

**Melksham Town Council**  
**Minutes of the Full Council Meeting**  
**on Monday 30 March 2026**

PRESENT:

Councillor S Rabey	Town Mayor
Councillor J Westbrook	Deputy Town Mayor
Councillor P Alford	
Councillor P Aves	
Councillor E Calland	
Councillor R Cleary	
Councillor J Crossley	
Councillor M Drewett	
Councillor G Elson	
Councillor A Griffin	
Councillor J Oatley	
Councillor T Price	
Councillor C Stokes	
Councillor A Westbrook	
Councillor A Whitlock	

IN ATTENDANCE

OFFICERS	Hayley Bell	CEO
	Robert Reay-Waugh	Venue Manager
	Ian Cunningham	Community Officer
	Jasmine Green	Partnership Officer
	Andrew Meacham	Committee Clerk

PUBLIC One member of the public and one member of the press were present and eight members of the public were present virtually.

**231/25 Apologies**

There were no apologies, all members being present.

**232/25 Declaration of Interest**

There were no declarations of interest.

**233/25 Minutes**

The minutes of 16<sup>th</sup> February 2026, having been previously circulated, were approved as a correct record and signed by the Town Mayor and Chair Councillor Rabey.

## **234/25 Public Participation**

Public Participant 1.

Will councillors please keep in mind the UNCRC on the rights of the child to enable the correct funding to take your project forward.

Public Participant 2.

Q. What FOI training does the Council give to officers?

A. An officer has undertaken basic FOI training. Currently investigating higher level training and appropriate officer(s) to do this.

Q. What work has the Council undertaken to ensure adherence to the Civility and Respect Pledge between Council, public and press?

A. People Officer working with third parties on workshops for officers and councillors. Also looking at embedding the Pledge in all council meetings. Mayor and Ceo have meeting with Wiltshire Association of Local Councils for support going forward.

Q. What do you mean by embedding in Council meetings?

A. Making sure it is a constant of how people should be behaving internally and externally.

Q. Does the Council not agree that should already be adhering, having signed up to it.

A. It is good practice to have reminders.

## **235/25 Questions from Councillors**

Councillor J Westbrook asked if it would be possible to contact Sainsburys about issues with queuing traffic for the petrol station causing tailbacks through town, asking for information about busy periods.

Councillor Cleary asked if there could be a tracker on outstanding actions. The CEO referred him to the Teams Resolution Channel.

## **236/25 Town Mayor's Announcements**

Visited the Chatty Café, an incredible group who do incredible work. Please encourage anyone who needs help to go. Meet at 10am on Tuesday in the Campus Café.

Massive thank you to everyone who supported the Mayors Reception. Councillors who attended, award nominees, businesses who sponsored tables, bought tickets and donated prizes and auction items, Duff Enyon and Paul Martin for donating their time. All of this meant a zero cost to the taxpayer and raising over £3600. It also allows the Mayors Allowance to go back into the precept.

**237/25      Police Report**

The report was received. The crackdown on e-scooters was noted and appreciated.

**238/25      Reports from Unitary Councillors**

Councillor Griffin.

LHFIG feedback. Met 5 February. Traffic Islands at junction of Hornchurch Road/A365 approved. Site visit undertaken. Likely to be done in June.

Parking reviews in Union Street and Cranesbill progressing.

Bank Street. Request closed. Structure will not take railings. Asked for white line on edge to be refreshed.

Snowberry Lane/ Eastern Way. Progress made on traffic island.

Active Travel Scheme. Design work commenced.

Local Walking & Cycling Infrastructure Plan to be implemented. Similar schemes in five other towns.

Councillor Alford.

Faded lines to Train Station raised by resident to Economic Development & Planning. Wiltshire Council will be addressing the issue.

Strategic Planning Committee. Gompels warehouse application approved. Will now go to Secretary of state to sign off.

Councillor J Westbrook

Confirmed WC budget passed.

Plans to make it easier for towns to impose 20mph speed limits.

Changes to waste collection. Food waste collection being introduced. This is a legal obligation.

Lime Down Solar Farm hearing to take place. 21 or 26 April. (Google search after meeting confirmed 21<sup>st</sup>). Melksham not directly affected but battery storage and connection to sub-station will have an impact. Wiltshire Council have formally objected. Decision will be made by Secretary of State.

**239/25 East Melksham Community Centre**

Item will come to council to transfer funds to Melksham Without Parish Council.

Melksham Parish Council have resolved to no longer have a joint CIL fund. RFO is working to confirm exactly how much CIL and s106 money we have.

**240/25 Wilts & Berks Canal Trust**

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

**UNANIMOUSLY RESOLVED** to enter into a Memorandum of Understanding with Wilts & Berks Canal Trust.

**241/25 Youth Projects**

Councillor Stokes spoke to the item. The following councillors volunteered.

Councillor Calland, Councillor Cleary, Councillor Crossley, Councillor Drewett, Councillor Elson, Councillor Oatley, Councillor Stokes and Councillor Whitlock.

Ceo reported on a visit to Melksham Oak to talk to the School Council.

**242/25 Corporate Plan**

Some members expressed concern that the document was overlong and therefore unachievable. It was pointed out that this was a three-year plan.

Some errors were highlighted.

It was suggested that, if the plan was approved, a double-page feature setting out the key points was booked into the Melksham News and that the plan be available in hard copy and accessible formats.

It was proposed by Councillor Elson, seconded by Councillor Whitlock and

**RESOLVED** to adopt the plan and advertise it in the Melksham News.

**243/25 Proposed Work on Town Hall Heating System.**

The CEO spoke to the item. System has not worked properly for many years. Members discussed whether or not to defer a decision pending full details and a desire to use local if possible.

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

**RESOLVED** to delegate authority to the CEO in consultation with the chair of Finance to obtain three quotes and proceed with the work.

**244/25          CCTV**

Members discussed the situation with electrical certificates and requested the clerk to renew efforts and take a hard line if required.

The item was noted.

**245/25          Bleed Kits**

Members asked that advice be taken from the Ambulance Service on locations and that action be taken to ensure residents were aware of the kits and their locations.

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

**UNANIMOUSLY RESOLVED** to purchase additional Bleed Kits in partnership with Owen World, to be funded by sponsorship from Gompels.

**246/25          Community Parking Scheme**

The CEO and the Partnership Officer spoke to the item.

Members discussed the process, a minimum spend and the possibility of multiple claims for the same ticket. It was felt that it was not for councillors to restrict the number of businesses involved.

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

**UNANIMOUSLY RESOLVED** to give delegated authority to officers to explore expanding the parking scheme and to bring it back to council for a report on uptake.

**247/25          Pension Contributions**

The item was noted.

**248/25          Park Hire Terms**

The Deputy Town Mayor Councillor J Westbrook spoke to the item. Various suggestions were made.

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

**UNANIMOUSLY RESOLVED** to approve the amended policy as stands with officers to further amendments and bring the matter back to council.

**249/25          Facebook Streaming**

Councillor Price spoke to his motion. Concerns were raised around the quality of recording equipment and the principle of streaming. A friendly amendment was proposed and accepted.

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

**UNANIMOUSLY RESOLVED** to set up a Task & Finish Group of Councillor Price, Councillor Elson, the Town Mayor Councillor Rabey and the Deputy Town Mayor Councillor J Westbrook, with the Community Officer and the Committee Clerk.

**250/25 Economic Development & Planning**

The minutes of 3 February 2026 and 24 February 2026 were received.

**251/25 Finance, Governance & Performance**

The minutes of 26 January 2026 were received.

**252/25 Community Development**

The minutes of 8 December 2025 were received.

**253/25 Amenities & Facilities**

The minutes of 17 November 2025 were received.

**254/25 Personnel**

The minutes of 13 January 2026 were received.

Meeting closed at: 21:38

Signed .....

Dated .....