th November or may have to wait until next year. The Clerk explained that she was looking to avoid different contractors on site at the same time. She was waiting to hear back from Wessex Water to confirm when they would be doing this work.

Resolved: The height restriction barrier at the entrance to Shurnhold Fields to be yellow.

b) Inspections and maintenance of the field:

The Clerk explained that following the receipt of the ROSPA reports, officers had noted that an item which had been rated as low-risk last year and sent to the town council's amenity team to address then had come up as a medium in this year's report. This raised concerns as to whether the weekly health and safety inspections were being undertaken at Shurnhold Fields by the town council's amenities team and then identified tasks being undertaken. The Clerk explained that as the town council were going to the field on a weekly basis to empty the bins, it had previously been agreed that they would also undertake a health and safety inspection each week. The cost of this would come out of the S106 maintenance contribution held by the parish council. It is understood that due to the staff changes, this had been missed; despite this being included in the Shurnhold Field meeting minutes over the past few years. The Clerk advised that she was due to meet with the town council's CEO in a few weeks' time and will raise this issue with her due as this was a health and safety issue.

c) Himalayan Balsam:

It was noted that the Himalayan Balsam had not been cleared this year and would have to wait until the spring/early summer next year as the seeds would now disperse more widely.

303/25 Bus Shelter: Update on insurance claim:

Following the last Asset Management Committee meeting, the council agreed that officers should obtain quotes for a metal bus shelter to replace the block-built shelter at Beanacre. Offices obtained these quotes based on the same specification as the bus shelter installed near Westlands Lane in Beanacre and submitted them to the insurer, who has now settled the claim. It was noted that a bench was also destroyed in the same accident, and as such, the insurers agreed to pay for the replacement bench and installation costs. The Clerk explained that the insurers had settled on the lowest quote received. It was reported that the total amount received from the insurers was £4,233.17 which was minus the £250 excess the council had to pay. For clarity, the insurers settled on the following quotes:

Quote A:

Bay 2.1mtr x 1.3mtr Full End Bus Shelter	£3,295.00 + VAT
Perch Seating per metre- 2m seating	£ 160.00 + VAT
Total:	£3,455.00 + VAT

TDP (parish councils standard bench supplier):

Dale Bench 1.5m length in Brown (with furniture anchor kit for hard ground)	£ 403.17 + VAT
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Installation:	£ 625.00 + VAT
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Total:	£4,483.17 + VAT (Note: this amount is £250 more than what the council received from the insurers, which was due to the excess as explained above)
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The Clerk explained that although the insurers had settled on the lowest quote, it didn't mean that the parish council had necessarily go with this quote if they didn't want to, which was why officers had brought this back before ordering the replacement. It was noted that this contractor was the same one used to provide and install the bus shelter near Westlands Lane recently. Members agreed that this shelter was still in good condition, and as such, there was no reason not to appoint this contractor to supply and install the new shelter.

Councillor Baines highlighted that Quote A offered the option to have bench seating and felt that this would be better rather than installing a new bench at this location. It was noted that 2m bench seating inside of the shelter would be £480 + VAT.

The Clerk reported that she had submitted some "permission to act on the council's behalf" paperwork back to the insurer's solicitors, who were trying to claim back the money from the driver's insurers. If successful, they may also be able to claim back the excess on the council's behalf, which would be paid back.

Recommendation: The parish council approve the quotation from Ace Shelters of £3,775 + VAT to replace the destroyed block-built shelter at Beanacre. This to include 2m bench seating rather than perch seating.

304/25 Village Halls:

a) Update on Shaw Village Hall lease:

The Clerk explained that there was no further update on the lease. She had met with the Secretary of the management committee, who was going to send over his notes on the draft lease, which he had yet to do. She has chased this as their lease has already expired.

b) Notes from Village Hall meeting on 16th October:

Members noted the minutes from the recent village hall meeting held.

c) The Terrorism (Protection of Premises) Act 2025 (Martyn's Law):

The Clerk had provided members with the latest factsheet on Martyn's Law. It was noted that this law was coming into effect in April 2027, and it covers premises where 200 individuals may be present at least occasionally. For venues that have more than 800 people expected, they will have an enhanced duty under the act. The Clerk explained that in the parish, no venue would be in the enhanced tier, but there does need to be an awareness of measures to take if something were to occur in venues, regardless of the number of people in the venue.

305/25 Weedspraying: Alternative use to glyphosate:

The Clerk explained that the council received some complaints on social media following the closures of the parish play areas for weed spraying. One of the residents who had complained had been helpful in directing officers to useful websites where other councils are using pesticide-free options to treat weeds. The Finance & Amenities Officer contacted some other councils who had gone glyphosate-free; however, they only treated weeds in smaller areas and had a large amenity team who could undertake methods such as weeding, for example.

Some councils were using the Foamstream system, which uses hot water to kill weeds, with the foam acting as an insulating blanket in order for the water to kill the roots. The councils that are using this option have purchased the machine themselves and have trained their staff to use it. The machine would come at a considerable cost, and the parish council does not currently have the staffing structure for this option to work. Additionally, there is an environmental impact on this method because it requires a high consumption of water, as well as the energy source required for heating the water. Additionally, Cardiff Council had undertaken a trial of alternative methods and concluded that glyphosate remains the best overall option among those tested, in terms of effectiveness, cost, and environmental impact.

The Clerk explained that in terms of the play areas, the council were not spraying the soil, only the weeds that were coming up in the safety surfacing. This was a safety measure to stop the weeds from cracking the surfacing and, in turn, causing a trip hazard. The council's weedspraying is targeted by a professional contractor under controlled conditions, so is not spraying in areas it shouldn't be.

After careful consideration and review of the report on the different methods available and conclusions from other councils members believed that there was no suitable alternative to glyphosate available. Although there were other options available out there, they were either cost-prohibitive with little evidence that they worked or did not work as well as glyphosate. This matter has been carefully considered by the parish council on several occasions, and members feel that the use of targeted glyphosate under controlled conditions is the only solution.

Recommendation: The parish council continue to use glyphosate for the reasons detailed above.

306/25 Bins:

a) Request to replace bin on Corsham Road:

The Clerk explained that at the last Asset meeting, a request was made from CAWS (Community Action Whitley & Shaw) to replace the worn bin on Corsham Road. The decision at the time was for officers to contact Wiltshire Council and ask them to replace it. Wiltshire Council have confirmed that they will not be replacing the bin because it was not damaged. The Clerk explained that CAWS had asked for the bin to be replaced because they are encouraged to enter the best kept village competition, and this bin was in a poor aesthetic condition. The Clerk confirmed that if the parish council replaced the bin, Wiltshire Council would still empty the bin on their bin emptying schedule. Members felt that the council should support the residents of Shaw and Whitley and replace the bin.

Recommendation: The parish council purchase a new bin to replace the bin on Corsham Road.

b) Bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers:

None.

307/25 Phone boxes:

a) Current adopted Phone Boxes update:

The Clerk explained that the parish council have adopted two phone boxes in the parish, on Top Lane and Corsham Road. The Clerk explained that BT would not allow a community group to adopt a phone box; it has to be adopted by a town or parish council first. The council has a separate agreement with CAWS for the maintenance of the phone boxes. CAWS had provided the Clerk with an update on the two phone boxes. It was noted that the Top Lane phone box had recently been repainted, the doors repaired, and some vents installed. The Clerk explained that this phone box was a book library, and the books were previously getting damp. The phone box on Corsham Road has recently been deep cleaned and repaired. Members noted that the art gallery has now been installed.

Members were pleased to hear that both phone boxes were in good order.

b) Current maintenance agreement with CAWS (Community Action: Whitley & Shaw):

Members noted the current maintenance agreement with CAWS for the two phone boxes.

c) Telephone kiosk planned removal:

The Clerk explained that she had received notification from BT that they were planning on removing the phone boxes at Beanacre and Berryfield. They have given the parish council until 30th November to register interest in adopting the phone boxes. If, after this date, no one expresses their interest, they will be removed by BT. The Clerk explained that she had started a Facebook page for Beanacre to see whether anyone would be interested in maintaining the phone box. Only a few people had replied to this, but there didn't seem to be much interest.

There hasn't been much interest in the Berryfield phone box either. The Clerk explained that there had been some discussion of relocating the defibrillator, which was located outside of the New Inn to this phone box. It was considered that this phone box was not in the best condition and would need a lot of work if the council were to put in the phone box. Members felt that these two phone boxes should not be adopted by the parish council.

Recommendation: The phone kiosks at Beanacre and Berryfield should not be adopted by the parish council.

308/25 Budget: Budget requests for 2026/27:

The Clerk advised that officers would be looking at the budget for the 2026/27 financial year soon and asked members for any requests that they feel should be considered by the Finance Committee at budget setting. After a discussion, members felt that the following things should be incorporated in the budget for 2026/27:

- Replacement of the Berryfield Play Area chain link fencing with a metal fence.
- Build up reserve to replace equipment and surfacing inside of Beanacre Play Area and/or enhance the play area with more equipment
- Replacement footbridge at Bowerhill Sports Field

- Footbridge between Buckley Gardens and Bowood View
- Additional hours for Caretaking/ allotment team.
- Street Furniture (replacement bench on Top Lane)

Recommendation: The council incorporate the above list in the budget.

Meeting closed at 10.02pm

Signed.....
Chairman, Monday 17th November 2025