

Melksham Town Council

Minutes of the Full Council meeting held on Monday 25th July 2022

PRESENT:

Councillor S Crundell (Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor J Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor C Goodhind
Councillor C Houghton
Councillor J Hubbard
Councillor L Lewis
Councillor J Oatley
Councillor T Price
Councillor S Rabey

OFFICERS:

Patsy Clover	Deputy Town Clerk
Hugh Davies	Head of Operations
Christine Hunter	Committee Clerk
Miriam Zaccarelli	Community Development Officer

327/22 Apologies

Apologies were received from Councillor Mortimer.

328/22 Declarations of Interest

There were no declarations of interest.

329/22 The Retirement of Janet Gould PCSO

The Town Mayor, Councillor S Crundell, thanked Janet Gould, PCSO on behalf of the town council and residents for her hard work and dedication to providing a policing presence in Melksham for the last 17½ years.

330/22 Presentation by Sgt James Twyford, Wiltshire Police

Sgt James Twyford reported on the outcome of the HMICRS inspection of the Wiltshire Police force last year, highlighting improvements required and updated on the areas that were currently being reviewed to achieve improvements. James confirmed there was a dedicated police web page for transparency demonstrating ongoing work

addressing the issues raised. James asked councillors to encourage members of the public to report non urgent issues on-line.

Sgt Twyford confirmed that:

- staffing posts were being created, with intakes every ten weeks, interviews this week for transferees and in theory he should be getting nine constables.
- areas were being considered for a possible custody suite for the south of the County.
- local work this month included 106 crimes and 140 incidents being reported. 14 were violent, however serious violent crimes were minimal.
- shoplifting incidents were ongoing and they were focusing on three individuals each month.
- community events would start next month.

The Town Mayor, Councillor S Crundell, thanked Sgt Twyford for his informative briefing.

331/22 Questions from Councillors

There were no questions from Councillors.

332/22 Minutes

One councillor abstained from the vote. It was proposed by Councillor Rabey, seconded by Councillor J Crundell, and

RESOLVED that the minutes of 16 May 2022, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

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

RESOLVED that the minutes of 20 June 2022, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

333/22 Town Mayor's Announcements

The Town Mayor, Councillor S Crundell, announced that the first meeting of the Assembly Hall Working Group would be held on 1 August 2022 at the Town Hall.

334/22 Reports from Unitary Councillors

Councillor Hubbard explained that the May Wiltshire Council meeting had been cancelled. Councillor Hubbard confirmed that bookings were being taken for the Canberra and Rivermead summer holiday camps, and that the Melksham Campus is opening next week.

Councillor Alford confirmed that contractors were looking to start works to Melksham House in October.

Councillor Hubbard confirmed that Wiltshire Council were no longer displaying planning notices in public. He asked Councillors to be diligent at planning meetings.

335/22 Accounts

335/22.1 Petty Cash to 31 May 2022

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

UNANIMOUSLY RESOLVED to approve the payments made by Petty Cash to 31 May 2022.

335/22.2 List of Payments to 31 May 2022

It was proposed by Councillor Rabey, seconded by Councillor J Crundell, and

UNANIMOUSLY RESOLVED to approve the list of payments to 31 May 2022 from the Town Council's Co-Op and Unity Trust Bank Accounts.

It was proposed by Councillor Rabey, seconded by Councillor J Crundell, and

UNANIMOUSLY RESOLVED to approve the list of payments to 31 May 2022 from the Town Council's Assembly Hall Lloyds Bank Account.

335/22.3 Monthly Financial Statement to 31 May 2022

Councillor Hubbard confirmed that at the Finance, Administration and Performance Committee meeting held on 18 July 2022, the identification of CIL and Solar Farm monies in Earmarked Reserves did not tally with the Monthly Financial Statements. The Deputy Town Clerk confirmed that this had now been rectified.

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

UNANIMOUSLY RESOLVED to approve the Monthly Financial statements to 31 May 2022.

335/22.4 Detailed Income & Expenditure Report to 31 May 2022

Questions were raised by councillors about expenditure on live events at the Assembly Hall. It was noted that information about certain shows had been requested by Councillor Hubbard at the Finance, Administration and Performance Committee meeting held on 18 July. It was agreed that the same information would be provided regarding the Dolly Parton tribute act event.

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

UNANIMOUSLY RESOLVED to approve the year-to-date to 31 May 2022 detailed Income and Expenditure reports.

336/22 Town Council Income Received Report to 31 May 2022

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

UNANIMOUSLY RESOLVED to approve the year-to-date Income Received reports.

337/22 Earmarked Reserves to 31 May 2022

It was proposed by Councillor Oatley, seconded by Councillor Cooke and

UNANIMOUSLY RESOLVED to approve the year-to-date Earmarked Reserves reports.

338/22 Committee Minutes

338/22.1 Asset Management and Amenities Committee

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

UNANIMOUSLY RESOLVED to receive the draft minutes of the Asset Management and Amenities Committee meeting held on 27 June 2022.

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

UNANIMOUSLY RESOLVED to delegate authority to the Head of Operations to purchase a twin toilet Eco Loo from Healthmatic at a cost of £33,295.

338/22.2 Economic Development and Planning Committee

It was proposed by Councillor Ellis, seconded by Councillor Cooke

and

UNANIMOUSLY RESOLVED to receive the minutes of the Economic Development and Planning Committee meeting held on 27 June 2022 and the draft minutes of the Economic Development and Planning Committee meeting held on 11 July 2022.

338/22.3 Finance, Administration and Performance Committee

It was proposed by Councillor Ellis, seconded by Councillor Cooke and

UNANIMOUSLY RESOLVED to receive the draft minutes of the Finance, Administration and Performance Committee meeting held on 18 July 2022.

338/22.4 Staffing Committee

Councillor Hubbard explained that the Council had previous problems with TOIL build-up and that a suggestion had been made at the Staffing Committee meeting to consider closing the Town Hall on Fridays. Staff health and wellbeing needed to be considered. The Town Mayor, Councillor S Crundell, confirmed that officers had been asked to provide suggestions for a resolution to the problem, however any suggestions would require Full Council approval.

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

UNANIMOUSLY RESOLVED to receive the minutes of the Staffing Committee meetings held on 13 June 2022.

The Town Mayor, Councillor S Crundell, explained that in order to ensure that a substitute member could attend the Staffing Committee without bias, named substitute members would need to be identified. The Deputy Town Clerk agreed to contact councillors who required a substitute to recommend which councillors would be suitable as they had previous involvement.

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

UNANIMOUSLY RESOLVED to receive the draft minutes of the Staffing Committee meetings held on 14 July 2022.

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

UNANIMOUSLY RESOLVED to accept the proposed amendments to the Standing Orders and to change Item 4 d vi to read “shall appoint two named substitutes for the Staffing Committee who will be appointed in every election year and remain in place for the term of office of the council.”, and to amend the Terms of Reference Item 1 Membership to read: “Membership will include two designated substitutes who will also be appointed in every election year and remain in place for the term of office of the council”.

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

UNANIMOUSLY RESOLVED that Councillor Lewis would be the identified interim substitute Staffing Committee member until the current staffing issues are resolved when two named substitute Staffing Committee members would be elected.

339/22 Working Group Minutes

339/22.1 Events Working Group

The draft notes of the Events Working Group meeting held on 4 July 2022 were received. Councillor Houghton confirmed that the notes required amendments to record Councillor Price as Chair, with Councillors Aves, Houghton and Oatley in attendance.

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

UNANIMOUSLY RESOLVED to approve the amended Terms of Reference of the Events Working Group.

339/22.2 Parks Working Group

It was proposed by Councillor Rabey seconded by Councillor Houghton and

UNANIMOUSLY RESOLVED to approve the draft notes of the Parks Working Group meeting held on 4 July 2022 with the amendment to show that Councillor Oatley was in attendance.

340/22 Membership of Publicly Owned Assets in Melksham Working Group

Councillor Alford explained that the Working Group had essentially finished its work which would be discussed at the Extraordinary Full Council meeting scheduled for 27 July 2022. The Town Mayor, Councillor S Crundell, confirmed that at that meeting the Town Council would decide upon a course of action to follow.

341/22 Assembly Hall Promotional Opportunities

The report of the Head of Operations was received.

The Head of Operations explained that the original request came from the Rock and Roll Group for a plaque to commemorate 20 years of being based at the Assembly Hall. The request was considered and a more uniform approach was sought by members who asked for various options to be explored. The Head of Operations explained the three options in the report.

Members discussed the costs, the impact of the free standing digital advertising on local residents, opportunities for advertising revenue, planning and highways issues, offering the Assembly Hall with an effective advertising mechanism, advertising various events that the Town Council hold or support, lifespan and maintenance of equipment, and light pollution. Councillor Forgacs suggested using the bus shelter with large posters or digital advertising. It was agreed that the Head of Operations would consider comments and issues raised and return to a future Full Council meeting with more options.

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

UNANIMOUSLY RESOLVED to suspend Standing Orders for public participation.

Geoff Mitcham explained that he had requested placement of a plaque outside the Assembly Hall to show that it had been the home of the Rock and Roll Club for the last 20 years. Geoff suggested that the Council needed to make the Assembly Hall more visible as people do not know where it is.

Standing Orders were re-instated.

It was proposed by Councillor Hubbard, seconded Councillor Rabey and

UNANIMOUSLY RESOLVED that the Head of Operations be asked to purchase a plaque of a unified design preferably sited in the foyer of the Assembly Hall, identifying it as the venue for regular users.

It was proposed by the Town Mayor, Councillor S Crundell, seconded Councillor Forgacs with one Councillor against and

RESOLVED that taking into consideration the points made at this meeting regarding the Assembly Hall Promotions suggestions, the Head of Operations be asked to provide

detailed options of further advertising examples to a future Full Council meeting for consideration.

342/22 Friends (Spiritualist) Garden

Members noted that the Friends Garden would be transferred from the Trustees to Melksham Town Council on 5 August 2022, and that the official opening celebration would be on 6 August 2022 at 2.00 pm.

Councillor Aves asked for volunteers to help with weeding before the opening event. The Deputy Town Clerk confirmed that the Town Council would be responsible for opening hours and signage to the garden and that brown signage from the main road could be investigated.

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

UNANIMOUSLY RESOLVED that £200 for the cost of refreshments for the opening of the Friends Garden event be allocated.

343/22 Items for Information

The Wilts & Berks Canal Trust Dragonfly magazine, the minutes of the June branch meeting, the Branch Officer's report for May, and the draft notes of the Wiltshire Swindon & Oxfordshire Canal Partnership Group meeting held in June 2022 were received.

The Town Mayor, Councillor S Crundell, confirmed that the next meeting of the Wiltshire Swindon & Oxfordshire Canal Partnership Group would be held on Thursday 8 December 2022.

344/22 Neighbourhood Plan

The Place Studios briefing for the Melksham Town Centre Vision and Master Plan was received.

It was proposed by Councillor Hubbard, seconded by Councillor J Crundell and

UNANIMOUSLY RESOLVED that Councillor Ellis would replace Councillor Hubbard the Melksham Town Council representative on the Neighbourhood Plan Joint Steering Group.

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

UNANIMOUSLY RESOLVED to approve the amendments to the Joint Melksham Neighbourhood Plan Terms of Reference as circulated with the agenda.

Members noted that the Neighbourhood Plan Steering Group had been successful in obtaining technical support packages for a Town Centre Masterplan and Site Options and Assessments; and considered the role of Place Consultants in relation to this work.

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

UNANIMOUSLY RESOLVED to approve additional expenditure if required to enable Place Studios to support AECOM in their work in the Town Centre Masterplan not exceeding £2,000 to come from General Reserves.

345/22 Motions from Councillors

346/22 Motion for Banning Mobile Phones in Council Meetings.

The Motion from Councillor Price was received.

Councillor Price confirmed that he had held discussions with the Town Clerk following the last council meeting and thanked members for their feedback on the Holme Valley Council policy which he had circulated.

Members considered whether a policy was required or just an agreement for Councillors to use their phones in meetings sensibly.

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

UNANIMOUSLY RESOLVED that Councillor Price and the Deputy Town Clerk produce a revised policy, amending the Holme Valley Policy, and return to council for brief discussion and approval.

347/22 Motion for Supporting a Potential Carbon Zero Town Bus Service

The Motion from Councillor Ellis was received.

Councillor Ellis explained that there were vacancies in the current town bus service due to the reduction in buses. Councillor Ellis confirmed that an electric bus will be at Climate Fest on 17 September and that his request was for Town Council endorsement of the investigation work through Bus 24/7 to support a carbon zero bus service for Melksham.

It was proposed by Councillor Ellis , seconded by Councillor Lewis and

UNANIMOUSLY RESOLVED to endorse the investigation work through Bus 24/7 to proceed with supporting a potential carbon zero Melksham town bus service.

348/22 Motion for the Assembly Hall Working Group

The Motion from Councillor Ellis was received.

As the Assembly Hall Working Group meeting had been arranged for 1st August 2022, Councillor Ellis withdrew his motion.

349/22 Motion Regarding Use of the Roundhouse by Melksham Community Larder

The Motion from Councillor Aves was received.

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

UNANIMOUSLY RESOLVED to support in principle the request from Community Larder to use the Roundhouse .

Four councillors voted against continuing the meeting after 10.00 pm.

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

RESOLVED that in accordance with Standing Orders the meeting would continue after 10.00 pm.

350/22 Confidential Session

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

RESOLVED that the meeting be held in confidential session in view of the sensitive nature of the business to be transacted.

351/22 Motion to improve communications and team working

The report from Councillor Goodhind was received.

Councillor Goodhind explained that the original Motion point 2 was deferred from the Full Council meeting held on 20 June 2022 and related to the inclusion of a request for dialogue to take place when procurement is being undertaken in the procurement policy.

Councillor Alford left the meeting at 10.46

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

UNANIMOUSLY RESOLVED that Councillors and officers would use and monitor the progress on projects on the newly introduced Teams system for a three month period.

352/22 Heads of Terms relating to the transfer of the Community Infrastructure Levy (CIL) for the East of Melksham Community Centre

Councillor Hubbard explained that the approval for the Heads of Terms had been proposed at the CIL Sharing Joint Working Group meeting in connection with the transfer of the CIL funding of £315,000, received by Melksham Without Parish Council to the Town Council for the building of an east of Melksham Community centre. Should the Town Council for the building of an east of Melksham be unable to develop the Community Centre the funding a decision would be made by both councils on how the funding would be spent.

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

UNANIMOUSLY RESOLVED to approve the draft Heads of Terms as recommended by the CIL Sharing Working Group.

Meeting Closed at: 10.50 pm

Signed:

Dated: