



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187

Town Clerk Tracy Predeth BA(Hons) MPA, FLSCC

To:

Councillor T Price (Town Mayor)
Councillor S Rabey (Deputy Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor J Crundell
Councillor S Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor A Griffin
Councillor J Hubbard
Councillor J Oatley
Councillor C Stokes
Councillor A Westbrook
Councillor J Westbrook

25 November 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Full Council** meeting of the Melksham Town Council. The meeting will be held at the Town Hall on **Monday 2nd December 2024** commencing at **7.00 pm**.

A period of public participation will take place during the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Mrs T Predeth BA(Hons), MPA, FSLCC
Town Clerk and RFO

Melksham Town Council
Full Council

Monday 2 December 2024
At 7.00 pm at the Town Hall

In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.

Virtual Meeting Access:

Please follow the joining instructions below for the virtual Zoom meeting

[Join Zoom Meeting](#)

Meeting ID: 836 6987 6198 Passcode: 481965

Participants will be directly let in the meeting by clicking on the above link. There is no waiting room

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.

3. Public Participation

Members of the public are invited to attend the meeting and address the council.

Email: towncouncil@melksham-tc.gov.uk **Web:** www.melksham-tc.gov.uk
Facebook: facebook.com/melksham.town

Members of the public are requested to send their question to locum@melksham-tc.gov.uk by noon on the working day before the meeting. This will make it more likely that we will be able to answer your question on the night.

4. Questions from Councillors

To receive questions from Councillors.

5. Minutes (Pages 1 - 14)

To confirm as a correct record the minutes of the Full Town Council meetings held on Monday 23rd September 2024, Monday 30th September 2024 and Tuesday 8th October 2024.

6. Town Mayor's Announcements

7. Police Report

To note the Melksham Neighbourhood Team Report.

8. Reports from Unitary Councillors

Unitary Councillors to report on any matters affecting Melksham which have been discussed at Wiltshire Council Meetings.

9. Continuation of deferred items

Continuation of agenda from adjourned meeting of 25th November 2024 from item 9. Item 19.1 has been partially completed. Item 23 has been completed.)

[Link to agenda pack 25th November 2024.](#)

Public Document Pack Agenda Item 5

Melksham Town Council

Minutes of the Full Council meeting held on Monday 23rd September 2024

PRESENT:

Councillor T Price (Town Mayor)
Councillor S Rabey (Deputy Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor J Crundell
Councillor G Ellis
Councillor A Griffin
Councillor J Hubbard
Councillor J Oatley
Councillor C Stokes
Councillor J Westbrook

IN ATTENDANCE:

OFFICERS: Andrew Meacham Committee Clerk
Tracy Predeth Locum Clerk

Two members of the public and one member of the press were present. Two members of the public were present virtually. Councillor A Westbrook was present virtually as an observer.

76/24 Apologies

Apologies were received from Councillor A Westbrook.

77/24 Declarations of Interest

Councillor Aves, Councillor Hubbard, Councillor Oatley, Councillor Rabey and Councillor J Westbrook declared a non-pecuniary interest in relation to agenda item 14.

78/24 Public Participation

Joe McCann referenced the number of high priority projects at item 17 and asked if council felt it had a problem with taking plans from paper to action and if so, what they felt the issue was. The Town Mayor Councillor Price replied that he was happy to sit down to talk about this.

79/24 Questions from Councillors

Councillor Griffin confirmed that he did not require the questions he had asked and the answers he had received to be read out. As a follow up he asked if the VAT review had

commenced or when it was likely to commence. The Clerk confirmed that the review was due to happen and she would find out the date.

80/24 Minutes

The minutes of 19th August 2024, having previously been circulated, were approved as a correct record and signed by the Town Mayor Councillor Price.

81/24 Town Mayor's Announcements

The Town Mayor had no announcements to make but referenced the big weekend past with Lions Club 50th Anniversary, Forest & Sandridge School 150th Anniversary and Proms in the Park.

82/24 Police Report

The report was noted. Sgt Rutter was unable to attend the meeting because of other commitments.

83/24 Reports from Unitary Councillors

Councillor Alford. The next cabinet would be considering the Local Development Plan and Spatial Planning Strategy, which would be replacing the Wiltshire Core Strategy. Public consultation had taken place and the plan would go on to full council and then to the Planning Inspector for consideration. The Government review of NPPF will increase the requirement to build in Wiltshire by 81% or 34000 houses a year which Councillor Alford feels is not deliverable.

Councillor Hubbard. Wiltshire Council has adopted SEND and Alternative Provision Strategy with some interesting ideas for anyone involved or with an interest in SEND and Alternative Provision. Recently spoke at the National Care Leavers Conference and will be attending Local Government Association National Conference in Harrogate where he will be chairing a session on Early Years and Children's Play. Has recently chaired an LGA webinar on free school meals auto enrolment and will be chairing another on young people's oral health.

84/24 Lloyds

It was proposed by the Town Mayor Councillor Price, seconded by Councillor J Crundell and

RESOLVED to appoint Councillor Aves and Councillor Griffin as signatories to the Lloyds account.

Councillor Hubbard commented that he thought it had been decided to close the Lloyds account. The clerk said she would check.

85/24 Unity

Councillor Ellis requested that he be removed from the list of signatories for Unity. The Town Mayor Councillor Price and Councillor Hubbard both confirmed they were happy to be signatories and would create online accounts.

86/24 Financial Regulations

It was noted that some amendments were needed, including section 1.5 and standardised references to VAT.

The item was deferred to the meeting on Monday 30th September 2024.

87/24 Motion from Councillor Stokes

Councillor Stokes stoke to the motion and noted that funding of £1080 had been obtained from the Arear Board, subject to match funding

Councillor Hubbard noted a similar event had been held in Devizes.

Council was advised that the event would be led by the band who would be coming from Melksham Oak.

Concerns and questions were raised about

- Funding when there were so many high priority projects. (it was noted that the Youth Council was on the high priority list)
- The scheme would be highjacked by party politics. (Councillor Stokes agreed that party politics should have no part in it)
- Venue. (Intended to be held in the Assembly Hall and this was included in the costing. To Councillor Stoke's knowledge the hire charge was not discounted.)
- Timescale. (Hopefully be towards the end of October.)
- Safeguarding/DBS checks (4Youth would be involved)

It was proposed by Councillor Stokes, seconded by Councillor Hubbard and

RESOLVED to match fund the £1080 grant awarded by the Melksham Area Board for a preliminary event for the setup of the youth advisory board and for MTC to allow the use of the assembly hall for the event.

88/24 Canberra Community Park

This item was advanced up the agenda.

It was proposed by The Town Mayor Councillor Price, seconded by The Deputy Town Mayor Councillor Rabey and

UNANIMOUSLY RESOLVED to suspend standing orders.

Carl Houghton gave some history and context. Had been asked by 4Youth to help develop land behind Canberra Centre as a community use space. Had been supported by lots of agencies and groups. They were asking for assistance to lay accessible pathways.

Standing orders were reinstated.

The Town Mayor Councillor Price gave his wholehearted support to the project and suggested that CIL money could be used.

Councillor Hubbard gave some more information about the pathway. It was not a 4Youth project, although payment would have to be made to them. It was intended to set up a Friends of Canberra Park. A company had offered to do the work as part of their social responsibility but were now unable to do so. Councillor Hubbard stressed that this was at no fault of the company or the project.

It was noted that an identical application had been made to The Melksham Almshouse Charity.

It was proposed by the Town Mayor Councillor Price, seconded by Councillor J Westbrook and

UNANIMOUSLY RESOLVED to suspend standing orders.

Carl Houghton said that there were many aspects to the project and the application to the Almshouse Charity could be amended.

It was confirmed that planning permission was not required.

Councillor J Westbrook asked if there were plans to make people aware of the garden. Councillor Hubbard confirmed that it is already widely know and used by dog walkers and as a cut through.

Councillor Ellis raised the following concerns

- council strategy to concentrate facilities in KGV. (Answer, this was not a Town Council project).
- Taking funds away from Town Council projects. (Answer, funding could come from CIL money).
- Have nearby residents been consulted? (Answer, yes and the response is supportive)
- Can a vote be taken without a motion?

Councillor Hubbard confirmed that the first 15% of CIL money is for Melksham Town Council sole use and the next 15% is joint with Melksham Without Parish Council.

Standing orders were re-instated.

Members agreed to defer a decision to the next meeting on Monday 30th September. For the benefit of other organisations considering a grant The Town Mayor Councillor Price confirmed that he would be seeking a resolution for Melksham Town Council to cover the whole cost of £7988.40.

89/24 Change of date of meeting

It was proposed by Councillor Hubbard, seconded by Councillor Griffin and

RESOLVED to change the date full council meeting due for 27th January 2025 to Monday 20th January 2024.

90/24 CCTV

The Town Mayor Councillor Price felt that discussion was needed on the CCTV policy and exactly where the council was on CCTV provision. He referenced a recent Knife crime for which there was no CCTV coverage.

Councillor Hubbard spoke to the item. He asked for this item on the agenda so he could address comments made and wanted to give an update.

New cameras in Market Place are all in and operational. Two cameras on junction of Market Place and Spa Road, camera on King Street, two cameras in King Street carpark and two cameras on Stratton Way are all installed but not yet fully operational because of restriction placed on the contractor so not allowed access to the Town Hall out of hours. Contractor can only work on the cameras after 6:30pm. Link between the Skate Park and toilet block replaced and operational. Link from KGV park to church fully operational.

Councillor Hubbard expressed his concern about the restriction of access which puts pressure on contractor and causes delays.

Councillor Griffin asked about High Street/Bank Street. There was no information available.

It was proposed by the Town Mayor Councillor Price, seconded by Councillor J Westbrook and

UNANIMOUSLY RESOLVED to suspend standing orders.

Joe McCann asked how many cameras there were in total, how many were installed and working and how many were supposed to be installed.

Councillor Hubbard gave the information he had. Joe McCann asked how many cameras were supposed to be installed. The Town Mayor Councillor Price said a written answer would be provided.

Standing orders were reinstated.

There was discussion on CCTV installation and contractors' access.

Councillor J Crundell left the meeting at 8:25.

There was discussion on CCTV policy, access and remote access.

The Town Mayor Councillor Price had met with Sgt Rutter and set out some suggestions

- Only nominated people to have access to CCTV footage
- Footage only to be accessed if requested by police
- Police to be able to occasionally live monitor, if approved by council
- There be no need for remote access

Councillor J Westbrook suggested that the police set passwords.

Councillor Hubbard suggested that any support contract would require remote access but such access could be restricted to identified IP addresses. 2 factor authentication using an authenticator app.

Councillor Griffin pointed out that remote access could be switched on and off.

Suggestions to be incorporated into a draft policy to be put to council for approval.

It was proposed by the Town Mayor Councillor Price, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to suspend standing orders.

Joe McCann asked if there was an update on the disposal of the old recording equipment. The Town Mayor Councillor Price confirmed there was no update.

Standing orders were re-instated.

91/24 Pilot to trial legal walls in Wiltshire - proposed use of A350 underpass

Concerns were raised about the project encouraging graffiti in other locations but it was noted that the project would be monitored and terminated if necessary. This was a national scheme and evidence suggested that it decreased illegal graffiti. It was also noted that the contents of the wall would be monitored to ensure it was appropriate.

Members were happy that a scheme was now going forward but some disappointment was expressed about previous projects put forward by Melksham Town Council not being actioned.

It was proposed by Councillor Hubbard, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED to support the initiative.

92/24 Town Hall Opening Hours

The Town Mayor Councillor Price spoke to the item.

Members were generally supportive but concerns were raised about timing and problems taking time off in lieu. The Clerk advised that there were not always enough staff available to open on Friday at this time.

Councillor Hubbard referenced Warminster Town Council when officers cannot come to work before 1pm the day after attending a meeting out of hours. He suggested starting Friday opening after Christmas.

Councillor Alford suggested half day opening.

Councillor Ellis suggested opening Friday to facilitate Assembly Hall bookings and closing half day Tuesday and Wednesday.

Councillor Oatley felt the Town Hall should be open Monday to Friday if staffing levels allowed.

The Deputy Town Mayor Councillor Rabey proposed commencing on Friday 1st November.

Councillor Hubbard felt a longer time was needed for new staff to settle in and proposed an amendment to commence after the Christmas and New Year break. Councillor Stokes seconded the proposed amendment. The Deputy Town Mayor Councillor Rabey did not accept this friendly amendment. A vote was taken and the proposed amendment was not passed.

It was proposed by the Town Mayor Councillor Rabey, seconded by the Town Mayor Councillor Price and

RESOLVED that the Town Hall will be open to the public on Friday between the hours of 9am and 4:40pm, commencing on Friday 1st November 2024.

93/24 Project Management

The document was noted. It was agreed that work would be done to create a live version of the document and get some project information on the website.

In respect of item 33, Councillor Alford asked for a meeting of the Cemeteries Working Group to be called.

In respect of item 90, Councillor Hubbard asked for a meeting of the CCTV & Community Safety Working Group to be called.

94/24 Asset Management and Amenities Committee

The minutes were received.

95/24 Economic Development and Planning Committee

The minutes were received.

96/24 Finance Administration and Performance Committee

The minutes were received.

97/24 Neighbourhood Plan

The Steering Group was meeting on Wednesday 26th September to finalise the amended plan and Melksham Town Council would be asked to approve on Tuesday 8th October.

It was confirmed that £7630 had been spend in this financial year. Councillor Hubbard asked if that was the final cost. The Clerk advised it was, so far as she was aware.

Meeting Closed at: 9.20 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Full Council meeting held on Monday 30th September 2024

PRESENT:

Councillor T Price (Town Mayor)
Councillor S Rabey (Deputy Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Ellis
Councillor A Griffin
Councillor J Hubbard
Councillor J Oatley
Councillor C Stokes
Councillor A Westbrook
Councillor J Westbrook

IN ATTENDANCE:

OFFICERS: Andrew Meacham Committee Clerk
Tracy Predeth Locum Clerk

Four members of the public and one member of the press were present. One member of the public was present virtually.

98/24 Apologies

Apologies were received from Councillor J Crundell.

99/24 Declarations of Interest

Councillor Alford, Councillor Hubbard and Councillor Oatley declared a non-pecuniary interest in relation to agenda item 6.

100/24 Public Participation

Paul Carter

On behalf of Melksham Lions, wanted to thank councillors and officers for their help with the 50th Anniversary celebration.

On behalf of Melksham & District Historical Association, wanted to express an interest if the council decided to include a museum in any Blue Pool/Assembly Hall redevelopment.

Lisa Ellis

Whatever use the Council decided to put the Blue Pool to, its acquisition is a once in a lifetime opportunity. Lisa flagged potential issues such as “ransom property”, public access, rates etc. In her view it was a sound building that could possibly be put to some use in the interim until a final decision on development has been made.

101/24 Blue Pool and Assembly Hall

Members were supportive of acquiring the Blue Pool. It was felt that council did not need to have firm ideas for use at this stage.

Councillor Ellis provided some figures on usage and income.

There was discussion about liability for rates, possible rate relief, access and time scale of asset transfer, possible uses, overage if the project does not proceed and the site is used for residential purposes and claw back of funding expended from overage.

It was proposed by the Town Mayor Councillor Price, seconded by Councillor Hubbard and

UNANIMOUSLY RESOLVED to instruct the clerk to go forward with negotiations for an asset transfer. Clarification and clauses will be needed on the following

- Access by the public and Wiltshire Council
- Access by Melksham Town Council across Wiltshire Council land
- Maintenance of boundary wall
- Overage and claw back from overage of costs incurred by Melksham Town Council should the project not proceed and the site be sold for residential redevelopment.

102/24 Transfer of Reserves

The clerk spoke to this item but members were concerned about making a decision without a written report.

It was proposed by the Town Mayor Councillor Price, seconded by Councillor Oatley and

RESOLVED to suspend Standing Orders to allow a member of the public to speak.

Joe McCann asked why the sum of £120000 was required as the new staff members could not need that much extra budget. Council was unable to comment.

Standing Orders were re-instated.

It was agreed to defer the matter to the Extraordinary Full Council meeting on Tuesday 8th October 2024.

103/24 Canberra Community Park

It was noted that discussions on this item had taken place at the previous meeting.

Councillor A Westbrook, who had not been at that meeting asked for provision that the funding be returned if not used by 31st March 2025 and a covenant that the land be protected for community use for 25 years.

Councillor Hubbard advised that the funding would be spent this year because if it was not the project could not proceed. He confirmed that 4Youth have a 125 year lease on the land which protects it from development.

It was agreed that this project satisfied criteria for use of Solar Farm money.

It was proposed by Councillor A Westbrook, seconded by Councillor Aves and

RESOLVED to pay the sum of £7988.00 (£6657.00 plus £1331.00 VAT) to 4Youth for the installation of pathways in Canberra Community Park, to be funded from Solar Farm money.

104/24 Financial Regulations

Councillor Griffin spoke to the item and listed a few small amendments that needed to be made.

6.1 Delete “name bank” and insert “Lloyds Bank PLC & Unity Trust Bank PLC”

7.12 Change “..two of the Clerk and the RFO.” To “...both the Clerk and the RFO.”

10.1 Remove “The council will not.....quarterly. **OR**” and confirm or amend the petty cash amount.

There was discussion about consistency of language. The Clerk advised that the document had been written by NALC but if it caused difficulties the matter could be addressed.

Councillor Hubbard asked if invoices could be scanned and emailed.

Councillor Griffin advised on a reply he had sent to an email from Sue Mortimer.

It was proposed by Councillor Griffin, seconded by the Town Mayor Councillor Price and

UNANIMOUSLY RESOLVED to adopt the Financial Regulations 2024.

Meeting Closed at: 8.05 pm

Signed:

Dated:

Public Document Pack

Melksham Town Council

Minutes of the Full Council meeting held on Tuesday 8th October 2024

PRESENT:

Councillor T Price (Town Mayor)
Councillor S Rabey (Deputy Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Ellis
Councillor A Griffin
Councillor J Hubbard
Councillor J Oatley
Councillor A Westbrook
Councillor J Westbrook

IN ATTENDANCE: Councillor Harris of Melksham Without Parish Council

OFFICERS:	Andrew Meacham	Committee Clerk
	Hayley Bell	Deputy Clerk

105/24 Apologies

Apologies were received from Councillor Stokes.

106/24 Declarations of Interest

There were no declarations of interest.

107/24 Public Participation

Councillor Harris of Melksham Without Parish Council urged members to ratify the Joint Melksham Neighbourhood Plan.

The Town Mayor Councillor Price introduced the new Deputy Clerk to members who had not met her at the meeting on Monday.

Councillor A Westbrook mentioned that Melksham had been awarded a Gold in South West in Bloom and members congratulated Melksham Bloomers. The Deputy Clerk suggested an official letter from the Mayor.

108/24 Joint Melksham Neighbourhood Plan

Councillor Ellis spoke to the work done by the Steering Group and officers and commended the plan to members.

It was proposed by Councillor Hubbard, seconded by Councillor A Westbrook and

UNANIMOUSLY RESOLVED to approve for submission to Wiltshire Council at Regulation 15 the Melksham Neighbourhood Plan and suite of evidence pending any typo/grammar amendments; with delegated powers for the Chair of the Steering Group, Cllr David Pafford, Place Studio and the MWPC Clerk to approve the outstanding evidence documents to be finalised this week.

109/24 Transfer of Reserves

There was discussion on the request

Concerns about the effect on future years budget and precept were raised and discussed.

It was suggested that the funds should be ring-fenced rather than transferred so that budget discussions for 2025/26 will show an accurate overspend on 2024/25 budget.

Councillor Ellis wanted it recorded that he had misgivings but had trust in those who made the decision on staffing and would support the request.

It was pointed out that there were one off cost burdens to the staffing budget this year and that £100000 had been cut during 2024/25 budget discussions.

Some members expressed the view that if projects and events were to be actioned then council must provide the resources.

It was proposed by Councillor Hubbard, seconded by the Town Mayor Councillor Price and

RESOLVED to ring-fence the sum of £120000 from general reserves for additional staffing costs.

Meeting Closed at: 7.10 pm

Signed:

Dated: