

**MINUTES OF THE ANNUAL COUNCIL MEETING OF
MELKSHAM TOWN COUNCIL
HELD AT MELKSHAM TOWN HALL
ON MONDAY, 16 MAY 2011**

Present:	Mr Simon Bridgford-Whittick	Mr Chris Petty
	Ms Sarah Cardy	Mrs Terri Welch
	Mr Peter Dauncey	Mr Simon White
	Mr Mark Griffiths	Mrs Sheila Wilkinson
	Mr Jon Hubbard	Mr Richard Wiltshire
	Mr Rod Eaton (Chairman)	Mrs Pam Wiltshire
	Mr Vic Oakman	Mrs Adrienne Westbrook

2011

53. Appointment of Mayor

Councillor Vic Oakman proposed Councillor Rod Eaton as Mayor and this was seconded by Councillor Pam Wiltshire. There were no further nominations.

RESOLVED: Councillor Rod Eaton was duly elected Mayor for the ensuing year.

54. To receive the Mayor's Declaration of Acceptance of Office

Councillor Rod Eaton duly signed the Declaration of Acceptance form.

55. Apologies

There were no apologies.

56. Declarations of Interest

Councillor Peter Dauncey declared an interest in the agenda item relating to the Policy & Resources minutes of 9 May 2011 regarding his request for an increase in his mileage allowance.

57. Appointment of Deputy Mayor

Councillor Rod Eaton proposed Councillor Chris Petty as Deputy Mayor this was seconded by Councillor Vic Oakman. There were no further nominations.

RESOLVED: Councillor Chris Petty was duly elected as Deputy Mayor.

58. Public Participation

Ian Cardy, Watson's Court attended the meeting to voice his concerns that the proposed tree planting around the new Asda store is inadequate in places.

He highlighted the area around the sprinkler tower where more planting is needed to soften the view, and stated that more tree planting needs to take place along the roadside where not enough planting had taken place. He went on to say that the trees removed to make way for a new footpath have been not replaced as promised. Also the stumps have been left of the original trees, if these were removed it would make more room for larger trees.

Asda have admitted the correct stock had not been planted in this area. However the specified larger container grown/semi mature trees would be planted as soon as possible.

Discussion ensued on the level of commitment from the Tree Warden at Wiltshire Council regarding this matter.

The Clerk explained that an officer from Wiltshire Council (Mike Wilmott) has agreed to attend a meeting regarding the council's concerns on the Sainsbury's site and this could be a good opportunity to discuss the Asda situation.

59. Matters arising

It was agreed:

- A meeting should be arranged between the Mayor and other councillors who wished to be involved and the Manager of Asda, as well as representatives from their planning team to discuss the above concerns.
- To invite Mike Wilmott to a future Planning meeting to discuss the Town Council's concerns above and previous concerns regarding the planning process with regard to Sainsburys.
- That Ian Cardy and Councillor Richard Wiltshire liaise regarding an appropriate planting scheme around the Asda site and to pass this information on to the relevant planning officers at Wiltshire Council and to update the Town Council on their findings.

60. Adoption of the current Standing Orders for the ensuing year

These were presented to the Council on 28 March and no changes suggested.

RESOLVED: It was agreed to adopt the current Standing Orders for the ensuing year.

61. Adoption of Terms of Reference for the ensuing year

The Clerk explained that the Terms of Reference for the Policy & Resources Committee had changed slightly to encompass work previously undertaken by the Amenities Committee.

RESOLVED: It was agreed to adopt the revised Terms of Reference for the ensuing year.

62. Adoption of the current Financial Regulations for the ensuing year

These were presented to the Council on 28 March 2011 and no changes suggested.

RESOLVED: It was agreed to accept the current Financial Regulations for the ensuing year.

63. Adoption of the current Risk Assessment statement

No amendments were considered necessary to the current Risk Assessment Statement.

RESOLVED: It was agreed to adopt the current Risk Assessment for the ensuing year.

64. Appointment of Committees and appointment of Chairmen and Vice-Chairmen

The Clerk suggested that due to the likely election of a new councillor in June for the vacancy in the Spa Ward the appointment of Committees and their Chairman and Vice Chairman be postponed until after the election on 23 June.

RESOLVED: It was agreed to accept the Clerk's suggestion and to bring this matter to the next available Town Council meeting on 27 June. In the meantime the current committee structure would remain in place.

65. Appointment of Working Groups.

RESOLVED: Following the above decision it was agreed to defer this item until the meeting of the Town Council on 27 June 2011.

67. i) Appointment of Town Council representatives on outside bodies

RESOLVED: To defer this item until the meeting of the Town Council on 27 June 2011.

ii) To appoint Ian Cardy as Tree Warden for the ensuing year

RESOLVED: It was agreed to appoint Ian Cardy as Tree Warden for the ensuing year.

68. To approve the dates of meetings for the ensuing year

These had been considered at the Council meeting on 28 March 2011 and amendments suggested. **(See attached appendices)**

The suggestions had been incorporated into the revised list circulated with the agenda but the Clerk pointed out two errors namely:

2 January (Bank Holiday) change to 3 January (Tuesday)
Delete Bank Holiday from 23 April and leave this date as a free week

RESOLVED: The dates for the ensuing year were approved.

Councillor Peter Dauncey left the meeting at this point.

69. To approve the following minutes:

a) Town Council – 28 March 2011

These were moved by Councillor Rod Eaton and seconded by Councillor Jon Hubbard.

RESOLVED: To approve the above minutes.

b) Development Control (Planning) – 11 April 2011

These were moved by Councillor Vic Oakman and seconded by Councillor Chris Petty.

RESOLVED: To approve the above minutes.

c) Town Development – 18 April 2011

These were moved by Councillor Pam Wiltshire and seconded by Councillor Rod Eaton.

RESOLVED: To approve the above minutes.

d) Development Control (Planning) – 3 May 2011

These were moved by Councillor Vic Oakman and seconded by Councillor Jon Hubbard with the following amendment:

Under Planning Application: 11/01290: 54 Methuen Avenue change to read:

RESOLVED: The Town Council raised the following: Whilst not objecting to the scheme as a whole the Planning Committee objected to the proposed car parking to the front of this dwelling....

e) Policy & Resources – 9 May 2011

These were moved by Councillor Jon Hubbard and seconded by Councillor Terri Welch.

RESOLVED: To approve the above minutes.

70. Matters arising from the above minutes

11 April 2011 – Development Control (Planning)

Min No 37 c) Introduction of Charges for Planning Advice

Councillor Vic Oakman asked if the letter had been sent to Wiltshire Council regarding retrospective planning applications and whether charges would be introduced.

The Clerk explained that the letter had been sent but to date no response had been received. However he reminded councillors that on a previous occasion information had been received stating that this was a matter of Government policy and at that particular time there were no plans to change it.

RESOLVED: To submit previous information received to the next meeting of the Planning Committee.

18 April 2011 – Town Development

Min No 32 – Matters Arising Re Closure of sorting Office

Councillors asked if responses had been received from MPs Duncan Hames, Andrew Murrison and Royal Mail.

The Clerk explained he had received responses from both the MPs who stated they would be available on Fridays whilst they are in their various constituencies. Unfortunately he had not heard from Royal Mail to date.

Councillor Jon Hubbard informed the meeting the matter of the closure of the sorting office had been raised at a recent Area Board meeting where it was agreed to contact Royal Mail and Post Office Counters. The Economic Development Team have also been contacted at Wiltshire Council to see what can be done.

RESOLVED: It was agreed the Clerk would chase up the Royal Mail for a response and to meet with the local Chamber of Commerce to put a business case forward on how businesses will be affected by the closure and what impact it will have on the community.

Min No 36 – Food Festival

Councillor Pam Wiltshire updated the Town Council on the progress of arrangements for the Food Festival.

The Town Clerk explained he had been approached by a young lady who had recently finished university and was looking for work experience in local government and would be prepared to work for free if necessary.

The Clerk felt it was a good opportunity to take up this offer as work was starting to increase on the food festival, as the event was getting closer.

Discussion ensued on how much officer time was being taken up with the Food Festival and what work was not being done as a result.

RESOLVED: It was agreed to accept the offer of free work experience.

Min No 38 – Outcome of visit to Sainsburys with regard to tree felling

Councillors asked for an update on this matter.

As stated earlier in these minutes the Clerk informed the meeting that Mike Wilmott an officer from Wiltshire Council had agreed to attend a planning meeting to discuss the Sainsbury's application with Councillors.

RESOLVED: To note the position.

71. Questions. To receive any questions submitted by councillors in accordance with Standing Order no 21

No questions from Councillors had been submitted.

72. Mayor's Announcements

a) Report from the Mayor

The Mayor's report was distributed at the meeting.

RESOLVED: The Town Council noted the contents of the report and were particularly pleased in regard to the opening of the Freeland Auto Centre, Forest Road which has tidied up a previously long standing derelict area.

b) Matters arising therefrom

There were no matters arising.

73. Policy

a) Art House Cafe

A letter had been received from Mrs Susan Drew, Melksham News stating that she had ceased trading as ArtHouse Cafe Ltd. However because Wiltshire Publications wished to continue with their use of the upstairs offices she was seeking the Town Council's permission to sub let the ground floor.

Melksham Rotary Club had expressed an interest in taking over the ground floor, to operate as a charity cafe, raising funds for local charities and use as their meeting place.

The Clerk suggested that if councillors agreed to the sub letting it be on the condition that Mrs Drew continued to pay the rent in full to the Town Council and entered into her own financial arrangement with the Rotary Club.

RESOLVED: The Town Council agreed to the request on the terms outlined by the Clerk and that the position is reviewed on the expiry of the current lease.

b) Wiltshire Council re Housing Strategy 2011-2016. To consider a response from the Town Council

Liz Richardson, Wiltshire Council had written to the Town Council regarding the Housing Strategy 2011-2016, the deadline for comments being 6 July 2011.

RESOLVED: It was agreed Councillors should e-mail their own comments directly to Wiltshire Council.

c) Queen's Jubilee 3 June 2012. To consider the enclosed suggestion from Councillor Pam Wiltshire for an event in King George V Playing Field

With regards to the Queen's Diamond Jubilee in 2012 Councillor Pam Wiltshire asked if consideration could be given to putting on a tea party with a band in King George V Park to help celebrate this milestone. If any monies were left over from the Food Festival this year, this could go towards funding for the event.

RESOLVED: It was agreed to refer this to the Town Development Committee to investigate further and consider putting a proposal together with budgetary implications for next year's budget.

74. Crime and Community Safety Report

Inspector Cullop had produced a report updating the Town Council on various policing activities including the restructuring of the Neighbour Policing Teams.

Acting Inspector Hobman attended the meeting on behalf of Inspector Cullop who unfortunately could not attend the meeting and answered Councillors' questions.

75. Correspondence

a) Wiltshire Association of Local Councils - April circular

The above circular had been distributed to Councillors with the agenda.

RESOLVED: To note the contents of the report.

b) Melksham Community Area Transport Group (CATG) Minutes of the meeting 19 April 2011

Minutes of the Community Area Transport Group were circulated with the agenda for consideration by the Town Council.

Councillors raised the condition of Forest Road (especially the number of pot holes and the condition of the speed humps) as a concern and asked if this could be considered at the next Community Area Transport Group meeting, along with the condition of Spa Road in places and the condition of the speed humps in Queensway.

Councillor Adrienne Westbrook explained she had noted an advertisement had been placed for a new crossing patrol officer at the Queensway/Sandridge Road junction.

RESOLVED: It was agreed the Clerk would raise an issue sheet for the Area Board regarding the highway information above and also report the concerns to CLARENCE

76. Finance

a) Payments for approval

There were no payments for approval.

b) To appoint Diana Lindsey, internal auditor for the ensuing year

RESOLVED: It was agreed to appoint Diana Lindsey as the internal auditor for the ensuing year.