

## **Melksham Town Council**

### **Minutes of the Full Council meeting held on Monday 4th April 2022**

#### **PRESENT:**

Councillor J Hubbard (Town Mayor)  
Councillor C Goodhind (Deputy Town Mayor)  
Councillor P Aves  
Councillor G Cooke  
Councillor J Crundell  
Councillor S Crundell  
Councillor G Ellis  
Councillor C Forgacs  
Councillor C Houghton

#### **OFFICERS:**

Linda Roberts	Town Clerk
Hugh Davies	Head of Operations
Patsy Clover	Deputy Town Clerk
Christine Hunter	Committee Clerk

**PUBLIC PARTICIPATION:** Two members of the public were present virtually.

#### **261/21 Apologies**

Apologies were received from Councillors Alford, Lewis, Mortimer, Oatley, and Rabey.

#### **262/21 Declarations of Interest**

There were no declarations of interest.

#### **263/21 Minutes**

The minutes of 24 January 2022 and 21 March 2022 having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Hubbard.

#### **264/21 Accounts**

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

**UNANIMOUSLY RESOLVED** to return all financial reports for Month 10 to the Finance, Administration and Performance Committee for approval and noting.

#### **265/21 Financial Risk Assessment**

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

**UNANIMOUSLY RESOLVED** to approve the Town Council's Financial Risk Assessment.

**266/21 Neighbourhood Plan**

**Appointments to Subgroups**

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

**UNANIMOUSLY RESOLVED** to appoint the Deputy Town Mayor, Councillor Goodhind, as the Town Council representative on the Melksham Canal Link subgroup.

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

**UNANIMOUSLY RESOLVED** to appoint Councillor Aves as the Town Council representative on the Housing Allocations subgroup.

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

**UNANIMOUSLY RESOLVED** to appoint Councillor Ellis as the Town Council representative on the Heritage subgroup.

**267/21 Request to install a Plaque on the Assembly Hall**

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

**UNANIMOUSLY RESOLVED** to ask the Head of Operations to bring suggestions for the design, and installation of commemorative plaques at the Assembly Hall for consideration at the next Full Council meeting.

**268/21 CCTV Protocol**

Concerns were raised by Councillor S Crundell about the deployment of CCTV cameras in residential areas. It was noted that there should be proper communication and liaison with residents.

The Town Clerk explained that the Self-Assessment Tool serves as a useful guide to ensure that the Town Council are complying with the Home Office Surveillance Camera Code of Practice. The council are obliged to adopt the Home Office Surveillance Camera Code of Practice to operate a CCTV system.

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

**RESOLVED** to adopt the Home Office Surveillance Camera Code of Practice.

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

**RESOLVED** to approve the Closed-Circuit Television Internal Operations Procedure Manual with the following amendments:

- Items 3.8.1 , 3.8.4, 3.8.5, replace the wording 'discs' and 'recorded discs' to 'removable devices'.
- Item 4, replace the words DVDs and CDs with 'removable devices'.
- Proposed locations for the deployment of cameras will be advertised and the public consulted prior to deployment.
- A protocol will be created as an appendix to the Procedures Manual regarding the deployment of cameras towards residential properties.

## **269/21 Adoption of Policies**

### **269/21.1 Publication Scheme Policy**

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

**UNANIMOUSLY RESOLVED** to adopt the Publication Scheme.

### **269/21.2 Recording of Meetings Policy**

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

**UNANIMOUSLY RESOLVED** to approve and adopt the Recording of Meetings policy.

### **269/21.3 Roundabouts, Gardens and Planters Sponsorship Policy**

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

**UNANIMOUSLY RESOLVED** to:

- adopt the policy subject to the following amendments  
'Sponsorship of roundabouts would apply to any roundabouts on which Melksham Town Council has a Section 96 Order with Wiltshire Council, but specifically excluding the Market Place roundabout, which will always be maintained by Melksham

Town Council’.

- ask officers to undertake an audit to ascertain which roundabouts within Melksham qualify for a Section 96 Order so that Council can decide which roundabouts to adopt.

**269/21.4 Reserves Policy**

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

**UNANIMOUSLY RESOLVED** to adopt the Reserves policy.

**269/21.5 No Fly Posting Policy**

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

**UNANIMOUSLY RESOLVED** to re-adopt the No Fly Posting policy.

**270/21 Items for Information**

**270/21.1 Wilts & Berks Canal Trust**

The Wilts & Berks Canal Trust On the Button and Branch Officer’s Report – February 2022 were received.

**270/21.2 Melksham Health & Wellbeing Group**

The draft notes of the Melksham Health & Wellbeing Group meeting held on 22 February 2022 were received.

**270/21.3 Wiltshire Swindon & Oxfordshire Canal Partnership**

The draft notes and action items from the Wiltshire Swindon & Oxfordshire Canal Partnership meeting held on 3 March 2022 were received.

**271/21 Confidential Session**

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

**UNANIMOUSLY RESOLVED** that in view of the sensitive nature of the business to be transacted the press and public were requested to withdraw.

**271/21.1 Speed Indicator Devices**

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

**UNANIMOUSLY RESOLVED** to instruct the Town Council's solicitors to pursue legal action in the sum of £12,495 plus VAT with estimated legal costs of £800.

**271/21.2      Heads of Terms re Community Infrastructure Levy (CIL) Monies for the East of Melksham Development**

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

**UNANIMOUSLY RESOLVED** to approve the Heads of Terms subject to the following amendments:

- The Town Council would use every effort to build the east of Melksham Community Hall within the Hunter's Wood and The Acorns development.
- If it proves unfeasible to build the east of Melksham Community Hall, the Town Council would work with Melksham Without Parish Council to discuss how the CIL funding could be spent but Melksham Without Parish Council would not have a veto on any decision.

Meeting Closed at: 10.12 pm

**Signed:** .....

**Dated:**