

**MINUTES of the Asset Management Committee of Melksham Without Parish
Council held on Monday 6th July 2026 at St Barnabas Church,
Beanacre Road, Beanacre, Melksham, SN12 7PT at 7:07pm**

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

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

Welcome & Housekeeping:

Everyone was welcomed to the meeting; it was noted that the meeting was being held in a different venue and everyone present was aware of the exits in the event of a fire. Prior to the meeting, members of the committee undertook a site visit at Beanacre Play Area, where they met with local residents to view and discuss the initial concept designs for the Beanacre Play Area refurbishment project. It was noted that no decisions were made during the site visit and that the project would be considered later in the meeting. Remote access, and then a subsequent recording for YouTube was not available for this meeting as the venue does not have wifi.

086/26 Apologies:

Apologies had been received by Councillor Glover, who was on holiday and Councillor Baines who had a prior engagement. These reason for absence were accepted.

It was noted that the meeting was quorate.

087/26 Election of Chair and Vice Chair for 2026/27:

a) Election of Chair:

Councillor Franks invited nominations for the Chair of the Asset Management Committee for 2026/27. Councillor Franks was nominated; there were no other nominations.

Resolved: To appoint Councillor Franks as Chair of the Asset Management Committee for 2026/27.

b) Election of Vice Chair:

Councillor Franks invited nominations for the Vice- Chair of the Asset Management Committee for 2026/27. Councillor Haffenden was nominated; there were no other nominations.

Resolved: To appoint Councillor Haffenden as Vice- Chair of the Asset Management Committee for 2026/27.

088/26 Declarations of Interest

The Clerk advised that, although not a voting member of the committee, she wished to make members aware that later in the meeting they would be considering the council's list of approved contractors and suppliers. She advised that her husband had, on occasion, undertaken small voluntary works for the council and that one of the matters for consideration would be whether he should be included on the approved contractors and suppliers list.

There were no other declarations of interest

089/26 Dispensation Requests for this Meeting

None.

090/26 To consider holding items in Closed Session due to confidential nature:

The Clerk advised that quotes did not need to be held in closed session as long as members did not disclose the specific contractors.

The following agenda items were subsequently resolved to be held in closed session:

Agenda item 9g Business farm tenancy (min.095/26g)- Confidential Legal matter

Agenda item 11a- Shaw Village Hall lease (min.097/26a)- Confidential legal and property matters relating to lease negotiations

Agenda item 19- Review of contractors(min.105/26)- Commercially sensitive information.

Resolved: The above items be put into closed session due to the reasons detailed above.

091/26 Public Participation:

There were no members of the public present at the meeting.

092/26 Council Assets:

a) Report on council assets:

The Clerk explained that the condition of all parish council assets is reviewed annually and each asset is given a condition rating. The ratings help identify assets requiring immediate repair or replacement, as well as those that are approaching the end of their life, which will enable appropriate provision to be made within future budgets.

The ratings are as follows:

Good- Unlikely to need attention in the next five years

Satisfactory- May need attention in the next two to three years

Poor- Needs attention in the next year

The Clerk advised that the Parish Caretaker had not yet completed the assessment of all parish assets, partly due to the recent hot weather, and therefore the remainder of the review would be deferred until the next Asset Management Committee meeting rather than being rushed to meet this meeting.

The Allotment Warden had completed his assessment of the allotments, and it was noted that no assets had been identified as being in poor condition. The Allotment Warden had reported that one of the water troughs at Briansfield Allotments was prone to overflowing. Councillor Franks suggested that the ball valve may not be operating correctly do may need to be looked at. The Clerk advised that the troughs can also overflow if they are not level.

The Finance & Amenities Officer had completed the office asset inspection, and no items had been identified as being in poor condition. It was noted that both the officers' and councillors' laptops were now at least six years old and that provision

may need to be included in the next budget for their replacement. The Clerk advised that her laptop had recently been struggling and might require additional memory, although it did not yet need to be replaced. However, there may be a cost benefit in replacing the laptop rather than purchasing additional memory for a model that is approaching the end of its operational life.

It was noted that councillors generally make less use of their laptops than officers and, as a result, councillors devices may have a longer operational lifespan.

Members agreed that provision should be included within the 2027/28 budget for the replacement of officers' laptops due to the amount of use they get on a weekly basis. Members also considered that the council should develop an IT replacement strategy, which sets out expected replacement cycles for equipment such as laptops, to have a more proactive approach to these items.

Recommendation: The council put provision in the 2027/28 budget for the replacement of officer laptops.

b) Request to replace bench near Kestrel Court Play Area:

The Clerk reported that the council had received a request from a resident regarding a bench located between Cheshire Close and Lincoln Grove in Bowerhill, which they considered to be in poor condition. The resident had asked whether the bench could be refurbished or replaced. The Clerk advised that the resident had subsequently also requested that, if replaced, the bench be rotated by 90 degrees so that users would face the green rather than the road.

The Clerk explained that Wiltshire Council had previously advised that benches positioned with their backs to the road were not always recommended, as users would not have a clear view of people approaching from behind. Officers did not believe the bench was owned by the parish council as it wasn't the normal style bench that is normally purchased and officers could not see it on the council's asset register. As a result, the Finance & Amenities Officer had contacted Wiltshire Council, who advised that they did not have a budget available to replace the bench; however, they would inspect it and, if it was considered to present a health and safety risk, would advise the parish council should it wish to fund its repair or replacement as a local priority.

Members queried whether the bench could be sanded down and repainted. The Clerk advised that this work would need to be undertaken by a contractor and that the cost could be comparable to replacing the bench. It was queried what the cost of a replacement bench would be, the Clerk explained that it was the purchase of the bench as well as the installation, so she estimated it to be around £600-£700 + VAT

Following discussion, members agreed to replace the bench, subject to Wiltshire Council confirming they were happy for the parish council to replace it. It was agreed that officers should liaise with the resident regarding the preferred orientation of the replacement bench, taking into account any advice provided by Wiltshire Council with regard to the angle of the bench.

Recommendation: The parish council replace the bench between Cheshire Close and Lincoln Grove, with officers to liaise with the resident regarding the preferred location and orientation of the new bench, having regard to any advice provided by Wiltshire Council.

093/26 Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:

a) Beanacre Play Area Refurbishment Project:

As noted at the start of the meeting, members and officers had undertaken a site visit at Beanacre Play Area prior to the meeting, where they met with local residents to discuss concept designs for the proposed refurbishment project. The purpose of the site visit was to gather feedback from those who regularly use the play area, including parents, grandparents and children, to help inform the council's specification for the project. It was noted that the council had previously agreed that the refurbishment should be limited to the replacement of the overhead climber and the two swing sets, rather than replacing all of the equipment inside of the play area.

Members were reminded that previous discussions had included replacing one of the swing sets with a basket swing to provide a more inclusive play option inside of the play area. It was noted that, due to the size of a basket swing, it would most likely occupy an entire swing frame, so no other swing seat would be able to fit on this frame. Members considered the preferred configuration for the second swing frame and the different combinations that could be specified.

With regard to the overhead climber, the Clerk explained that previous discussions had explored whether it should be replaced with an alternative item of equipment, such as a springer, together with the possibility of incorporating play panels or a "twister" game within the play area to introduce a different type of play experience as there were other pieces of climbing equipment in the play area.

Members discussed the comments received from residents during the site visit. It was noted that all the residents advised that the overhead climber was a popular piece of equipment within the play area and expressed a preference for replacing it with a similar item rather than a springer. Some residents also suggested an in-ground trampoline and, a tractor-themed piece of play equipment. Members discussed whether it would be possible to include both an overhead climber and a springer within the available space, including the possibility of installing a springer on the grassed area. Following discussion, members agreed that quotations should be obtained for both an overhead climber and an in-ground trampoline. This would enable the council to compare costs and consider the available options before making a final decision on which item of the two should be installed.

In relation to the swings, members agreed that quotations should be obtained for a basket swing for one of the swing frames. Members also considered the preferred combination for the second swing frame and agreed that quotations should be sought for a two-bay swing comprising one parent/child duo seat and one junior flat swing seat.

The Clerk explained that members also needed to determine the preferred construction material for the replacement equipment. Whilst the council had generally favoured steel play equipment at other sites due to its durability and lower maintenance requirements, it was acknowledged that the rural location of Beanacre Play Area meant that timber equipment may be more sympathetic to its surroundings. The Clerk advised that discussions with suppliers had identified that timber equipment had warranties of around 20 years. Members also noted that timber equipment was available in different types of wood, including Robinia

hardwood, laminated timber, treated softwood and hybrid construction using metal feet to keep the timber clear of the ground.

The Clerk advised that some suppliers offered lifetime structural warranties on galvanised steel equipment. Following discussion, members agreed that quotations should be obtained for both dark green galvanised steel equipment and Robinia hardwood equipment so that a fully informed decision could be made when considering the quotations.

Members then considered the safety surfacing. It was noted that there were areas where the existing wet-pour surfacing had cracked and required repair. It was further noted that replacement surfacing may also be required beneath any new equipment installed. Members agreed that the necessary repairs and replacement surfacing should be included within the quotations.

The Clerk advised that attention was also required to the two pedestrian gates. The main pedestrian self-closing gate had an ongoing issue with its closing mechanism and, despite previous attempts to adjust the spring, it had not been possible to achieve the correct closing speed. Whilst one supplier had suggested an alternative spring mechanism, the Clerk advised that the council had previously trialled different springs without success. The second pedestrian gate, which is used less frequently, would also benefit from being rubbed down and repainted as it was looking rundown. Members agreed that the five-bar maintenance access gate and supporting post should be repaired, as the gate had dropped and was becoming increasingly difficult to open and close. This was the gate that parish council contractors used on their route of access into the play area, but it was also used by members of the community on a desire line to access the community field to the rear of the church.

Councillor Haffenden also highlighted that some of the timber fence cladding appeared to be showing signs of rot. Members agreed that quotations should also be obtained for the repair or replacement of the affected items.

The Clerk advised that officers had spoken to the specialist with regards to specific requirements the council would like to see such as:

- ease of inspection and maintenance;
- availability of replacement parts;
- warranty periods;
- after-sales support;
- UK manufacture where appropriate;
- sustainability considerations.

It was noted that the specialist had advised that, if the council specified that all play equipment must be manufactured in the UK, this could reduce the number of potential suppliers and available products by approximately 50%. Members discussed whether such a requirement would unnecessarily restrict competition. Following discussion, members considered that, rather than specifying the country of manufacture, emphasis should be placed on the long-term support available for the equipment. Members agreed that the specification should include questions relating to the availability of spare parts, after-sales support, lead times, ease of maintenance, warranties and guarantees. Members also agreed that the specification should require suppliers to provide quotations for the associated repair works, including repairs to the gates and other ancillary items identified as

part of the project. In addition, members agreed that suppliers should confirm whether they are members of the Association of Play Industries (API).

The Clerk reminded members that the council had previously earmarked £25,000 + VAT for the project, together with a £2,500 contingency and a further allocation of up to £2,500 to engage a specialist to assist with the preparation of the procurement specification, leaving a total project cost of up to £30,000 + VAT. The Clerk explained that officers did not have the specialist technical expertise required to prepare a play equipment specification, including the relevant British Standards, critical fall heights, surfacing depths and technical requirements. Members were advised that the specialist's proposed service would include a site visit, preparation of the quote/tender documentation and specification, supplier liaison and evaluation of the returned quotations.

The Clerk explained that, under the council's Financial Regulations, contracts with an estimated value over £40,000 + VAT are subject to a formal tender process. As the approved budget for the Beanacre Play Area refurbishment project was below this threshold, the council was able to seek quotations rather than undertake a formal tender exercise. The Clerk advised that members could either invite quotations from the suppliers who had attended the site visits and were already familiar with the project or advertise the opportunity more widely. Members considered that the suppliers who had attended the site visits had spent time and effort in understanding the project and the council's requirements, therefore, quotations should be invited from those suppliers only.

Resolved 1: That the specification being drafted by the specialist for the Beanacre Play Area refurbishment project includes quotations for:

- A replacement overhead climber and an in-ground trampoline
- One basket swing
- One two-bay swing comprising a parent/child duo seat and one junior flat swing seat
- Repairs and any necessary replacement of the safety surfacing associated with the new equipment
- 1x replacement pedestrian gates and refurbishment of the other gate
- Repair to the five-bar maintenance access gate between the parish council's leased land and the boules court
- Repairs to, or replacement of, deteriorated fence cladding.

Resolved 2: The specification should request quotations for both dark green galvanised steel and Robinia hardwood equipment to enable the council to compare the materials, warranties, maintenance requirements and whole-life costs before selecting a preferred option.

Resolved 3: The procurement specification includes evaluation criteria covering the availability of spare parts, after-sales support, lead times, ease of maintenance, warranties and guarantees.

Resolved 4: The final specification for the project to be included on the agenda for the July Full Council Meeting for ratification before quotes are obtained.

Resolved 5: Quotations for the Beanacre Play Area refurbishment project be invited from the suppliers who attended the site visits and are familiar with the council's requirements.

b) Initial thoughts for Berryfield Play Area:

The Clerk explained that Berryfield Play Area had originally been leased to the parish council from Wiltshire Council under a c7-year lease but was now owned by the parish council. She reminded members that, when the council had initially taken on former Wiltshire Council play areas, including Kestrel Court and Hornchurch Road, significant refurbishment works had been undertaken, including the replacement of safety surfacing. In contrast, only limited works had been carried out at Berryfield Play Area, with the area being cleaned but no major investment made.

The Clerk advised that this approach had been taken because of the long-standing proposal and planning application for the Wilts & Berks Canal, with the route passing through the middle of the existing play area. As a result, the council had not considered it prudent to invest significant sums in facilities that could potentially be removed should the canal project proceed. It was noted that, if the canal scheme were to come to fruition, the play area would need to be relocated at the Wilts & Berks Canal Trust's cost.

Members noted that the play equipment was now dated and that the surrounding wire fence needed some attention. It was also noted that the parish council owned the adjacent Multi Use Games Area (MUGA) together with an additional area of land where the former Portacabin village hall had previously been located, which could provide opportunities for future improvements. The Clerk advised that off-site play contributions would be received from the Townsend Farm development, although that development would also include some on-site play equipment. Also, Community Infrastructure Levy (CIL) funding was available from the Buckley Gardens development, which could potentially contribute towards future improvements to the play area.

Members recognised that, following recent housing developments within Berryfield over the past few years, the number of children living in the village had increased significantly. It was noted that there were other nearby play facilities at Whitworth Play Area and within Buckley Gardens, although the Buckley Gardens play area would not be adopted by the parish council and was not yet opened.

Following discussion, members considered that it would be beneficial to invite play area providers to visit the site and develop initial concept ideas for a future refurbishment. Members felt that the scheme should seek to provide equipment that complemented, rather than duplicated, the facilities already available within the other Berryfield play areas. It was also agreed that the suppliers involved in the Beanacre Play Area project should be made aware of this potential future project. Members agreed that obtaining indicative concept designs and budget estimates would inform the budget setting process for the next financial year.

Recommendation: The council invite play area providers to Berryfield Play Area in the future to provide concepts and indicative budget estimates for its refurbishment to inform the budget setting process.

094/26 Q&A Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):

a) Update on sports field bookings and pitch layout for 2026/27 season:

The Finance & Amenities Officer had compiled a report on the current sports field bookings for the new football season. She advised that the council had lost three home teams; however, had received bookings for two new home teams for the new season. The bookings are as follows:

Trowbridge and District league- Saturday Afternoons (Adult Teams):

- Pilot FC
- FOF FC (adults)- New team this season

Chippenham & Bath District league- Sunday Mornings (Adult Teams):

- Trowbridge Athletic- New team at the sports field this season

Youth:

- FoF- Weekend Blanket booking (Youth Organisation part of Future of Football)
- Future of Football- Training and Holiday Camps

It was noted that the sports field currently had capacity to accommodate four adult football teams and that there remained capacity for one additional adult home team.

The Finance & Amenities Officer reported that Future of Football FC (FOF FC) had successfully hosted its annual summer tournament at the sports field over the weekend of the 13th and 14th June. It was noted that approximately 160 teams had participated, with in excess of 4,000 visitors across the two days. The Finance & Amenities Officer advised that the event had taken place without any significant issues and that parking arrangements had been successfully managed through an agreement between FOF FC and Knorr Bremse.

Members were shown an aerial photograph of the event provided by FOF FC and were pleased to see the high level of participation and the successful use of the sports field by so many children and families. Members welcomed the positive feedback received regarding the event and acknowledged the successful organisation of the tournament.

b) Latest Pitch Power assessment

It was noted that, as part of the Football Foundation grant funding for improvements to the sports field, the council is required to undertake regular PitchPower assessments of all football pitches. The latest assessment showed that all pitches were rated as either Good or Advanced, with improvements recorded across the majority of the site. Members were pleased to note the positive results and considered that the additional maintenance and improvement works being undertaken were having a beneficial impact on the overall quality of the pitches and the sports field.

Members noted the latest pitch power assessment.

c) Sale of Alcohol at the Bowerhill Sports Field:

The Finance & Amenities Officer presented a report advising that the council had recently received a request from a hirer seeking permission to sell alcohol during an event at the sports field. She explained that the request had been received too late to be considered at the June Full Council and any recommendation made by this committee would require ratification by Full Council at its July meeting, which would take place after the event. As a result, the request had been refused.

The Finance & Amenities Officer explained that the item had been included on the agenda to enable the council to establish a clear position should similar requests be received in the future. It was noted that, whilst the council did not permit the sale of alcohol from the pavilion building, there was currently no formal policy regarding the sale of alcohol elsewhere on the sports field.

Members discussed the potential implications of permitting the sale of alcohol, including the likelihood of increased litter, higher levels of alcohol consumption and the potential impact on the site. Following discussion, members agreed that it would not be appropriate to permit the sale of alcohol on the sports field.

Recommendation: The council do not permit the selling of alcohol on the sports field.

d) Annual Ventilation service:

It was noted that on an annual basis the council undertakes a ventilation service, which includes the system in the games room and the extraction fans in the changing rooms. A quote of 987.60 + VAT had been received from Wiltshire Air Conditioning Services. Members agreed with the quote to undertake this service.

Recommendation: The council approve the quote of £987.60 + VAT from Wiltshire Air Conditioning Services to undertake the ventilation service at the Bowerhill Sports Pavilion.

e) Potential extension to car park:

Members were reminded that, in 2025, the Asset Management Committee had considered whether the Bowerhill Sports Field car park should be extended to provide additional parking capacity. At that time, members acknowledged that parking issues already existed, particularly during football matches and training sessions, and noted that the introduction of double yellow lines on sections of Westinghouse Way would reduce the amount of available on-street parking.

Following discussion, the committee had concluded that extending the car park would be a significant capital project that would provide only a relatively small increase in parking capacity. It had therefore been agreed not to progress the project at that time, but instead to review the matter should proposals for a 3G pitch at Bowerhill Sports Field come forward, as additional parking provision would be required as part of any such development.

The Clerk advised that, whilst discussions regarding the potential provision of a 3G pitch were ongoing, parking at the sports field had become an increasing issue, particularly during the summer months. She explained that weekday evening youth football training sessions regularly took place between approximately 4.00pm and 7.00pm, with overlap between age groups resulting in parents arriving for one session whilst others were still waiting to collect children from the previous session. Consequently, the existing car park frequently reached capacity, with vehicles parking along both sides of Westinghouse Way and Swift Way.

It was noted that reports had been received of vehicles parking in positions that could be considered hazardous and that neighbouring businesses had experienced difficulties with large goods vehicles accessing their premises. Similar issues occurred at weekends during the football season, when youth and adult football

fixtures regularly resulted in the car park reaching capacity and significant overspill parking onto the surrounding roads. Members noted that the planned introduction of additional double yellow lines on sections of Westinghouse Way was likely to reduce the amount of available on-street parking further, potentially resulting in vehicles parking deeper within the industrial estate and exacerbating the existing issues.

Whilst it was recognised that the parish council was not responsible for the actions of individual motorists who chose to park inconsiderately or dangerously, members acknowledged that the existing car park, which currently provides approximately 12 parking spaces, may no longer be sufficient to meet the demands generated by the increasing use of the sports field.

The Clerk advised that officers had not yet undertaken detailed work to assess options for extending the car park; however, as part of the ongoing discussions regarding the potential 3G pitch, Wiltshire FA and the Football Foundation had been asked to provide guidance on the recommended level of parking provision based on the existing number of pitches and facilities. The Clerk was still waiting for a response.

Members discussed a number of potential options for increasing parking capacity. The Clerk advised that one possible extension area was to the Knorr Bremse side of the pavilion, where there were no football pitches, with the potential to extend the car park level with the pavilion veranda. A further option would be to extend into the area currently used by the youth football organisation for storing goalposts; however, beyond this point the Multi-Use Games Area (MUGA) was located, and this area was narrow so would not fit a vehicle through.

Members also considered whether partnerships could be explored with neighbouring businesses to make use of their car parks during evenings and weekends when they were not in use. The Clerk advised that, whilst this may provide a short-term solution to existing parking pressures, it would not be considered acceptable as part of any future Football Foundation-funded 3G pitch development, as users would be required to cross the public highway to access the sports field.

Following discussion, members agreed that officers should explore whether partnership arrangements could be established with neighbouring businesses to make use of their car parks during periods of peak demand and report back to the committee.

Recommendation 1: Officers investigate opportunities to work in partnership with neighbouring businesses on the industrial estate to provide additional parking during evenings and weekends. A report to be brought back to a future Asset Management meeting.

Recommendation 2: Officers continue to seek advice from Wiltshire FA and the Football Foundation regarding the recommended number of parking spaces for the sports field based on the number of pitches.

f) Pavilion electrical inspection:

Members noted that, when obtaining quotations for the parish council's insurance renewal, one of the insurance brokers advised that they were unable to provide a quotation because the pavilion had not undergone an Electrical Installation Condition Report (EICR) within the last five years. The Finance & Amenities Officer reviewed

the pavilion Operation and Maintenance (O&M) Manual to establish the recommended inspection regime. Whilst the council has arrangements in place for the regular servicing and inspection of a range of building systems, including the gas boiler, water heaters, fire alarm, emergency lighting and ventilation system, no EICR has been undertaken since the pavilion was constructed over ten years ago.

Although there is no specific legislation prescribing how frequently an EICR must be carried out, the council has duties under the Health and Safety at Work etc. Act 1974 and the Electricity at Work Regulations 1989 to ensure, so far as is reasonably practicable, that electrical systems are maintained to prevent danger. Current industry guidance recommends that commercial and community buildings undergo periodic inspection and testing at least every five years.

The pavilion building is over ten years old and as no previous inspection of this nature have been undertaken, officers had obtained quotations for a full Electrical Installation Condition Report, including the completed report, certification and identification of any remedial works that may be required. Five NICEIC (National Inspection Council for Electrical Installation Contracting) approved electrical contractors were invited to quote; however, only two quotations were received:

Quotation 1: £677.50 + VAT

Quotation 2: £600.00 + VAT

Members agreed that the inspection should now be undertaken. In considering the quotations, members noted that the contractor who had submitted Quotation 2 had previously carried out work at the pavilion to a high standard and was familiar with the building. Taking this into account, together with the lower cost, members agreed to accept Quotation 2.

Members noted that no budget had been specifically allocated for an EICR during the 2026/27 budget-setting process. The Bowerhill Sports Field & Pavilion Maintenance Reserve could be used for this expenditure.

Recommendation: The parish council accept the quotation from Kanconnections (quotation 2) of £600 + VAT to undertake the electrical inspection at the Bowerhill Sports Pavilion.

g) Damaged sports field drain:

Following the recent tournament at the sports field, the parish council contractors reported that the drain going through the sports field had dropped and a hole has appeared. They undertook an emergency repair at the time to make the area safe but have advised that works needed to be done to fully repair it. The contractors have provided a quote of £1,257.36 + VAT to undertake the following:

- To excavate to remove broken pipe
- To supply and replace broken section as required
- To make good around pipe and backfill

Members agreed that the repair needed to be undertaken and therefore felt that the quote should be approved.

Recommendation: The council approve the quote of £1,257.36 + VAT from JH Jones to undertake the drain repair as detailed above.

h) Replacement goal post parts:

The Finance & Amenities Officer reported that replacement parts were required for the football goal posts and that a quotation had been obtained from the original manufacturer to ensure compatibility with the existing equipment.

Members noted that one of the goal post support posts had become bent and required replacement. In addition, a number of replacement goal post bolts were required to maintain the safety and security of the equipment.

Members agreed that the quotation should be approved as the parts were needed.

Recommendation: The parish council approve the quotation of £197.90 + VAT from Live4Soccer for the goal post parts required.

i) Unauthorised use of parish council goal posts:

Members noted that the moveable goalposts were stored at the side of the sports field and were intended for use only by teams that had booked the facility. The goals were secured using chains and padlocks, with the access code provided only to booked hirers. Despite these arrangements, there had been several occasions where the goalposts had been found moved onto the playing field by individuals who had not booked the equipment and subsequently left unsecured after use. The padlocks had also required replacement on a number of occasions due to damage; however, there had also been incidents where the padlock remained intact, suggesting that the access code may have been shared with unauthorised users.

When issuing booking confirmations, officers advise hirers that, for health and safety reasons and to prevent damage to the equipment, the goalposts should only be moved by a minimum of four people at all times. Unauthorised users do not receive this information, increasing the risk of injury and damage to the equipment.

The Clerk advised that the access code would be changed before the start of the new football season. She also informed members that the council had replaced the previous padlocks with more robust bicycle-style combination locks as this had worked at the allotments.

Members discussed a number of options for improving security and ensuring that the goalposts were only available to authorised users. Consideration was given to introducing a key system; however, it was felt that this would not be practical given the number of hirers and the existing difficulties experienced in recovering changing room keys. Members therefore agreed that the combination codes should be changed on a quarterly basis to help reduce the risk of unauthorised access.

Recommendation: The council ask officers to arrange for the combination codes for the moveable goalposts to be changed every three months, with the first code change taking place before the start of the new football season.

095/26 Allotments:

a) Report on waiting list:

The Finance & Amenities Officer had put together a report on the current waiting list for the allotments. Members noted that there were currently no vacant plots on either site and that there were four people on the waiting list.

Members noted that, following approval of the allotment inspection and notice procedure, the Allotment Warden had completed two inspections. As a result, six tenants were contacted because their plots were either in poor condition or showed little or no evidence of cultivation. Four of the six tenants had responded and were taking steps to improve their plots. In accordance with the approved procedure, all plots would be inspected again during the week commencing 20th July 2026, with any tenants who had not made satisfactory progress moving to Stage 2 of the procedure.

Members also noted that a tenant had reported the theft of produce from their allotment. Separately, another tenant had reported witnessing individuals on at least three occasions connecting pumps and hoses to the water troughs and using large quantities of water. The Allotment Warden had continued to monitor the situation during his regular visits and confirmed that he had not personally witnessed any tenants connecting hoses or pumps to the water troughs.

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

The Clerk has approved the following shed requests since the last meeting under delegated powers:

- 29 Briarsfield- 8' x 8'
- 10b Berryfield- 6ft x 4ft

Members noted this.

c) Briarsfield Allotments Dog Sign:

Members noted that the sign prohibiting dogs from entering Briarsfield Allotments, which had been fixed to the entrance gate, had been removed. The Finance & Amenities Officer reported that temporary laminated replacement signs had been installed and recommended that the situation be monitored before the council considered replacing the sign with a permanent metal version, in case it was removed again.

Members agreed with the proposed approach.

Recommendation: The parish council continue monitoring the situation and retain the temporary dog signs for the time being, with the need for a permanent replacement sign to be reviewed at a future meeting if appropriate.

d) Boundary Fence Repairs- Briarsfield and Berryfield Allotments:

Members noted that a resident had reported that the wire fencing at the entrance to Briarsfield Allotments had been repeatedly moved to allow dogs to pass through and had now been completely removed. A contractor had inspected the fence and advised that, as two strands of wire remained in place, no immediate repairs were considered necessary.

Members also noted that a resident had reported a gap in the boundary fence at the far end of Briansfield Allotments. Although the contractor had been unable to locate the reported gap, Councillor Franks advised that there was a section requiring repair and offered to meet the contractor on site to identify its location.

In addition, there was a gap in the fencing adjacent to the access track at Berryfield Allotments. It was understood that members of the public had been using this opening as an informal route through the allotments, despite there being no public right of way. Members noted that this was also the location where cattle had entered the allotments the last year after the natural hedge boundary had been damaged. Members considered the matter and agreed that signage should be installed at the allotments advising that there is no public right of way through the site.

Recommendation: The council erect signage at the allotments advising that there is no public right of way through the site.

e) Request for Temporary Plot Barrier:

Members noted that an allotment tenant had contacted the council to report damage to apple trees which they believed had been caused by deer. The tenant had also raised concerns about dogs accessing their plots. It was noted that the tenant rented two adjoining plots and had requested permission to install a temporary deterrent, such as a pallet, low picket gate or similar easily opened barrier, across the pathway between the two plots to discourage deer and dogs whilst still allowing pedestrian access where required.

Officers drew members' attention to clause 5 of the Allotment Tenancy Agreement, which states: "The Tenant shall not obstruct or permit the obstruction of any of the paths on the allotments set out for the use of the tenants of the allotment gardens. The Tenant shall maintain the existing paths between allotments."

Members considered the request but concluded that any low barrier would be unlikely to prevent deer from accessing the plots, as deer would still be able to jump over it. Members also noted that the allotments are situated in a rural location where encounters with wildlife are to be expected. In addition, permitting a barrier across the pathway would be contrary to the provisions of the tenancy agreement.

Recommendation: To refuse the request from the tenant to install a temporary barrier across the pathway between the two allotment plots for the reasons provide above.

f) Replacement Noticeboard – Briansfield Allotments:

Members were reminded that the noticeboard at Briansfield Allotments had previously been disposed of and required replacement. Officers had obtained a quotation from Arien Signs, the council's usual noticeboard supplier, which included two options.

The Finance & Amenities Officer explained that the supplier had introduced a new design and had therefore provided prices for both the new version and the style currently used throughout the parish. The quotations received were:

Option 1: A1 traditional noticeboard with Plexichoc glazing, Zintec magnetic backing, shaped header panel with vinyl lettering and side-mounted colour-coded posts (new design). £944 + VAT

Option 2: A1 traditional noticeboard with Plexichoc glazing, Zintec magnetic backing, shaped header panel with vinyl lettering and rear-mounted round posts (existing council design). £970 + VAT

There was also a charge of £195 + VAT for delivery to the parish council's grounds contractors.

Members noted that the council's existing noticeboards all use the same locking system. They considered that retaining the current design would provide consistency across the parish and would be more practical, as officers would be able to continue using the same key for all noticeboards.

Recommendation: The council approve the quotation from Arien Signs Ltd for option 2, the existing style of noticeboard, at a total cost of £1,165 + VAT (including the cost of the noticeboard and delivery) for the replacement noticeboard at Briansfield Allotments.

g) Farm Business Tenancy Agreement

This item was held in closed session.

The Clerk reminded members that the Internal Auditor had again raised the issue that the original fixed-term Farm Business Tenancy agreements for the council's allotment land had expired and recommended that the council review and update the tenancy agreements. This related to both the Berryfield and Briansfield allotment sites.

Recommendation: To note the Internal Auditor's observation and take no further action at this stage, on the basis that the matter has previously been reviewed, the council's position remains unchanged, and there is no benefit in seeking to renegotiate the existing tenancy arrangements unless circumstances change.

096/26 Shurnhold Fields:

a) Update on Shurnhold Fields and wildflower meadow:

The Clerk explained that the Finance & Amenities Officer had attended a site meeting at Shurnhold Fields with Wiltshire Council's contractor to discuss the ongoing maintenance of the newly established wildflower areas. A report of the meeting had been circulated to members as part of the agenda papers.

Members noted that a meadow seed mix had been sown on the flood bund and was well established, with poppies and daisies in flower at the time of the site visit. The Wiltshire Council contractor would return at the end of the growing season to undertake a high cut of the meadow, with the arisings being left in situ to allow the seed to disperse naturally. Members noted that no further maintenance was required other than allowing the meadow to naturally reseed and establish.

It was further noted that a wetland seed mix had been sown adjacent to the flood bund. Whilst this had not yet become established at the time of the site visit, no

additional maintenance was required. Members also noted that the remaining grass-seeded area could be cut as part of the site's normal annual grass-cutting programme. It was noted that the contractor had advised the grass should be cut in spring; however, officers were checking this out as the council normally undertake the annual cut in autumn.

The Clerk explained that a final cost for the Shurnhold Fields car park and entrance improvement project was not yet available. Wiltshire Council had provided copies of all contractor invoices; however, it was proving difficult to determine which costs related to the parish council's works and which related to Wiltshire Council's own project.

The Clerk advised that she had queried a number of the costs with Wiltshire Council, as some appeared to relate to works undertaken as part of Wiltshire Council's scheme. The Clerk informed members that she would discuss the outstanding costs with the Principal Drainage Engineer at Wiltshire Council to agree the final apportionment before the council was invoiced.

Members noted the update.

b) Graffiti on Shed:

Members expressed their disappointment that the shed next to the Shurnhold Fields car park had been vandalised with graffiti. The Clerk reported that she had arranged for a mobile paint repair specialist to inspect the damage to determine whether the graffiti could be removed. Following the inspection, the specialist had lightly sanded the affected areas to reduce the visibility of the scratches, which had improved the appearance of the shed. The specialist advised that the scratches appeared to be superficial and had not penetrated the metal surface.

Members were disappointed to note that further graffiti had subsequently appeared on the shed following the initial remedial work. The incident had been reported to Wiltshire Police via the 101 service; however, the case had since been closed due to there being insufficient evidence to identify those responsible. The police had suggested that the installation of CCTV may help deter further incidents.

Members discussed the potential use of CCTV and noted that Melksham Town Council may have a mobile CCTV unit which could be deployed at the site, as the councils jointly own Shurnhold Fields and the town councils caretaking team attends the site on a weekly basis. Members agreed that Melksham Town Council should be asked whether a mobile CCTV unit could be installed, should this not be possible, the councils could consider purchasing a CCTV unit.

The Clerk advised that, under data protection legislation, the council would need to demonstrate a clear and justifiable purpose for the use of CCTV. The council would also need to complete a Data Protection Impact Assessment (DPIA) to assess the necessity and proportionality of the proposal and any privacy risks. Members noted these requirements and agreed that the purpose of any CCTV deployment would be the prevention and detection of crime. It was also agreed that any CCTV should be directed solely at the shed within Shurnhold Fields to ensure that monitoring remained proportionate.

Recommendation 1: The parish council approach Melksham Town Council to request the temporary deployment of their mobile CCTV unit at Shurnhold Fields, focused solely on the shed, to help deter and detect further acts of vandalism.

Recommendation 2: If a mobile CCTV unit is not available from the town council, officers to investigate a suitable CCTV unit for the council's consideration.

Recommendation 3: The council confirm that the purpose of any CCTV deployment at Shurnhold Fields is the prevention and detection of crime and that any installation will comply with the council's obligations under data protection legislation, including ensuring that monitoring is proportionate and limited to the area requiring protection

c) Himalayan Balsam Removal

The Clerk explained that responsibility for controlling Himalayan balsam at Shurnhold Fields rests with the landowners. As Shurnhold Fields is jointly owned by Melksham Without Parish Council and Melksham Town Council, both councils share responsibility for ensuring the invasive plant is managed.

The Clerk reported that she had asked whether Melksham Town Council's amenities team had the capacity to undertake the work; however, they had advised that they were unable to do so. It was noted that the Himalayan balsam had not been treated the previous year and, by the time this had been identified, the plants had already gone to seed. As a result, the work could not be undertaken at that stage, as attempting to remove the plants could have caused the seeds to spread further.

Members considered the quotation from JH Jones of £840.00 + VAT to undertake the works. It was noted that the cost would be met from the joint Section 106 maintenance contribution for Shurnhold Fields. Members queried whether the opportunity to treat the Himalayan balsam had already passed. The Clerk advised that she would check before the work is undertaken but noted that time had progressed. Members approved the quotation, subject to confirmation that the removal could still be completed this year.

Recommendation: The council approve the quotation from JH Jones of £840.00 + VAT for the removal of Himalayan balsam at Shurnhold Fields, with the cost to be met from the joint Section 106 maintenance contribution.

d) Parking Obstruction at Entrance Gate:

The Clerk reported that the council had received a complaint from a resident regarding vehicles being parked in front of the gate to Shurnhold Fields, obstructing access and reducing the available parking within the car park. The resident had requested that signage be installed to discourage parking in front of the gate.

Members noted that, as there were currently no marked parking bays within the car park, the installation of appropriate signage would be a sensible first step to help prevent vehicles from obstructing the maintenance access gate.

Recommendation: Officers arrange for appropriate signage to be installed advising people to not park in front of the gate.

a) Shaw Village Hall Lease:

This item was held in closed session.

The Clerk explained that there was concern regarding the lease for Shaw Village Hall, as the existing lease had expired. As a result, the Shaw Village Hall Management Trust was unable to demonstrate security of tenure when applying for grant funding, which was affecting its eligibility for external grants.

The Clerk reminded members that the parish council had provided the Management Trust with a draft lease, based on the agreement currently in place with Berryfield Village Hall, a few years ago. Whilst the Management Trust had raised some concerns regarding the draft, it had proved difficult to establish precisely what all of the issues were. It was understood that some of the issues related to relatively minor matters, such as the wording concerning communications between the Management Trust and the parish council. It had previously been suggested that a tenant handbook could accompany the lease to deal with day-to-day operational matters rather than including them within the lease itself.

Members acknowledged that the Management Trust is run by volunteers and appreciated that they were busy; however, they noted that little progress had been made and that the lease had not been considered by the Management Trust for some time. Councillor Franks, the parish council's representative on the Management Trust, confirmed that he had continued to raise the matter at meetings. It was suggested that a meeting be arranged between representatives of the parish council and the Management Trust to work through the outstanding issues in the draft lease.

Members asked what the implications would be if a new lease was not agreed. The Clerk advised that the tenancy would continue rolling over; however, the Management Trust would have no long-term security of tenure. Whilst the parish council had no intention of taking the hall back, the absence of a formal lease was preventing the Management Trust from accessing grant funding, as funders required evidence of long-term occupation as already detailed above.

Members expressed concern that, if the Management Trust remained unable to secure external funding, there may be an expectation that the parish council would provide additional financial support. Members agreed that it should be made clear that the parish council would not be expected to bridge any funding gap arising from the absence of a signed lease. It was noted that the parish council had already awarded the Management Trust a grant of around £10,500 for the current financial year. Members also noted that the Management Trust had mentioned that they had access to legal advice within the village and encouraged it to seek independent legal advice on the proposed lease.

Following discussion, members agreed that a formal letter should be sent to the Shaw Village Hall Management Trust, signed jointly by the Clerk and the Chairman of the council, setting out the council's position and encouraging the Management Trust to progress the lease as a matter of priority.

Recommendation: The council write a formal letter to the Shaw Village Hall Management Trust, signed by the Clerk and the Chairman of the council, setting out

the council's position and the importance of progressing the lease as a matter of priority.

b) Management of Shaw Village Hall as an asset:

This item was considered within the above agenda item.

c) Management of Berryfield Village Hall as an asset:

Members noted that Berryfield Village Hall was being managed well; however, as with many voluntary organisations, only a small number of trustees were actively involved in managing the hall.

Members discussed what support the parish council could provide to help encourage additional volunteers to join the Village Hall Management Trust. It was suggested that the parish council could assist by including information about trustee and committee vacancies in a leaflet for new residents at the Buckley Gardens sales office and by publishing an article in the Berryfield Buzz which is delivered around Berryfield to help raise awareness and encourage local residents to get involved.

Recommendation: Officers work with the Berryfield Village Hall Management Trust to promote trustee opportunities as detailed above.

098/26 Bridges:

a) Bowerhill Sports Field Footbridge Replacement:

The Clerk reminded members that the existing footbridge at Bowerhill Sports Field is approaching the end of its serviceable life and has required repairs to ensure it remains safe for use. Officers had met with a specialist bridge supplier who had provided an indicative quotation for the replacement of the bridge with a 6-metre steel bridge.

The Clerk reported that, due to the higher-than-anticipated cost, officers had sought alternative quotations; however, they had experienced considerable difficulty in securing site visits from specialist bridge contractors. One contractor questioned whether the proposed bridge specification appeared larger than would normally be expected for the site. Although they were not a specialist bridge contractor, they were familiar with the location and therefore felt unable to provide a like-for-like quotation based on the specification provided.

Members discussed the challenges officers had experienced in obtaining specialist advice. It was noted that the same specialist bridge contractor had also provided a quotation for the proposed bridge between Bowood View and Buckley Gardens. During the site visit, officers had asked the supplier to provide alternative options together with an explanation of the advantages, disadvantages and cost implications of each option. This information had not been included within the quotation received, making it difficult for members to fully understand the basis of the proposed specification.

The Clerk advised that, during a recent meeting with the Walk Wheel Cycle Trust, she had asked whether they could assist the council in developing bridge specifications. The Trust had confirmed that they would be willing to provide assistance. Members agreed that it would be beneficial to seek independent advice

from the Walk Wheel Cycle Trust to help develop appropriate specifications for both bridge projects before progressing the procurement process.

Recommendation: The council defer consideration of the replacement bridge quotations and request assistance from the Walk Wheel Cycle Trust in developing suitable specifications for both the Bowerhill Sports Field bridge and the Bowood View/Buckley Gardens bridge before seeking further quotations

b) Bridge between Bowood View and Buckley Gardens:

This item was considered above.

099/26 Public Access bleed kits in the parish:

Members considered the report put together about bleed kits and noted that a number of the concerns raised when the council had previously considered them had now been addressed. In particular, members noted that the kits are designed for use by members of the public without prior training and contain colour-coded equipment together with a simple instruction card, enabling users to identify which item of equipment should be used for different types of injuries and body parts.

Members recognised that, whilst bleed control kits are often associated with knife-related incidents, they could also prove assistance in responding to a wide range of emergencies, including road traffic accidents, sporting injuries, agricultural accidents and serious DIY incidents. It was also noted that representatives from local village halls had expressed an interest in obtaining bleed control kits.

Members agreed that the most appropriate locations for the initial installations would be alongside the parish council's existing publicly accessible defibrillators, as these locations are already well known within the community and provide an established network of emergency equipment across the parish.

Members noted that no budget had been allocated for the purchase of bleed control kits during the current financial year. The possibility of funding the initiative from Community Infrastructure Levy (CIL) was discussed, and the Clerk agreed to confirm whether the proposed expenditure would be an eligible use of CIL funding. Members also agreed that officers should investigate external funding opportunities to support the installation of additional bleed control kits at other suitable community locations in the future.

Recommendation: The council approve the purchase and installation of Community Bleed Control Kits at each parish council location where there is a publicly accessible defibrillator, subject to the Clerk confirming an appropriate funding source.

100/26 Bus Shelters:

a) Bus Shelter Cleaning Contract:

The Clerk reported that Wiltshire Council had confirmed that it would clean all bus shelters during the current year regardless of whether they own them or not. As the parish council's existing bus shelter cleaning contract was due to expire shortly, members were asked to consider whether the contract should be renewed.

Members agreed that, as Wiltshire Council was undertaking the cleaning at no cost to the parish council, there was no need to extend the current contract. It was agreed that the arrangement should be reviewed if and when Wiltshire Council ceases to provide this service.

Recommendation: The council do not renew bus shelter cleaning contract on its expiry and to review the position should Wiltshire Council cease cleaning the bus shelters in the future.

b) Beanacre Bus Shelter Insurance Claim:

Members welcomed the successful recovery by the council's insurers of the policy excess relating to the damage to the Beanacre bus shelter and noted that the excess would be reimbursed to the council.

101/26 Fingerposts: Funding from Campaign to Protect Rural England (CPRE)

The Clerk reported that the Campaign to Protect Rural England (CPRE) had invited suggestions from councils and communities on how it could celebrate its Centenary. The parish council had submitted a number of ideas, one of which was for finger posts directing people to places of local historic interest and well-known visitor destinations within the parish. Members were pleased to note that CPRE had awarded the council a grant towards the project. It was noted that the council was already progressing a fingerpost project in Bowerhill.

Members agreed that the grant funding should be allocated towards the Bowerhill finger post project.

Recommendation: To allocate the CPRE grant of £250 towards the fingerpost project in Bowerhill.

102/26 Defibrillator Call-Out Log:

Members noted the defibrillator call-out log and were pleased to see that, in most cases, defibrillators had been returned to service within a few days of being deployed.

Members were, however, disappointed to note that the defibrillator at Bowerhill Sports Field had been out of service for 49 days. The Clerk explained that this had been due to an issue with the battery, together with the length of time taken by the supplier to diagnose the fault, which had resulted in an unacceptable delay before the unit was returned to service.

Members noted that the performance of contractors would be considered later in the meeting under the agenda item relating to the council's approved contractors and suppliers.

103/26 Biodiversity Policy Review:

The Clerk presented the reviewed Biodiversity Policy and explained that the proposed amendments were intended to ensure the policy accurately reflected the council's current practices. Members noted that the proposed amendments included:

- Amending the commitment to undertake a biodiversity audit of the council's landholdings so that this would be considered where appropriate and proportionate, rather than being a mandatory requirement
- Removing the commitment to review Local Nature Recovery Strategies, Species Conservation Strategies and Sites of Special Scientific Interest (SSSI) strategies, replacing it with a commitment that the council will have regard to relevant Local Nature Recovery Strategies when making decisions affecting its land, where appropriate
- Updating the monitoring section by removing the commitment to publish an annual summary of the policy's implementation against a biodiversity audit, and instead providing for periodic review of the policy by the Asset Management Committee, with significant biodiversity initiatives being reported through committee reports and other public communications where appropriate.
- Adding in that, where appropriate and proportionate, the council will work with landowners and partner organisations to explore opportunities for local habitat creation and enhancement, including potential off-site Biodiversity Net Gain (BNG) or biodiversity offsetting projects within the parish, subject to landowner agreement, ecological advice, funding, public access considerations and long-term management requirements.

Members agreed that the proposed amendments ensured the policy reflected the council's current activities whilst retaining its commitment to promoting and enhancing biodiversity.

The Clerk also explained that, under Biodiversity Net Gain legislation, most new developments are required to deliver at least a 10% improvement in biodiversity. Where this cannot be achieved within the development site itself, developers may be required to provide biodiversity enhancements elsewhere. Members discussed whether there may be opportunities for biodiversity enhancement within the parish where off-site Biodiversity Net Gain could be delivered. The Clerk suggested that the council could ask Wiltshire Council to consider whether, where developments within the parish are unable to achieve their biodiversity improvements on site, suitable locations elsewhere in the parish could be identified for enhancement. As an example, members noted that the wet area at Hornchurch Road Public Open Space could potentially benefit from a specialist wetland meadow seed mix or other habitat improvements.

Members agreed that it would be beneficial to explore these opportunities further with Wiltshire Council to help secure local biodiversity improvements arising from developments within the parish.

Recommendation 1: The council approve the amendments to the Biodiversity Policy as detailed above.

Recommendation 2: To ask Wiltshire Council whether opportunities exist for off-site Biodiversity Net Gain arising from developments within the parish to be delivered on suitable land elsewhere within the parish, where appropriate.

104/26 Market Place Toilets:

The Clerk reminded members that the parish council makes an annual contribution towards the operation of the Market Place public toilets, recognising that the facility is used by residents of the parish. She explained that the council has previously

contributed 50% of the costs, but more recently had agreed an annual contribution of £5,000.

The Clerk reported that, whilst the contribution is made as a donation, the council applies the same principles as it does for grants exceeding £2,000 and therefore requests a report detailing how the funding has been spent. Despite this information having been requested from Melksham Town Council on several occasions, no report had been received. Members also noted that the sign acknowledging the parish council's financial contribution towards the toilets had been removed and that the council was no longer recognised as a contributor in any media coverage. The Clerk advised that Melksham Town Council had indicated it was considering reducing the opening hours of the toilets to 10.00pm due to ongoing issues. Members noted that the last bus service from Bath arrives later than this and that the extended opening hours had originally been intended to accommodate users of late evening public transport.

It was also noted that the parish council had not received an invoice for its contribution for the previous financial year and, as no expenditure report had been provided, no payment had been made. Following discussion, members agreed that no further action should be taken at the present time and that the matter should be reviewed once further information had been received from Melksham Town Council.

Recommendation: The parish council take no further action at this time.

105/26 Approved Contractors and Suppliers:

Members were provided with the current list of approved contractors and suppliers. It was noted that the majority of contractors on the list continued to provide an excellent service to the parish council.

The Clerk reminded members that her husband had previously been included on the approved contractors list in connection with his business, Andy Strange Property and Garden Maintenance Ltd, which had undertaken ad hoc work for the council. The Clerk explained that he no longer operates the business or holds public liability insurance, and now only assists the council on occasion as a volunteer.

Members discussed the importance of maintaining transparency and agreed that Andy Strange should be added on the approved contractors list to ensure there was a clear record of the relationship, despite him no longer undertaking contracted works for the council.

This item was held in closed session.

Recommendation 1: The council approve the list of contractors and suppliers as presented for 2026/27 and include Andy Strange as a volunteer on the list.

Recommendation 2: Officers continue to monitor the performance of Community Heartbeat Trust and officers to investigate alternative suppliers capable of providing support and management services for the parish council's defibrillators.

106/26 Snowball Accessibility App:

The Clerk explained that she had been sent information about the Snowball accessibility app, which was a free platform designed to help disabled and

neurodiverse people identify accessible facilities and venues within their local area. The app enables users to locate and review accessible features such as toilets, Blue Badge parking bays, Changing Places facilities and step-free access.

Members discussed the potential benefits of the app and agreed that it could provide a useful source of information for residents and visitors; however, members felt that the app was more suited to larger towns, where there is a greater concentration of facilities, rather than the parish.

Members noted that there may be opportunities to promote community facilities within the parish, such as village halls and other local venues, through the app. It was felt that this would be more appropriately led by the individual community organisations rather than by the parish council. Members therefore agreed that the matter should be raised at the next meeting with representatives of the village halls and community buildings to make them aware of the app and allow each organisation to decide whether it wished to participate.

Recommendation: The parish council do not use the Snowball accessibility app but raise the app at the next meeting with representatives of the village halls and community buildings, enabling those organisations to consider whether they wish to participate and promote their own facilities.

107/26 Commercial Activity Trails:

The Clerk advised that she had received information about Safari commercial activity trails, which provide interactive family trails designed to encourage footfall and engagement in town centres, parks and attractions. The scheme offers themed trails that can be tailored to a location and aims to encourage visitors to explore local businesses and facilities.

Members discussed the proposal but felt that the concept was more appropriate for towns rather than for the parish, therefore, did not feel it was a suitable project for the parish council.

Recommendation: Not to pursue the Street Safari commercial activity trails in the parish for the reasons detailed above.

108/26 Bins:

a) St Barnabas Church Layby bin:

The Clerk reported that the council had received a few complaints from residents regarding the bin in the St Barnabas Church lay-by, which was frequently overflowing. Wiltshire Council had been contacted, as the bin was theirs and forms part of its emptying route; however, no response had been received at the time of the meeting.

Members considered the matter and agreed that they should replace the bin. It was noted that, Wiltshire Council would continue to empty it as part of its existing collection schedule.

Recommendation: To purchase a larger capacity litter bin for the St Barnabas Church lay-by to replace the existing bin, subject to Wiltshire Council continuing to empty the bin as part of its current collection route.

b) Replacement Wiltshire Council Bins under Delegated Powers:

None.

109/26 Additional Meeting Room Microphone and Camera Specification:

The Clerk reported that comments had been received regarding the sound quality of the council's meetings when viewed on Zoom. She explained that she had discussed the matter with Stefano Patacchiola, a former parish councillor who had previously assisted the council in setting up its current audio-visual system, to explore options for improving the quality.

Members considered whether any improvements should include enhancements to both the audio and video quality. Following discussion, members agreed that the priority was to improve the audio and that the purchase of an additional microphone would be sufficient to enhance the sound quality of the meetings.

Recommendation: The council purchase an additional microphone to improve the audio quality of the council's Zoom meetings.

Meeting closed at 9.40pm

Signed.....
Chairman, Monday 27th July 2026