

## **Melksham Town Council**

### **Minutes of the Full Council meeting held on Monday 26th April 2021**

**PRESENT:** Councillor P Aves (Town Mayor)  
Councillor G Mitcham (Deputy Town Mayor)  
Councillor V Fiorelli  
Councillor J Hubbard  
Councillor M Sankey  
Councillor T Watts  
Councillor T Welch  
Councillor A Westbrook  
Councillor R Wiltshire

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	David McKnight	Economic Development Manager
	Hugh Davies	Amenities Manager
	Christine Hunter	Committee Clerk

**PUBLIC PARTICIPATION:** Three members of the public and one member of the press were present.

The Town Clerk reported the referendum version of the Neighbourhood Plan was ready and would be posted on the town council's website at the appropriate time ready for the referendum on 1 July 2021. Councillor Westbrook advised that the advanced stage of the Neighbourhood Plan had seen its first success in the planning application at Beanacre Road which had been turned down at Wiltshire Council who made reference to the Neighbourhood Plan.

#### **102/21 Apologies**

Apologies for absence were received from Councillors Brown and Illman.

#### **103/21 Declarations of Interest**

There were no declarations of interest.

#### **104/21 Minutes**

Councillor Wiltshire requested an amendment to the draft minutes of the meeting held on 22 March 2021. Minute item 92/21 recorded the vote as Unanimous, however, Councillor Brown abstained and Councillor Wiltshire voted against the motion.

Following amendments to Minute item 92/21, the minutes of 22 March 2021 were approved as a correct record. It was agreed that these would be signed at a later date by the Town Mayor, Councillor Aves.

**105/21 Committee Minutes**

**.1 Asset Management Committee**

The minutes of the Asset Management Committee meeting held on 15 March 2021 were received.

**.2 Economic Development and Planning Committee**

The minutes of the Economic Development and Planning Committee meeting held on 9 March 2021 and the draft minutes of the Economic Development and Planning Committee meeting held on 30 March 2021 were received.

**106/21 Sub Committee Minutes**

**.1 HR Sub-Committee**

The draft minutes of the Sub-Committee meeting held on 23 March 2021 were received.

**.2 King George V Sub-Committee**

The draft minutes of the Sub-Committee meeting held on 17 March 2021 were received.

**107/21 Methuen Avenue Play Area Lease**

The report from the Assistant to the Town Clerk was noted.

Members asked the Town Clerk to ensure the Solicitor had confirmed with the landlord the site was suitable for development.

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

**RESOLVED** that the Town Council's solicitor be instructed as soon as possible to negotiate the lease renewal with an increased termination clause to six months.

**108/21 Audio/Visual Technology/Microphones for Meetings**

The report from the Economic Development Manager was noted.

The Economic Development Manager confirmed Council had agreed to expenditure up to a maximum budget of £28,000 on 23 March 2021 and delegated responsibility to the Town Clerk.

Quotations had been requested from four suppliers with only one response. The current microphones needed replacing and the quotation received at £20,000, included camera equipment to allow live streaming of council meetings. The proposed system supported long term hybrid meetings and all eventualities considered at the current time. If necessary portable equipment could be hired for one off meetings if an alternative location was necessary at a cost of approximately £900 per meeting.

A recorded vote on the motion was requested by Councillor Wiltshire.

Councillor		For	Against	Abstain
Aves		X		
Brown	Absent			
Fiorelli		X		
Hubbard		X		
Iles	Absent			
Illman	Absent			
Jeffries	Absent			
Mitcham		X		
Pain	Absent			
Sankey			X	
Watts				X
Welch		X		
Westbrook				X
Wiltshire			X	
TOTALS		5	2	2

The Town Clerk confirmed the motion was carried with five votes for, two votes against and two abstentions.

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

**RESOLVED** that Council agrees to support Option three in the report to purchase an audio visual system at a cost of £20,000, and to hire portable system to cover essential meetings until a permanent system is installed.

## 109/21 Decision on Future Council Meetings - Report of the Town Clerk

The Town Clerk confirmed that that the judgement following the judicial review was due any day from the High Court on whether it would be lawful to continue with virtual meetings.

## **110/21 Public Use of Green Space Areas**

Councillors received the reports from the Economic Development Manager and the Business Admin Apprentice.

The Town Clerk confirmed applications had been received for approval to use King George V Park by fitness groups. Applicants have been made aware that the park is public open space and their activity cannot obstruct the public's free use and enjoyment. Any groups using the park for organised activities will be made aware of this and would need to provide details of:

- Their insurance and public liability
- Detailed risk assessments
- Evidence of their authority to coach

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

**UNANIMOUSLY RESOLVED** that the Town Clerk is delegated the necessary authority to deal with these operational matters and that approval is given subject to the strategic guidelines contained within the report.

## **111/21 CIL Funding Projects Joint Working Group**

It was

**UNANIMOUSLY RESOLVED** that the council had previously agreed to setting up this group and that councillors would be appointed to it at the Annual Meeting scheduled for 17 May 2021.

## **112/21 Shurnhold Fields Working Party**

Members noted the revised plan from the Shurnhold Fields Working Group.

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

**RESOLVED** that Council approve the Shurnhold Fields Working Party plan of action items as follows:

- To instruct David Sharp, architect, to finalise his plan for the revised location of the car park.
- To pay David Sharp for work carried out to date and for the final plan.
- To pay for a topographical survey for the car park and entrance way areas, should it prove impossible to obtain one from Persimmon.
- To go to tender and contract finder for the car park and entrance way project.
- To seek planning approval and approval from the Environment Agency, Land
- Drainage and Highways for the revised plan and

- that the Town Clerk is to suggest to the Shurnhold Fields Working Group that the maintenance fund budget is used to purchase a water bowser of appropriate size for the Friends of Shurnhold Fields to use.

## **113/21 Confidential Session**

It was proposed by Councillor Aves, seconded by Councillor Fiorelli and

**UNANIMOUSLY RESOLVED** that in view of the sensitive nature of the business to be transacted the public and press are instructed to withdraw from the meeting

### **.1 Reorganisation and New Structure of the Amenities Team**

The report from the Amenities Manager advising Council of the reorganisation and new structure of the Amenities Team was noted.

The Amenities Manager gave a full update on the restructuring exercise currently being carried out with the Amenities Team. The timeline of events and proposed staffing structure is appended and referred to as the Amenities Managers Confidential Report 26.04.2021. The report will not form part of the main minutes.

Councillors thanked the Amenities Manager for the work he had carried out with the Amenities Team.

It was proposed by Councillor Westbrook, seconded by Councillor Fiorelli and

**UNANIMOUSLY RESOLVED** to delegate authority to the Amenities Manger to complete the process and restructure the team so it is fit for purpose and flexible to enable the Town Council to discharge its duties and obligations without further resistance in the future.

Meeting Closed at: 8.40 pm

Signed: .....

Dated: