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## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

First Floor  
Melksham Community Campus,  
Market Place, Melksham,  
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Tuesday 8<sup>th</sup> November 2022

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 14<sup>th</sup> November 2022 at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

**TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.**

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09>

Or go to [www.zoom.us](http://www.zoom.us) or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**  
**Passcode: 070920**. Instructions on how to access Zoom are on the parish council website [www.melkshamwithout.co.uk](http://www.melkshamwithout.co.uk). If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

A handwritten signature in cursive script that reads "T. Strange".

Teresa Strange, Clerk

Serving rural communities around Melksham

## REVISED AGENDA

1. **Welcome, Announcements & Housekeeping**
2. To receive **apologies** and consider approval of reasons given.
3. **Invited Guests:**
  - a) Wiltshire Councillor **Nick Holder** (Bowerhill)
  - b) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold)
  - c) Wiltshire Councillor **Jonathon Seed** (Melksham Without West & Rural). Report received
4.
  - a) To receive **Declarations of Interests**
  - b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
5. To consider holding items in **Closed Session** due to confidential nature  
*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required (**Agenda item 10b**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7. **Councillor Vacancy**
  - a) To note Councillor Vacancy following the resignation of Councillor Mary Pile
  - b) To note Notice of Councillor Vacancy which gives the opportunity for 10 electors in the Beanacre, Shaw, Whitley & Blackmore Ward to call for an election by 24<sup>th</sup> November; otherwise the vacancy will be filled by co-option  
<https://www.wiltshire.gov.uk/elections-councillor-vacancies>
  - c) To consider appointing councillor to committee and representative vacancies
8.
  - a) To approve the Minutes of the Full Council Meeting held on 24<sup>th</sup> October
  - b) To approve the Confidential notes to accompany the Full Council minutes
9. **Planning**
  - a) To approve the **Minutes of the Planning** Committee meetings held on 7<sup>th</sup> November
  - b) To formally approve **Planning Committee recommendations** of 7<sup>th</sup> November.
10. **Staffing**
  - a) To approve the **Minutes of the Staffing** Committee meetings held on 7<sup>th</sup> November
  - b) To formally approve **Staffing Committee recommendations** of 7<sup>th</sup> November.
11. **Asset Management**
  - a) To consider principle of Community Asset Transfer of Wiltshire Council assets in the parish rather than just renewing play area leases (this would include public open spaces etc)



- b) To consider options for play area lease renewal if not pursuing Community Asset Transfer option
  - c) **Bowerhill Sports Field & Pavilion**
    - i) To approve quotation to relocate the middle pitch to aid goal area recovery and to prevent lost balls in the hedge line
    - ii) To consider proposal for installation of drinking water fountain following site visit
  - d) **Shurnhold Fields.** To note that a Committee is in place following Friends of Shurnhold Fields AGM
  - e) To approve quote for repair of bus shelter (Shaw)
  - f) To consider quotations for improvements to the Whitworth play area (Bowood View)
12. **New Berryfield Village Hall project:**
- a) To consider update from solicitors on legal claim.
  - b) To note revised budget vs anticipated spend report.
13. **Finance:**
- a) To note Receipts & Payments reports for October
  - b) To approve **cheque signatories/online authority** for November payments.
  - c) To note tax base number for the parish for 2023/2024 of 2,895.42 (2,782.41 in 2022/23) for precept calculation
  - d) To note amendment to share of Community Benefit funding from Sandridge Solar Farm and receipt
14. **Policies/Procedures**
- a) To consider request for Complaints Committee and Independent Person to be appointed.
  - b) To consider ways of streamlining agendas
15. **Community projects/partnership organisations:**
- a) To consider way forward for Melksham Community Support, including parish council direct involvement for Emergency Plan
  - b) To consider update on Cost of Living/Warm Spaces initiatives.
  - c) To consider request to supply Coronation Mugs to children in the parish
  - d) To note correspondence regarding potential Community Benefit from the proposed Wessex Water mains drainage scheme
  - e) To note new group “A350 Alliance” and their support by CPRE Wiltshire
  - f) To note latest update on Whitley Community Stores and consider any actions required
16. **Parliamentary Boundary Review:** To consider submitting comments on proposals for new Melksham & Devizes Constituency (Electorate 71,823)  
<https://www.bcereviews.org.uk/> Comments by 5<sup>th</sup> December



Mrs Teresa Strange  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place  
Melksham, Wiltshire  
SN12 6ES

Electoral Services  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN  
31 October 2022

Dear Mrs Strange

**Casual Vacancy - Melksham Without Parish Council  
Parish Ward - Melksham Without (Melksham Without (Beanacre, Shaw, Whitley & Blackmore Ward))**

I refer to your notification of a vacancy and enclose a copy of the statutory Notice of Vacancy. The Notice may be copied as required but must be displayed in a prominent position within the Parish Ward of Melksham Without (Melksham Without (Beanacre, Shaw, Whitley & Blackmore Ward)).

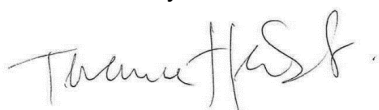
An election to fill the vacancy will be held if TEN electors from the Parish Ward of Melksham Without (Melksham Without (Beanacre, Shaw, Whitley & Blackmore Ward)) write to the Returning Officer by 24 November 2022 asking for an election to be held. If an election is not requested by that date, then the vacancy must be filled by co-option as soon as practicable. I will write to you again after 24 November 2022 to let you know whether there will be an election, or whether the Melksham Without Parish Council may co-opt to fill the vacancy.

Town and Parish Councils must consider whether they wish to request poll cards for each by-election. It has become common practice to send poll cards for all elections as this promotes more democratic engagement. Poll cards need to be prepared about the same time the Notice of Election is published. This is so they can be printed and posted as soon as possible to enable electors to be notified of the statutory deadlines if they wish to change their voting methods. However, this will be an area for your Town/Parish Council to consider when a vacancy occurs and more appropriately, if an election is triggered. You may wish to have a council resolution in place delegating power to an individual to make that decision, or a blanket decision on whether or not poll cards are required.

Finally, if an election is requested, Electoral Services will provide the council with an estimated cost of a contested election and uncontested election. Included in the figures will be costs for poll card printing and postage which may help with your decision on poll cards. The costs are bespoke to the individual Parish Ward and depend on many factors including number of polling stations hired, number of postal voters etc. If you would like a quote at any time, for this Parish Ward, please let us know and we can provide this for you.

Thank you for your assistance in this matter.

Yours sincerely



**Terence Herbert**  
**Electoral Registration Officer**  
Telephone: 0300 456 0112  
Email: [elections@wiltshire.gov.uk](mailto:elections@wiltshire.gov.uk)  
Enc

# **NOTICE OF VACANCY IN OFFICE OF COUNCILLOR**

## **Melksham Without Parish Council**

### **MELKSHAM WITHOUT (MELKSHAM WITHOUT (BEANACRE, SHAW, WHITLEY & BLACKMORE WARD))**

#### **NOTICE IS HEREBY GIVEN**

that due to the resignation of Mary Pile, a vacancy has arisen in the Office of Councillor for Melksham Without Parish Council.

If by 24 November 2022 (14 days after the date of this notice) a request for an election to fill said vacancy is made in writing to the Returning Officer at the address below by TEN electors from the Parish Ward of Melksham Without (Melksham Without (Beanacre, Shaw, Whitley & Blackmore Ward)), an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option.

If an election is called, it will take place not later than 31 January, 2023.

Dated 4 November 2022

Terence Herbert  
Returning Officer  
Electoral Services, Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

Posted by:

Mrs Teresa Strange  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place  
Melksham, Wiltshire

In computing any period of time for this purpose, a Saturday, Sunday, Christmas Day, Boxing Day, Good Friday, Easter Monday, bank or public holidays or any day appointed for public thanksgiving or mourning must be disregarded.

## **Committees and Working Parties for 2022/23**

**Chair and Vice Chair of the Council to be  
Ex-officio members of all committees and working parties:**

**Chair of Council for 2022/23: Cllr John Glover**

**Vice Chair of Council for 2022/23: Cllr David Pafford**

### **Finance Committee:**

Cllrs John Glover (**Chair**), Alan Baines (**Vice Chair**), Richard Wood, David Pafford, Shona Holt, Robert Shea-Simonds, John Doel.

*(Cllrs Stefano Patacchiola and Andy Russell to come in once a quarter to verify bank reconciliations as two non-finance committee councillors.)*

### **Planning Committee:**

Cllrs Richard Wood (**Chair**), John Glover, Alan Baines (**Vice Chair**), **Mary Pile**, David Pafford, Mark Harris and Terry Chivers

### **Staffing & Resources Committee:**

Cllrs John Glover, Alan Baines, Stefano Patacchiola, David Pafford, Robert Shea-Simonds, Shona Holt and Rob Hoyle.

### **Asset Management Committee:**

Cllrs John Glover, David Pafford, Alan Baines (**Vice Chair**), Terry Chivers (**Chair**), Shona Holt, Rob Hoyle, Andy Russell.

### **Highways and Street Scene Committee:**

Cllrs John Glover, Alan Baines, Mark Harris, David Pafford, Robert Shea-Simonds, Terry Chivers and Stefano Patacchiola.

### **Community Resilience Working Party:**

Cllrs John Glover, David Pafford, Rob Hoyle, Alan Baines and **Mary Pile**.

### **Shurnhold Fields Joint Working Party:**

Cllrs John Glover, David Pafford and Stefano Patacchiola

### **Office Relocation Project Working Party:**

Cllrs Richard Wood, John Glover, David Pafford, Mark Harris, Stefano Patacchiola and Robert Shea-Simonds.

*(Cllr Stefano Patacchiola is the parish council's IT representative for this project)*

### **New Berryfield Village Hall Working Party**

Cllrs Richard Wood, John Glover, David Pafford, Mark Harris and Shona Holt

### **I.T. & Data Protection Working Party**

Cllrs John Glover, Stefano Patacchiola, David Pafford, Shona Holt and Mark Harris.

### **CIL Sharing (MTC)**

Cllrs John Glover, David Pafford and Alan Baines



## ORGANISATION REPRESENTATIVES

For 2021/22

### Organisations:

Age Friendly Melksham	John Doel
Berryfield & Semington Road Action Group (BASRAG)	Richard Wood
Berryfield Village Hall	Shona Holt
Bowerhill Residents Action Group (BRAG)	Rob Hoyle (Sub: Andy Russell)
Bowerhill Village Hall Trust	Andy Russell
CCTV Working Group (Town Council)	Stefano Patacchiola
Climate Friendly (NEW)	John Doel
Community Action Whitley & Shaw (CAWS) & Flood Wardens	Mary Pile
CPRE (Wiltshire Branch)	<b>VACANCY</b>
Dementia Action Alliance	Robert Shea-Simonds
Market Place Toilet Joint Venture	Alan Baines & John Glover
Melksham Area Board	John Glover & David Pafford
Melksham ATC	Andy Russell
Melksham Chamber (previously Chamber of Commerce)	Rob Hoyle
Melksham Charities	R Shea-Simonds & John Doel
Melksham Community Area Transport Group	Alan Baines
Melksham Hospital & Community	Robert Shea-Simonds
Melksham Joint Health Forum	John Glover
Melksham Joint Neighbourhood Plan Steering Group	John Glover & David Pafford (A Baines & R Wood – reserve)
Melksham Oak Community School Governor	David Pafford
Melksham Transport Group	Mark Harris
Operational Flooding Working Group	Alan Baines
Parish Highways & Street Scene Rep	Parish Officer – L. McRandle
PCSO Liaison	Officers
Press Representative	Clerk – Teresa Strange
Shaw Hall Management Committee	Stefano Patacchiola
Shurnhold Fields (Friends of)	(from Shurnhold Working Group Reps)
Whitley Reading Rooms	<b>VACANCY</b>
Wilts & Berks Canal Partnership	Mark Harris
WALC (Wiltshire Association of Local Councils)	Rob Hoyle

### Footpath Representatives:

Beanacre	Terry Chivers
Berryfield	Richard Wood
Bowerhill, Redstocks and The Spa	John Glover & <b>VACANCY</b>
Sandridge & Blackmore	Alan Baines
Shaw & Whitley	Stefano Patacchiola & Terry Chivers





**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 24 October 2022 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm**

**Present:** David Pafford (Acting Chair of Council), Alan Baines, John Doel, Mark Harris, Shona Holt, Stefano Patacchiola JP and Richard Wood

**In attendance:** Wiltshire Councillors Jonathon Seed (Melksham Without West & Rural) and Nick Holder (Bowerhill)

**In attendance via Zoom:** 1 Member of public who left prior to public participation.

**In attendance:** Teresa Strange, Clerk and Lorraine McRandle, Parish Officer

**218/22 Welcome, Announcements & Housekeeping**

Councillor Pafford welcomed everyone to the meeting and made the following announcements:

- Weed spraying, paid for by the parish council, had recently been undertaken. It was suggested Members keep an eye on how successful this may have been in the various parts of the parish.
- Wiltshire Council officers had responded in offering some limited 'Sparkle Days' resource to the parish on discovering the parish did not receive these. The Clerk advised if there were any larger scale jobs in the parish to inform the office. It was noted this additional resource was very ad hoc and could be last minute, as only available due to a cancellation elsewhere.
- It was also noted following the heavy rains in recent days, there was no flooding reported in the parish, apart from a bit of surface water in Westlands Lane, Beanacre.
- The Staffing Meeting has been rescheduled for Monday 7 November after a Planning Committee meeting.

**219/22 To receive apologies and consider approval of reasons given**

The meeting was reminded Councillor Glover had a leave of absence until 1 December.

The following Members tendered their apologies:

Councillor Chivers – for health reasons  
Councillor Shea-Simonds – for health reasons  
Councillor Pile – social engagement

Councillor Hoyle - work commitment  
Councillor Russell - for health reasons

**Resolved:** To accept and approve the reasons for apology.

**220/22 Invited Guests:**

**a) Wiltshire Councillor Nick Holder (Bowerhill)**

Councillor Holder provided the following updates:

**Pathfinder Way/Place**

The lights on Pathfinder Way and the surrounding roads were now fully operational, with the remote monitoring still to be installed.

With regard to the query raised at a previous Planning meeting at the lack of an audible sound on the double crossing over the A365 to The Spa, this had been queried with Highways. They had explained a device is attached to the bottom of the crossing control switch, which vibrates when touched, indicating to those who are partially sighted that it is safe to cross.

Councillor Holder explained there was still an issue with the lack of some street lighting on the A365 towards Melksham Oak School.

**Crime**

Unfortunately, over the weekend there had been two bike thefts in Bowerhill and some incidences of small vandalism. Sergeant James Twyford had been made aware of the issues and had agreed to some extra patrols in Bowerhill.

A Crowd Funding page had been set-up over the weekend and enough funds raised to replace a child's bike which had been stolen which showed tremendous community spirit to be proud of.

**Relocation of Goalposts to the rear of Wellington Drive**

Councillor Holder queried if the parish council had considered the relocation of the goal posts to the rear of Wellington Drive.

The Clerk explained the Asset Management Committee had considered this at their 10th October meeting and had made a recommendation not to replace these with new ones for various reasons.

**b) Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)**

Councillor Alford was unavailable as he was in the process of moving house that day.

**c) Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural). Report received**

Members noted Councillor Seed's latest report had been circulated in their agenda packs.

Councillor Seed sought a steer from the parish council if it still wished the 'call in' to remain on planning application PL/2022/02749 for 144 dwellings on Semington Road.

The Clerk explained the parish council would still like the 'call in' to stand and explained the reasoning behind the request.

The Clerk explained the parish council had a list of things they wished to see amended on the layout plan and had reiterated these on meeting the developers again and on commenting on the Reserved Matters application. The Clerk stated she would forward a bullet point list to Councillor Seed of the main concerns.

The Clerk highlighted that David Wilson Homes, the developers of the 144 homes on Semington Road, had offered a Unilateral Agreement of £20,000 to the parish council, in order to get the bridge between the site and Bowood View installed. However, there was no guarantee Wiltshire Council will include this in the Section 106 Agreement.

The Clerk and members expressed frustration at the lack of input the parish council had with regards to what is included in a Section 106 Agreement, particularly if something has been agreed with developers to find it has not been included in the Section 106 Agreement and therefore enables developers to renege on it.

Councillor Seed understood the council's frustration with the planning process and Section 106s Agreements and stated he would discuss this with a Cabinet Member, particularly the need for a report to be produced on Section 106s Agreements.

Councillor Pafford explained at the meeting with Wiltshire Councillor Botterill, Cabinet Member for Finance, Development Management and Strategic Planning it had been reiterated for the need for Wiltshire Council to have more ongoing dialogue with town and parish councils and planners to avoid a 'call in'. Unless the system was changed, there was no option, but for town and parish councils to seek a 'call in', in order to get their points across for one final time on a large planning application.

Councillor Seed thanked the parish council for their views, explaining he would continue with the 'call in' on this application.

Councillor Wood explained the meeting with Councillor Botterill had

been useful and productive and felt the parish council had been listened to and highlighted to the Senior Planning Officer at Wiltshire Council how large the parish was and how involved the parish council are in the planning process.

Councillor Seed congratulated the parish council on its effective administration and expressed disappointment it appeared to have previously not been listened to by officers at Wiltshire Council.

Councillor Seed sought an update on the views of the parish council with regard to the recent planning application for the extension to the New Inn Pub on Semington Road which the Clerk provided.

Councillor Seed reminded the meeting of funding available through the Local Highways & Footway Improvement Group (LHFIG), if the parish council had any future projects in mind.

**221/22 a) To receive Declarations of Interests**

The Clerk declared an interest in recommendation 200(k)/22: Repairs to the Gate at the entrance to Beanacre Play Area of the Asset Management minutes of 10 October 2022. A quote provided by her husband's company, of which she was a Director, needed approval, and therefore left the room during this item.

**b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.**

The Clerk reported none had been received.

**222/22 To consider holding items in Closed Session due to confidential**

***Nature Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required (Agenda item 9c(iv), 10a) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.***

The Clerk advised the following agenda items be held in closed Session:

8(c) To consider the way forward for the Town Centre Master Plan and future redevelopment of a town centre site within the Neighbourhood Plan Area. **REASON:** Due to the sensitivity of the site to be discussed.

9(c)(iv) Bowerhill Sports Field & Pavilion: To consider booking update and consider next steps. **REASON:** As part of contractual arrangements.

10(a) New Berryfield Village Hall: To consider update from solicitors on legal claim. **REASON:** As part of legal claim.

**Resolved:** For items 8(c), 9(c)(iv) and 10(a) to be held in closed session for the reasons given.

Councillors Holder and Seed left the meeting at 7.25pm.

## **223/22 Public Participation**

There were no members of public in attendance.

## **224/22 To approve the Minutes of the Full Council Meeting held on 3 October (postponed from 12 September)**

The Clerk explained the Friends of Shurnhold Fields were pleased to have received their letter of thanks from the parish council, which was due to be read out at their AGM the following evening.

**Resolved:** To approve and for the Acting Chair to sign the Full Council minutes of 3 October 2022.

## **225/22 Planning**

### **a) To approve the Minutes of the Planning Committee meetings held on 26 September and 17 October 2022.**

With regard to the 26th September 2022 Planning Minutes, the Clerk explained that Min No: 167/22 - revised plans for 144 dwellings on Semington Road, the resolution should have been a recommendation.

With regard to the Planning minutes of 17 October 2022, The Clerk explained Min 216(b)(ii): Update on the Neighbourhood Plan, had a 'C' against it to denote it was confidential. In the Council's Standing Orders it stated if there is a Confidential Note, a 'C' be put against the minute number to denote separate notes. However, having

subsequently checked with other stakeholders, it was agreed the information included in this item could be put in the public domain.

**Resolved:** To approve and for the Chair to sign the Planning Committee minutes of 26 September 2022 and 17 October 2022.

- b) **To formally approve Planning Committee recommendations of 26 September and 17 October 2022.**

**Planning Minutes 17 October 2022**

**Min - 216(b)(iii): To consider revised Terms of Reference dependent on consideration by Melksham Town Council**

The Clerk explained there had been some confusion as to whether the Town Council at their Economic Development meeting on 10th October 2022 had approved the parish council's suggested amendment to the Neighbourhood Plan Terms of Reference: 'that organisation representatives on the Steering Group could not be dual hatted'. However, this had been agreed at a Town Council meeting following the Economic Development meeting later that evening.

**Min 217(c): Contact with Developers**

With regard to meeting developers, the Clerk explained unfortunately the representative from Living Space Housing had been off sick and had offered to meet Members on Thursday 10th November at lunchtime.

**Resolved 1:** To formally approve the recommendations of the Planning Committee meetings held on 26th September and 17th October 2022.

**Resolved 2:** To confirm the meeting with Living Space Housing on 10th November at 1.30pm.

- c) **To consider the way forward for the Town Centre Master Plan and future redevelopment of a town centre site within the Neighbourhood Plan Area.**

*Held in Closed Session*

The Clerk explained that this agenda item was to explore two items relating to the Town Centre Master Plan in the current review of the Melksham Neighbourhood Plan, to understand the parish council's thoughts on this workstream to inform officers, consultants and

parish council representatives on both the Neighbourhood Plan Steering Group and the Town Centre Master Plan task group.

The first item was related to downgrading the Town Centre Master Plan piece of work by AECOM to be a Technical Evidence Base document rather than a full Master Plan for the town centre, this is due to the concerns that the time and resources required for a full Master Plan will hold up the whole Neighbourhood Plan review process. The current NHP#1 has a Town Centre Policy and Priority Statement that states that the Town Council will prepare a Town Centre Master Plan, and perhaps an option for the review will be that NHP#2 will be updated to state that the Town Council is progressing a Town Centre Master Plan.

Secondly, to gauge the appetite of the parish council to the level of detail in progressing the Town Centre Master Plan with relation to the recent announcement that a major employer at the edge of the town centre was planning on closing their site. This had been brought to the attention of the Planning Committee when they met last week 17<sup>th</sup> October (Minute 216/22b)ii) refers) and since then a discussion paper with options had been prepared by Place Consultants which had been circulated to members in their agenda packs.

It was generally agreed that the parish council's main priority for the review of the Melksham Neighbourhood Plan (NHP) was to secure protection against speculative, not Plan led, development in the parish. Members were cautious to make further views on these matters until it was clear what the town council's thoughts were, and perhaps a joint meeting of the NHP reps of the two councils, as the two qualifying bodies, would be a good idea before the Steering Group met at the end of November.

The Clerk explained that in addition it had been agreed earlier this afternoon to hold a Town Centre Master Plan task group meeting next week to allow Place Consultants to air views with the group before continuing to brief the AECOM technical support consultants on the work to be undertaken. Place Consultants' view was that the brief to AECOM asks them to look at the optimum uses for the site in meeting the aims and objectives of the Town Centre Master Plan.

## **225/22 Asset Management**

### **a) To approve the Minutes of the Asset Management Committee meeting held on 10 October 2022.**

**Resolved:** To approve and for the Acting Chair to sign the Asset Management Committee minutes of 10 October 2022.

**b) To formally approve the Asset Management Committee recommendations of 10 October 2022**

With regard to recommendation 200(c)/22: To review the RoSPA report for Bowood View (Whitworth) Play Area in terms of triggers for being adoption ready.

The recommendation of the Asset Management Committee was as follows:

‘Following the receipt of the RoSPA annual inspection reports the council are unable to adopt the Whitworth play area until all remedial work identified is completed, this includes the tarmacking of the pathway as previously agreed.’

Following the Parish Council writing to Bellway after the Full Council meeting on 3 October informing them the council would adopt the play area, subject to the hoggin footpath being replaced with tarmac, as offered by Bellway, and subject to a satisfactory independent review by RoSPA, Bellway had subsequently written back on 20th October stating they were not prepared to organize the tarmacking of the hoggin footpath until the area was adopted by the parish council and even then it could take 10 weeks for this work to be undertaken due to supply issues.

The Clerk sought a steer on a way forward bearing in mind this correspondence, as well as the correspondence received earlier that day and included in late papers.

Several members expressed concern at the tone of the correspondence and what was implied by Bellway.

The Clerk reminded Members at the Asset Management meeting it had also been recommend the play area would not be taken on until Bellway had undertaken the remedial works as highlighted in the RoSPA report, such as the improvements to the safety surfacing around the teen shelter, with Bellway refusing to do this.

It was noted if the Parish Council were to take on the play area without the improvements to the footpath and safety surfacing, these costs would have to be borne by the parish council.

The Clerk explained she had been contacted by the Play Officer at Wiltshire Council who had stated there was between £10-12,000 for play area contributions from the appeal site on Semington Road (land rear of Townsend Farm) for 50 affordable houses and ahead of reserved matters, sought a steer where this funding should go.

The Clerk reminded Members the new development for 144 dwellings further along Semington Road would be a much further



walk and had asked the Play Officer if the monies would be more suitable to contribute towards improvements at Bowood View play area, particularly if the parish council were to adopt it, there would be no maintenance contribution coming forward from the developer for future maintenance and they had been happy with this suggestion.

The Clerk explained the funding would not be available until the development was complete. However, the Parish Council in the meantime, if they were minded to use this funding to make improvements at Bowood View Play area could use monies out of reserves for play areas and replace, when the s106 funding came in.

Discussion ensued on the pros and cons of taking on the play area in light of this change since the last meeting and the comments made by Bellway if the Parish Council were not to take on the play area.

It was noted both the Section 106 Officer and the contactor who had installed the equipment had raised no concern with regard to the lack of safety surfacing underneath the teen shelter.

The Clerk highlighted that council's cannot change a decision made for 6 months without a request from a certain number of members or a recommendation of a Committee. The resolution made at Full Council on 3rd October was: 'to adopt the play area, based on the outcome of the independent play area review by RoSPA but not sign any legal agreement until the footpath in the play area is tarmacked with a proper edging', therefore the council technically, cannot alter this decision unless content that there has been a change in circumstances with Bellway reneging on the offer of tarmacking the hoggin footpath.

**TO NOTE:** The Clerk, having previously declared an interest, left the meeting briefly, while members considered the recommendation relating to Min 200(k): To consider quotations received for the repairs to the gate at the entrance to Beanacre Play Area.

With regard to Min 207/22 regarding bins, whilst the Clerk had delegated powers to replace bins, the budget was over spent at present and therefore an increase was being sought in funding and from which budget heading this should come from i.e., reserves or whether there was a preference to wait until the next financial year to increase the budget.

With regard to the new waste contract Suez had confirmed the contract would be for 2 years.

**Resolved 1:** To formally approve the recommendations of the Asset Management Meeting held on 10 October 2022 apart from recommendation 200(c)/22 regarding the adoption of the Whitworth

Play Area at Bowood View, with a resolution the play area is adopted and open now and to seek to have a tarmac path completed as soon as possible.

**Resolved 2:** To obtain quotes for the safety surfacing work and tarmacking of the hoggin footpath at the Whitworth Play Area, for consideration at the next Full Council meeting and to continue conversations with Bellway on when the hoggin footpath will be tarmacked.

**Resolved 3:** Monies reserved from the development of 50 dwellings to the rear of Townsend Farm on Semington Road (20/07334/OUT) be used to make improvements to the Bowood View Play Area.

**Resolved 4:** To Give delegated powers to the Clerk to spend up to an additional £1000, until the end of this financial year, to replace Wiltshire Council bins when burnt out or vandalized and for officers to look at an appropriate budget heading to drawn down funding.

**c) Bowerhill Sports Field & Pavilion**

- i) To approve quotation to fertilize junior pitches now rather than reseed next Spring (due to wear on pitches) – recommendation of contractor.**

A quote of £467.20 + VAT had been received from J H Jones to fertilize the junior pitches given their current condition.

**Resolved:** To approve the quotation of £467.20 + VAT received from J H Jones to fertilize the junior pitches.

- ii) To approve quotation to relocate the middle pitch to aid goal area recovery and to prevent lost balls in the hedge line – recommendation of Asset Management Committee.**

The Clerk informed the meeting the quote for this work had not been received as yet.

- iii) To note update from grass cutting contractor re budget and terms of a rolling or fixed 3-year contract – recommendation of Asset Management Committee.**

The Clerk explained she had spoken to J H Jones regarding the Council's contract, bearing in mind the current financial climate and had asked them to give an indication of costs before the council considered budget proposals for 2023/24.

The Clerk explained that since these discussions correspondence had been received from J H Jones to inform that their prices would be increasing from 1<sup>st</sup> April 2023 by 10%.

It was noted that an inflation rate of 10.1% had been announced by the Government for September, and therefore this would need to be borne in mind in terms of the budget next year. The Council would need to review the grass cutting specification in the new year to update the specification with additional play areas for example.

**iv)C To consider booking update and consider next steps.**

*Held in Closed Session*

**Resolved:** Members of the Asset Management committee, the Clerk and the Finance & Amenities Officer hold a meeting with the hirer to discuss a way forward.

**d) Shurnhold Fields. To approve a quotation for grass cutting should Friends of Shurnhold Fields have difficulties in recruiting volunteers, with a suggestion they disband, following their AGM on 25 October (Full Council 3 October 2022 – Min 189(c).**

The Clerk explained a quote had been received from the parish council's contractor to undertake regular grass cutting at Shurnhold Fields, should the Friends of Shurnhold Fields decide to fold at their AGM the following evening and therefore stop undertaking regular grass cutting.

A quote of £160.00 + VAT had been received from J H Jones.

The Clerk explained the Town Council had been approached, as the fields were jointly owned by both councils, to see if they had any capacity to undertake additional grass cutting, but unfortunately, they currently had not capacity or large enough equipment to undertake this task.

**Resolved:** To defer a decision on this until after the Friends of Shurnhold Fields AGM the following day.

**e)To note the Pavilion office space, former meeting space at Gompels, and portacabin at Berryfield village hall have all been cleared**

The Clerk explained there was still a few items to clear, but hopefully this would be done shortly.

**f) To agree date and format for Opening Event for Davey Play Area (Pathfinder)**

The Clerk explained consideration needed to be given to when to hold an official opening of the Davey Play Area at Pathfinder Place,

and to this end had been in touch with the Air Training Corps inviting them along, but was awaiting to hear on their availability before deciding on a date for the opening, but would inform Members once a date had been set. Mrs Davey the widow of Mr Michael Davey, former Commanding Officer of the ATC would also be invited along.

**g) To note avian flu measures in place.**

Members noted the current avian flu measures in place.

**226/22 New Berryfield Village Hall project:**

**a) To consider update from solicitors on legal claim**

The Clerk explained an update from the solicitor on the legal claim had not been received as yet, but was currently chasing for an update.

**b) To note revised budget vs anticipated spend report.**

The Clerk explained she needed to look in more detail at the figures produced earlier in the day and would provide an update as soon as possible.

**c) To note new tables and chairs have been delivered following a successful grant application to Melksham Area Board by the Village Hall Committee (match funded by the parish council).**

Members noted the new table and chairs for the village hall had been delivered following a successful grant from the Melksham Area Board, which was match funded by the Parish Council.

**d) To note soft landscaping planting due Tuesday 25 October.**

Members noted soft landscaping around the village hall was due to be planted the following day.

**e) To note community access defibrillator imminent installation and to consider hosting a Defibrillator Awareness Training session at the hall; to approve quotation.**

The Clerk informed the meeting the defibrillator was due to be installed later in the week and while people did not need training in order to use a defibrillator, sessions to give confidence and awareness to residents had been run in the past when the other defibs were installed. Sessions were available at £150 per session for up to 50 people and sought a steer from Members how widely this

should be publicised, bearing in mind it would be good publicity for the village hall but members across the parish, and beyond may attend.

**Resolved:** To hold two training sessions at Berryfield Village Hall and to publicise to the wider community. To consider further training sessions if more people came forward than places were available.

**f) To receive feedback from Village Hall representatives meeting on 19th October and to consider any actions from the meeting**

The Clerk explained only three potential committee members had attended the meeting (excluding the parish council and BASRAG (Berryfield & Semington Road Action Group) reps and another meeting had been organised for 16th November, which was being publicised widely, including in the Melksham News, at which a committee can hopefully be formed and then a charitable trust set up and lease signed.

The meeting had been attended by various representatives of other village halls in order to discuss booking arrangements and management of halls and had proved a really good session.

It was hoped to get both Shaw Village Hall and Berryfield Village Hall leases on the same terms. Councillor Holt explained she was happy to go through the various documents provided if this helped and encourage people to join the committee.

Councillor Harris agreed to forward a copy of Bowerhill Village Hall Committee's constitution.

**g) To consider a request from Councillor Chivers to rename the village hall in memory of Queen Elizabeth II**

Councillor Pafford stated a request had been received from Councillor Chivers to consider renaming Berryfield Village Hall in memory of Queen Elizabeth II, however, as Councillor Chivers was not in attendance, suggested this item be deferred.

Councillor Baines noted an engraved plaque had already been installed in the brickwork with the name of the village hall and suggested referring the request to Melksham Town Council, with a view to naming the East of Melksham Community Centre after the Queen. It was understood permission would need to be sought from the Lord Lieutenant of Wiltshire in the first instance to name the hall after Queen Elizabeth II.

**Resolved:** For the Clerk to approach the Town Council to ascertain if they would consider naming the proposed new village hall East of Melksham after Queen Elizabeth II and to bring back to a future

council meeting, when hopefully Councillor Chivers would be in attendance.

**h) To agree date and format for Opening Event**

The Clerk sought a steer from Members on thoughts for the official opening of the hall, potentially after Christmas now, with a suggestion the opening event take place on Saturday 21st January 2023.

**Resolved:** For the Clerk to talk to those who had been involved in the project to ascertain availability.

**227/22 Highways & Streetscene**

**a) To approve the Minutes of the Highways & Streetscene Committee meeting held on 26 September 2022**

**Resolved:** To approve and for the Chair to sign the Highways & Streetscene minutes of 26 September 2022.

**b) To formally approve the recommendations contained within the Highways & Streetscene minutes of 26 September 2022.**

Councillor Pafford asked if consideration needed to be given to a substitute for Councill Baines at the Local Highways and Footpath Improvement Group (LHFIG) meetings for Councillor Baines in order the parish council were represented at the meeting in his absence.

Min 178(c): To consider feedback from meeting with Community Action Whitley & Shaw (CAWS) regarding request for traffic calming measures and the installation of a permanent electronic speed sign.

The Clerk explained whilst the parish council had made a recommendation to accept the offer of purchasing an additional speed indicator device. It would appear that CAWS were currently consulting residents on what fund-raising money could be used for and purchasing a speed indicator device had been one of the suggestions; so, accepting the offer may have been premature at this stage.

**Resolved 1:** To formally approve the recommendations contained within the Highways & Streetscene minutes of 26 September 2022

**Resolved 2:** For Councillor Patacchiola to substitute for Councillor Baines at the Local Highway & Footpath Improvement Group (LHFIG).

**c) Shaw Traffic Lights. To note update on provision of 'shutters' on the traffic lights and consider forwarding a request to the Local Highways & Improvement Group (LHFIG) these are installed on the 'green' lights only (arising from Min 176/22f)**

The Clerk explained Shaw traffic lights used to have shuttering on them until they were replaced, in order to slow drivers down. A response had been received from Wiltshire Council's Traffic Engineer stating, "as there was no record of collisions, it was not considered necessary to install them and therefore had been omitted during the refurbishment of the lights. There was no issue in having louvres on the green lights, which would be a cost implication and encouraged a request be submitted to the Local Highways & Footpath Improvement Group (LHFIG) for consideration."

**Resolved:** To submit a request for louvres on the green lights only on Shaw Traffic lights to the Local Highways & Footpath Improvement Group (LHFIG) for consideration

**d) To note update from Wiltshire Council on School Travel Plans in the parish and consider next steps**

The Clerk explained the parish council when considering various requests relating to highway issues outside schools had suggested having sight of the various school travel plans and therefore had contacted the School Travel Plan Advisor at Wiltshire Council.

The School Travel Plan Advisor had responded to say normally it would be for the parish council to approach the respective schools. However, noted both Melksham Oak and Bowerhill School Travel plans were out of date, therefore did not reflect the current situation accurately. With Melksham Oak School last being updated in 2007, and Bowerhill Primary School in 2006. Shaw School Travel Plan was dated November 2017.

The Travel Advisor had advised the parish council to encourage the schools to update their plans.

The Clerk explained when applying for funding for improvements under the Substantive Highways scheme that more points were received to support a request, if relating to highway improvements outside schools, if the school in question had an up-to-date travel plan.

It was understood the schools did not have to share the information contained within their School Travel Plans with their respective town/parish council.

**Resolved:** To request up to date Travel Plans from the various schools (copying in White Horse Academy) within the parish explaining that not having an up-to-date Travel Plan was hampering the parish council getting things through the Local Highway & Footpath Improvement Group (LHFIG) to improve highway safety outside schools, as well as additional funding and to copy in the White

Horse Academy into the correspondence

**e) To note the 'Substantive Highways Scheme Fund' Bid application process for Funding in 2023/24. Area Boards need to submit eligible bids by Friday 18th November 2022.**

Suggestions were sought for schemes in order to apply for funding.

Councillor Wood explained he had previously suggested, when considering CIL (Community Infrastructure Levy) funding with the Town Council, the possibility of a new footpath from Berryfield to Pathfinder Way Primary School and wondered if this would be a more suitable route for funding. The Clerk explained there was an item further on the agenda regarding CIL sharing, with the Town Council, stating they were not prepared to use the shared CIL for the implementation of a new footpath from Berryfield to Pathfinder School, as it would not benefit their residents.

Councillor Baines felt until a more definitive start date was known, this suggestion was premature and as the 'Substantive Highways Scheme Fund' was available every year, to consider schemes which could be achieved now.

The following suggestions were made:

- Roundabout or second access for Melksham Oak School, as asked for when the school was built originally.
- Crossing against the new road for the footpath to the rear of Melksham Oak. It was noted this would benefit pupils from the town, as opposed to pupils from the parish.
- Bowerhill Primary School second entrance/exit, modifying traffic calming outside school. This would also improve access to the village hall. Councillor Harris, as Chair of Bowerhill Village Hall Committee stated the Village Hall Committee might be prepared to contribute towards the costs of improving the access to the school, as it would also improve access to the village hall.
- Moving the bus gate at Semington Road. It was noted this could possibly be paid for from the £200,000 Section 106 monies (from planning application for 144 dwellings on Semington Road) for the highway improvements to the crossing on the A350, which had already been completed.

**Resolved:** To put forward the following bid to the Substantive Highways Scheme Fund:



1. Additional entrance/exit at Bowerhill Primary School in order to improve access for both the school and the village hall and/or improvements to the traffic calming measures outside the school.
2. To inform Councillor Seed, as Chair of the Local Footpath & Highways Improvements Group (LHFIG) of the following other requests, which will come forward in due course but likely to be more applicable to the Substantive Fund than the LHFIG fund:
  - Provision of a roundabout outside Melksham Oak School and/or a second entrance to the school.
  - Installation of a footpath from Berryfield to Pathfinder Place Primary School, Bowerhill.

To ascertain if Wiltshire Council have found funding for the toucan crossing associated with the footpath to the rear of Melksham Oak. If not, to suggest to the Town Council this could be something which both Councils could make a joint application to the Substantive Highways fund for, as it would mainly benefit children from the town rather than the parish.

**228/22 Melksham Campus/office relocation**

**a) To consider correspondence with Wiltshire Council over potential bookings**

The Clerk explained that she was currently in discussion with Wiltshire Council's legal team over the type of use of the parish council meeting space that was permitted to be used by others. There was not AV equipment available in the large meeting room adjacent to the council's meeting space which most groups required and had fed this back to Wiltshire Council.

**229/22 Finance:**

**a) Quarterly Reports for Quarter 2 (July, Aug, Sept)**

**i) To note Budget vs Actual figures**

The Clerk explained officers were starting to look at the budget for 2023/24 bearing in mind the 10.1% inflation figure recently announced.

**Resolved:** To note.

**ii) To note Bank reconciliation**

**Resolved:** To note the Bank Reconciliation and for

Councillors Russell and Patacchiola as non-Finance Committee members to inspect and countersign the Bank Reconciliation and council cheque book.

**iii) To note VAT reclaim submitted**

**Resolved:** To note a VAT reclaim of £74,212.88 had been made in Quarter 2.

**b) To note Receipts & Payments reports for September**

**Resolved:** To note Receipts & Payments reports for September.

**c) To approve cheque signatories/online authority for October payments**

**Resolved:** For Councillors Holt and Pafford to be cheque signatories/online authority for October.

**d) To note conclusion of External Audit and public inspection period**

The Clerk informed the meeting no one had come forward requesting to inspect the reports during the latest inspection period.

Members thanked those officers involved in producing the relevant reports.

**Resolved:** To note the satisfactory conclusion of the External Auditor and public inspection period.

**e) To note sale of Rialtas (accounting software) to Harris Computer Corporation and Handover of Leadership.**

Members noted Rialtas, who the Council use for their accounting software, had just been sold to Harris Computer Corporation.

The Clerk explained for due diligence purposes she had started looking at an alternative provider and had looked at the offering of Scribe who provide a similar solution bespoke to parish councils. However, today, they had announced that their costs had gone up by 20%. Officers would investigate further.

**f) Community Infrastructure Levy (CIL). To note options put forward by Melksham Town Council for CIL sharing and consider next steps for Real Time Information project.**

The Clerk explained whilst something had not been put in writing yet, she understood the Town Council proposed to just proceed with the installation of Real Time Information in bus shelters and not to proceed

with creating a footpath from Berryfield to the proposed new primary school on Pathfinder Way.

The Clerk had ascertained costs of providing Real Time Information from Wiltshire Council who had provided costs of £6,020 (however, this price would hold for 3 to 4 years) per unit if power was available, with costs increasing if power needed to be installed.

The Clerk sought a steer from Members, given the high costs involved, on what strategy should be implemented into phasing the implementation of Real Time Information within bus shelters in the town and parish.

Councillor Patacchiola noted the 54-month maintenance costs were included in the cost but after this period it would be a compulsory extra charge and asked if there was a payment schedule and whether it was an upfront cost.

It was noted Wiltshire Council were happy for the parish council to use Community Infrastructure (CIL) funding to pay for Real Time Information for this. This had been checked as not all the costs involved were for capital purchases. However, it would take some time in order to get enough funding, if using the 10% extra received in CIL funding due to Melksham having a joint Neighbourhood Plan with the Town Council. The Clerk noted there was CIL funding to still come forward for the 144 dwellings on Semington Road and if approved the 112 dwellings at Upside on Bath Road which would contribute to the joint 10% fund.

Councillor Baines suggested the provision of real time information on bus shelters along the 271/272/273 bus route could be explored, which covered areas in the parish, as well as the town.

**Resolved:** The Clerk to continue discussions with the Town Council on priorities for Community Infrastructure Levy funding, scheduling and their commitment to a joint project and to investigate a payment schedule for maintenance costs after the 54-month maintenance period.

## **230/22 Policies/Procedures**

### **a) To review the Council's Social Media Policy (deferred from Full Council 26 July 2022)**

Councillor Holt suggested it would be useful to have something included in the Social Media policy which encouraged people to contact the parish council for a response to a post, rather than the council have to post a response to something on social media if there was a disagreement playing out online.

Councillor Patacchiola suggested the rules detailed in Section 6 are very detailed and could in fact be covered by Section 4 which states that only the Clerk, or staff as directed by the Clerk, are to post

material on a social media site in the Council's name and therefore a councillor can't represent the council's views, they can only do that as a private individual. The policy could then be made a lot simpler.

The Clerk stated this policy did not cover letters/emails to the press and queried whether it would be better to rename as a Media Policy to cover these areas too. It was noted that within the Council's Risk Assessment and list of representatives it stated that any press releases needed to be made via the Clerk, however, it was not included in a policy at present.

It was felt important that any media communications from the council needed to put the view across of the council as a whole, rather than an individual's point of view whether press, radio, TV, social media etc.

**Resolved:** For the Staffing Committee to draw up a Communications Policy which included both staff and members communicating with the press/media outlets and to redraft a separate Social Media Policy, bearing in mind the suggestions made by Councillor Patacchiola. To include a sentence 'to not bring the council into disrepute' as an overarching principle.

**b) To consider request for Complaints Committee and Independent Person to be appointed**

Councillor Chivers asked if the Council would consider having a Complaints Committee and an independent person appointed citing a recent example from Wiltshire Council.

Councillor Pafford suggested as Councillor Chivers was not in attendance to defer this item in order he could speak to the item at a future meeting.

Councillor Pafford stated the Clerk on receiving the request had made investigations and looked up the relevant legislation to find it was not a requirement of a parish council to have an independent person standing by to act as part of a complaints procedure. Councillor Pafford asked Members to bear this information in mind when the matter was brought before the Council at a later date when Councillor Chivers was in attendance to speak to the request.

**Resolved:** To defer this request until the next Full Council meeting on 14th November when hopefully Councillor Chivers was in attendance in order to speak to the request.

**c) To consider way forward for training/best practice in use of electronic agenda packs**

Councillor Pafford stated whilst he was happy to explore using the electronic agenda, would appreciate if he could receive a paper copy agenda pack for those meetings when he was Chair.

Councillor Baines stated he was also getting used to using the electronic agenda pack, but had requested a copy of the agenda and the minutes, and documents in relation to the Highways & Streetscene Committee meeting.

Councillor Chivers was also receiving a paper copy of the agenda pack.

The Clerk stated whilst Councillor Patacchiola could provide regular top tips on using an electronic agenda pack, she asked if Members felt any training would be useful.

Members felt it would be useful to have training on how to highlight information on the agenda, with Councillor Harris indicated he would appreciate training on Outlook as well.

**231/22 Jubilee Tree Planting. To note update following contact with landowners and to approve costs (deferred from Full Council meeting 3 October).**

The Clerk had circulated a report at the meeting highlighting possible sites which Members went through.

**Resolved:** To plant trees at the following locations at a cost of circa £225 each, to come from the contingency reserve budget:

- Bowerhill Sports Field
- Pathfinder Place
- New Berryfield Village Hall
- 'Triangle' in Berryfield Park

**232/22 Community projects/partnership organisations:**

**a) To consider update on Cost of Living/Warm Spaces initiatives.**

The Clerk provided an update on the various Cost of Living/Warm Spaces initiatives locally and expressed frustration at some groups not wishing to take up the offer of workshops for its members. The Clerk also informed the meeting the Library would be providing a warm space and activities. Wiltshire Council had a dedicated website for people to find relevant information.

**b) Melksham Area Board. To note minutes of meeting held on 21 September 2022.**

Members noted the minutes of the Melksham Area Board meeting held on 21st September 2022.

- c) **Wilts & Berks Canal Trust. To note minutes of meeting held on 18 October (if received) and August & September Branch Report.**

Members noted the information contained within the August & September Branch Report.

- d) **Wiltshire, Swindon & Oxfordshire Canal Partnership. To receive verbal update and/or minutes of meeting 6 October (if received).**

Councillor Harris stated he had been to both this and the Wilts & Berks Canal Trust meeting and there was no update to report relating to the Melksham Link project.

- e) **CAWS meeting. To note minutes of meeting held on 7 September and recent Connect article with proposed projects that residents are being consulted on.**

Members noted the minutes of the CAWS meeting held on 7th September and the article on proposed projects that residents were currently being consulted on.

- f) **To note outcome of survey by the Green Party in Berryfield.**

Members noted the outcome of the survey undertaken by the Green Party.

Meeting closed at 10.05pm

Signed .....  
Chair, Full Council, 14 November 2022

Date: 10/10/2022

## Melksham without Parish Council Current Year

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Time: 13:51

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>415,431.19</b>					<b>415,431.19</b>	
V2909-BACS	Banked: 01/09/2022	4.47						
V2909-BACS	John Glover (British Girlguidi	4.47			1130	110	4.47	Inv.296-Girlguiding photocopyi
V2910-BACS	Banked: 13/09/2022	56,734.97						
V2910-BACS	HM Revenue & Customs	56,734.97			105		26,817.96	VAT Return 01.07.22-31.07.22
					105		29,917.01	VAT Return 01.08.22-31.08.22
V2912-BS3	Banked: 21/09/2022	30.00						
V2912-BS3	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 3 rent
V2913-BACS	Banked: 22/09/2022	60.00						
V2913-BS29	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 29 rent
V2913-BS31	Allotment Holder	30.00			1320	310	30.00	Briansfield 31 rent
V2914-BACS	Banked: 22/09/2022	30.00						
V2914-BY4B	Allotment Holder	30.00			1310	310	30.00	Berryfield plot 4B rent
V2904-BGC	Banked: 23/09/2022	117,844.52						
V2904-BGC	Wiltshire Council	117,844.52			1076	110	117,844.52	2nd half of parish precept
V2915-BACS	Banked: 23/09/2022	30.00						
V2915-BS17	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 17 rent
V2916-BACS	Banked: 23/09/2022	30.00						
V2916-BS1	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 1 rent
V2917-BACS	Banked: 23/09/2022	30.00						
V2917-BY8B	Allotment Holder	30.00			1310	310	30.00	Berryfield plot 8B rent
V2918-BACS	Banked: 23/09/2022	120.00						
V2918-BY1B	Allotment Holder	60.00			1310	310	60.00	Berryfield plot 1B rent
V2918-BY2B	Allotment Holder	60.00			1310	310	60.00	Berryfield plot 2B rent
V2919-BACS	Banked: 23/09/2022	30.00						
V2919-BY7B	Allotment Holder	30.00			1310	310	30.00	Berryfield plot 7b rent
V2920-BACS	Banked: 23/09/2022	60.00						
2920-BY12A	Allotment Holder	30.00			1310	310	30.00	Berryfield plot 12a rent
2920-BY12B	Allotment Holder	30.00			1310	310	30.00	Berryfield plot 12b rent
V2921-BACS	Banked: 23/09/2022	60.00						
2921-BY11A	Allotment Holder	30.00			1310	310	30.00	Berryfield plot 11a rent
2921-BY11B	Allotment Holder	30.00			1310	310	30.00	Berryfield 11B rent
V2922-BACS	Banked: 26/09/2022	30.00						
2922-BY17B	Allotment Holder	30.00			1310	310	30.00	Berryfield plot 17b rent
V2923-BACS	Banked: 26/09/2022	120.00						
V2923-STAV	Staverton Rangers (Sun)	120.00			1210	210	60.00	Inv.298- 17th September match
					1210	210	60.00	Inv.298- 24th September match
V2924-BACS	Banked: 26/09/2022	30.00						

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Date: 10/10/2022

## Melksham without Parish Council Current Year

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Time: 13:51

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V2924-BS32	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 32 rent
V2925-BACS	Banked: 26/09/2022	60.00						
V2925-BS23	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 23 rent
V2925-BS24	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 24 rent
V2926-BACS	Banked: 26/09/2022	30.00						
V2926-BS30	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 30 rent
V2927-BACS	Banked: 27/09/2022	30.00						
2927-BY18B	Allotment Holder	30.00			1310	310	30.00	Berryfield plot 18B rent
V2928-BACS	Banked: 27/09/2022	30.00						
V2928-BY8A	Allotment Holder	30.00			1310	310	30.00	Berryfield plot 8A rent
V2929-BACS	Banked: 28/09/2022	30.00						
2929-BY18A	Allotment Holder	30.00			1310	310	30.00	Berryfield plot 18a rent
V2930-BACS	Banked: 28/09/2022	22.50						
2930-BY1SM	Allotment Holder	22.50			1310	310	22.50	Berryfield plot 1SM rent
V2931-BACS	Banked: 30/09/2022	60.00						
V2931-BS10	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 10 rent
V2931-BS11	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 11 rent
V2932-BACS	Banked: 30/09/2022	30.00						
V2932-BY9A	Allotment Holder	30.00			1310	310	30.00	Berryfield 9a rent
V2933-BACS	Banked: 30/09/2022	30.00						
V2933-BS16	Allotment Holder	30.00			1320	310	30.00	Briansfield 16 rent
<b>Total Receipts for Month</b>		175,566.46	0.00	0.00			175,566.46	
<b>Cashbook Totals</b>		<u>590,997.65</u>	<u>0.00</u>	<u>0.00</u>			<u>590,997.65</u>	

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Melksham without Parish Council Current Year

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Cashbook 1

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Current Account & Instant Acc

For Month No: 6

Payments for Month 6			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2022	HM Land Registry	V2873-6100	12.00			4680	170	12.00	Land Registry search NHP sites
01/09/2022	Grist Environmental	V2905-DD	119.96		20.00	4770	220	99.96	Inv.P78816-B'Hill Waste away
09/09/2022	SSE	V2908-DD	726.32		34.58	4312	220	691.74	Inv.0002-Pav gas-19 May-22 Aug
20/09/2022	Plusnet	V2911-DD	36.60		6.10	4190	120	30.50	Inv.003-Broadband for office
21/09/2022	Eon	V2906-DD	137.59		6.55	4302	220	131.04	Inv.0014- Pavilion Electricity
22/09/2022	Sirus Telecom	V2907-DD	148.19		24.70	4190	120	123.49	Inv.62902- Office phone charge
<b>Total Payments for Month</b>			1,180.66	0.00	91.93			1,088.73	
<b>Balance Carried Fwd</b>			589,816.99						
<b>Cashbook Totals</b>			590,997.65	0.00	91.93			590,905.72	

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 General Account Income</b>								
1076 Precept	217,977	235,689	235,689	(0)			100.0%	
1100 Grants and Donations RCVD	2,338	0	10,000	10,000			0.0%	
1120 Shaw VH and Playing Field-Rent	10	10	10	0			100.0%	
1130 Photocopying and YE Account Sa	55	7	50	43			14.8%	
1140 Solar Farm Community Fund	14,850	0	5,000	5,000			0.0%	
1150 Covid-19 Grants	934	0	0	0			0.0%	
<b>General Account Income :- Income</b>	<b>236,164</b>	<b>235,706</b>	<b>250,749</b>	<b>15,043</b>			<b>94.0%</b>	<b>0</b>
<b>Net Income</b>	<b>236,164</b>	<b>235,706</b>	<b>250,749</b>	<b>15,043</b>				
<b>120 Administration costs</b>								
4070 Chairs Allowance	816	326	835	509		509	39.1%	
4080 Members Training	455	79	560	481		481	14.1%	
4090 Members Expenses	0	0	25	25		25	0.0%	
4100 Audit Fees	1,950	300	2,500	2,200		2,200	12.0%	
4120 Postage	751	506	500	(6)		(6)	101.2%	
4130 Photocopying	2,014	1,209	1,500	291		291	80.6%	
4140 Bank Charges	153	82	175	93		93	46.9%	
4150 Admin and Stationery	1,128	519	1,000	481		481	51.9%	
4155 Refreshments Comm Events	20	23	150	127		127	15.1%	
4160 Minute Books Binding	410	0	225	225		225	0.0%	
4175 Email & Cloud hosting	948	501	1,000	499		499	50.1%	
4180 IT Support	0	0	300	300		300	0.0%	
4185 Accountancy Support	818	0	850	850		850	0.0%	
4190 Telephone/Broadband/Line Rent	4,191	1,067	2,500	1,433		1,433	42.7%	
4200 Room Hire/Zoom	535	715	380	(335)		(335)	188.1%	
4210 Safety/PAT Check	195	0	150	150		150	0.0%	
4220 Chairman's Brd/Chain of Office	62	0	100	100		100	0.0%	
4230 Advertising	499	0	500	500		500	0.0%	
4240 Quarterly Newsletter	495	495	2,100	1,605		1,605	23.6%	
4250 Land Search Fee	51	3	50	47		47	6.0%	
4271 Office Utilities	1,500	0	0	0		0	0.0%	
4351 New Equip & Furniture	3,296	5,075	5,700	625		625	89.0%	
4352 Office Relocation	0	1,175	1,000	(175)		(175)	117.5%	
4370 Cleaning Materials	5	3	50	47		47	6.0%	
4372 Covid-19	913	0	500	500		500	0.0%	
4380 Cleaning - Contractor	147	0	350	350		350	0.0%	
4390 Professional Services	0	1,250	300	(950)		(950)	416.7%	
4391 GDPR Compliance	35	0	110	110		110	0.0%	
4720 Repairs & Maintenance - Office	0	0	50	50		50	0.0%	
<b>Administration costs :- Indirect Expenditure</b>	<b>21,388</b>	<b>13,328</b>	<b>23,460</b>	<b>10,132</b>	<b>0</b>	<b>10,132</b>	<b>56.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(21,388)</b>	<b>(13,328)</b>	<b>(23,460)</b>	<b>(10,132)</b>				

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Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>130 Staffing</b>								
	<small>Total Actual last year on all salaries £91,285</small>	<small>Actual year to date on all salaries £47,208</small>	<small>Budgeted Salaries £101,572</small>					
4000 Clerk's Salary							48.7%	
4010 Finance & Amenities Officer Sa							43.8%	
4020 Parish Officer Salary							45.0%	
4041 NI - EmployER	7,763	4,323	10,000	5,677		5,677	43.2%	
4045 Superannuation - EmployER	16,057	7,923	18,207	10,284		10,284	43.5%	
4048 Office Staff Mileage & Parking	34	134	100	(34)		(34)	133.7%	
4055 Staff Training	950	755	350	(405)		(405)	215.7%	
4060 Staff DBS	111	0	60	60		60	0.0%	
Staffing :- Indirect Expenditure	106,424	55,506	120,272	64,766	0	64,766	46.2%	0
<b>Net Expenditure</b>	<b>(106,424)</b>	<b>(55,506)</b>	<b>(120,272)</b>	<b>(64,766)</b>				
<b>140 Council Office Costs</b>								
4270 Office Rent - Campus	0	4,327	7,779	3,452		3,452	55.6%	
Council Office Costs :- Indirect Expenditure	0	4,327	7,779	3,452	0	3,452	55.6%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(4,327)</b>	<b>(7,779)</b>	<b>(3,452)</b>				
<b>142 Parish Amenities</b>								
1440 Shurhold Fields Income	952	0	0	0			0.0%	
1450 Berryfield Village Hall PWL	494,827	0	0	0			0.0%	
1460 Insurance Claim	1,750	0	0	0			0.0%	
Parish Amenities :- Income	497,529	0	0	0				0
1190 Defibrillator	1,397	756	1,035	279		279	73.0%	
4050 Caretaker Travel Allowance	570	285	570	285		285	50.0%	
4051 Caretaker Mileage & Parking	554	250	500	250		250	50.0%	
4281 Insurance	4,268	4,694	4,500	(194)		(194)	104.3%	
4385 Play Area Safety Surface Clean	2,930	3,300	8,821	5,521		5,521	37.4%	
4400 Play Area - Grass Cutting	3,079	1,283	3,969	2,686		2,686	32.3%	
4409 Hornchurch Road Public Open Sp	1,960	817	1,960	1,143		1,143	41.7%	
4410 ROSPA Inspections	1,641	(840)	775	1,615		1,615	(108.4%)	
4420 St Barnabas Annual Rent	10	0	10	10		10	0.0%	
4460 Caretaker Salary							45.4%	
4490 Repair & Maintenance - Parish	1,610	1,183	300	(883)		(883)	394.3%	
4500 Weedspraying	2,760	1,384	2,900	1,516		1,516	47.7%	
4510 CATG Contributions	0	0	5,500	5,500		5,500	0.0%	
4540 Speed Indicator Device	2,600	1,611	1,300	(311)		(311)	123.9%	
4560 Shaw & Whitley Flood Resource	493	268	500	232		232	53.6%	
4575 Village Halls & Play Areas (Ne	31,287	0	15,000	15,000		15,000	0.0%	

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Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4576 Drinking Water Fountains	3,088	0	0	0		0	0.0%	
4582 New Berryfield Village Hall Pr	236,723	525,947	755,000	229,053		229,053	69.7%	
4583 PWL Capital Payment	49,500	49,500	99,000	49,500		49,500	50.0%	
4584 PWL Interest Payment	3,094	2,784	5,259	2,475		2,475	52.9%	
4590 Street Furniture	3,069	2,471	2,500	29		29	98.8%	
4600 Bus Shelters Cleaning	450	0	840	840		840	0.0%	
4780 Play Area - Bin Emptying	630	263	840	578		578	31.3%	
4785 Replacing Wiltshire Council bi	1,172	819	1,000	181		181	81.9%	
4820 Shurnhold Fields Project	2,931	(454)	1,700	2,154		2,154	(26.7%)	248
4825 Shurnhold Fields CAPITAL Expen	1,904	0	0	0		0	0.0%	
<b>Parish Amenities :- Indirect Expenditure</b>	<b>367,267</b>	<b>600,571</b>	<b>923,146</b>	<b>322,575</b>	<b>0</b>	<b>322,575</b>	<b>65.1%</b>	<b>248</b>
<b>Net Income over Expenditure</b>	<b>130,262</b>	<b>(600,571)</b>	<b>(923,146)</b>	<b>(322,575)</b>				
6000 plus Transfer from EMR	312,454	248						
6001 less Transfer to EMR	494,827	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(52,111)</b>	<b>(600,323)</b>						
<b>170 Community Support</b>								
1480 Neighbourhood Plan Income	2,736	0	500	500			0.0%	
Community Support :- Income	2,736	0	500	500			0.0%	0
4451 Young Melksham	2,500	0	0	0		0	0.0%	
4610 Section 137 Grant	9,200	13,850	15,000	1,150		1,150	92.3%	
4620 Village Hall Grants	9,250	14,700	15,000	300		300	98.0%	
4630 Other Grants (TIC - Section 14	600	600	800	200		200	75.0%	
4650 Subscriptions	1,218	1,552	1,750	198		198	88.7%	
4670 Melks Public Toilets Contrib	5,519	(7,500)	7,500	15,000		15,000	(100.0%)	
4680 Neighbourhood Plan	4,194	466	2,000	1,534		1,534	23.3%	
4685 Melksham Community Response	0	0	200	200		200	0.0%	
<b>Community Support :- Indirect Expenditure</b>	<b>32,480</b>	<b>23,668</b>	<b>42,250</b>	<b>18,582</b>	<b>0</b>	<b>18,582</b>	<b>56.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(29,745)</b>	<b>(23,668)</b>	<b>(41,750)</b>	<b>(18,082)</b>				
<b>180 Joint Ventures</b>								
4690 New Train Station Contrib	3,000	0	0	0		0	0.0%	
4695 Art Contribution Bowerhill	50	0	0	0		0	0.0%	
<b>Joint Ventures :- Indirect Expenditure</b>	<b>3,050</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(3,050)</b>	<b>0</b>	<b>0</b>	<b>0</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>210 Jubilee Sports Field Income</b>								
1210 Football Bookings	9,518	4,840	9,000	4,160			53.8%	
1260 Hire of Lounge/Kitchen Area un	75	0	150	150			0.0%	
Jubilee Sports Field Income :- Income	<b>9,593</b>	<b>4,840</b>	<b>9,150</b>	<b>4,310</b>			<b>52.9%</b>	<b>0</b>
<b>Net Income</b>	<b>9,593</b>	<b>4,840</b>	<b>9,150</b>	<b>4,310</b>				
<b>220 Jubilee Sports Field Expenditu</b>								
4212 Safety/PAT Check - % JSF Use	2,757	1,927	3,200	1,273		1,273	60.2%	
4282 Insurance - % JSF Use	3,949	4,505	4,100	(405)		(405)	109.9%	
4302 Electricity - % JSF Use	1,043	630	2,100	1,470		1,470	30.0%	
4312 Gas - % JSF Use	1,630	1,130	1,100	(30)		(30)	102.8%	
4322 Water and Sewage - % JSF Use	358	201	900	699		699	22.3%	
4381 Cleaning Contractor - % JSF Us	1,701	748	3,000	2,252		2,252	24.9%	
4401 JSF Grass Cutting/Line Marking	8,558	3,461	8,432	4,971		4,971	41.0%	
4405 JSF Hedge Maintenance	2,189	525	550	25		25	95.5%	
4430 Rates - % JSF Use	0	0	835	835		835	0.0%	
4700 Grass Cutting extra to Cntrct	101	(101)	0	101		101	0.0%	
4721 Repairs & Maintenance - JSF	14,411	3,567	1,500	(2,067)		(2,067)	237.8%	
4740 JSF Spiking	280	0	500	500		500	0.0%	
4750 Deep Clean	40	0	0	0		0	0.0%	
4770 Waste Collection - %JSF Use	810	549	980	431		431	56.1%	
4781 JSF Bin Emptying	955	398	955	557		557	41.7%	
4791 Boiler Servicing - % JSF Use	0	400	600	200		200	66.7%	
Jubilee Sports Field Expenditu :- Indirect Expenditure	<b>38,781</b>	<b>17,941</b>	<b>28,752</b>	<b>10,811</b>	<b>0</b>	<b>10,811</b>	<b>62.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(38,781)</b>	<b>(17,941)</b>	<b>(28,752)</b>	<b>(10,811)</b>				
6000 plus Transfer from EMR	2,189	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(36,592)</b>	<b>(17,941)</b>						
<b>310 Allotment Income</b>								
1310 Berryfield Allotment Rents - C	1,283	1,846	1,343	(503)			137.4%	
1320 Briansfield Allotment Rent - C	1,122	1,542	1,140	(402)			135.3%	
Allotment Income :- Income	<b>2,405</b>	<b>3,388</b>	<b>2,483</b>	<b>(905)</b>			<b>136.4%</b>	<b>0</b>
<b>Net Income</b>	<b>2,405</b>	<b>3,388</b>	<b>2,483</b>	<b>(905)</b>				
<b>320 Allotment Expenditure</b>								
4323 Water - Allotments	306	185	580	395		395	31.9%	

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Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4402 Allotment Grass Cutting	722	301	722	421		421	41.7%	
4722 Repairs & Maintenance - Allotm	14	45	50	5		5	90.0%	
4800 Allotment Warden Salary							88.4%	
Allotment Expenditure :- Indirect Expenditure	1,770	1,114	2,012	898	0	898	55.4%	0
<b>Net Expenditure</b>	<b>(1,770)</b>	<b>(1,114)</b>	<b>(2,012)</b>	<b>(898)</b>				
<b>350 CIL</b>								
1420 Community Infrastructure Levy	6,414	7,999	50,000	42,001			16.0%	
CIL :- Income	6,414	7,999	50,000	42,001			16.0%	0
<b>Net Income</b>	<b>6,414</b>	<b>7,999</b>	<b>50,000</b>	<b>42,001</b>				
<b>400 S106</b>								
1170 Wiltshire Council Contribution	136,450	0	0	0			0.0%	
S106 :- Income	136,450	0	0	0				0
<b>Net Income</b>	<b>136,450</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>Grand Totals:- Income</b>	<b>891,292</b>	<b>251,933</b>	<b>312,882</b>	<b>60,949</b>			<b>80.5%</b>	
<b>Expenditure</b>	<b>571,159</b>	<b>716,455</b>	<b>1,147,671</b>	<b>431,216</b>	<b>0</b>	<b>431,216</b>	<b>62.4%</b>	
<b>Net Income over Expenditure</b>	<b>320,133</b>	<b>(464,522)</b>	<b>(834,789)</b>	<b>(370,267)</b>				
plus Transfer from EMR	314,642	248						
less Transfer to EMR	494,827	0						
<b>Movement to/(from) Gen Reserve</b>	<b>139,948</b>	<b>(464,274)</b>						



Date: 10/10/2022

Melksham without Parish Council Current Year

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Cashbook 2

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Unity Bank

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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Balance Brought Fwd : 431,896.90 431,896.90

028- CHQ Banked:26/09/2022 180.00

V2937-028 AFC Melksham 60.00 1210 210 60.00 Pitch hire 4th Sept

V2938-028 AFC Melksham 120.00 1210 210 120.00 Pitch Hire October

Total Receipts for Month 180.00 0.00 0.00 180.00

Cashbook Totals 432,076.90 0.00 0.00 432,076.90

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## Melksham without Parish Council Current Year

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## Cashbook 2

User: MR

## Unity Bank

For Month No: 6

Payments for Month 6				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/09/2022	Rigg Construction	V2874-BACS	89,877.64		14,979.61	4582	142	74,898.03	Inv.103- Certificate 8-BYF V H
06/09/2022	BTA Architects	V2875-BACS	480.00		80.00	4582	142	400.00	Inv.2195-BYF V Hall Architect
06/09/2022	Kanconnections	V2876-BACS	2,550.00		425.00	4721	220	2,125.00	Part-inv.1499-Pavilion CCTV
06/09/2022	Community Heartbeat Trust	V2877-BACS	3,048.00		508.00	4582	142	2,540.00	Inv.13785-New defib BYF V Hall
06/09/2022	Arthur J Gallagher	V2878-BACS	3,849.18			4582	142	3,849.18	Berryfield Village Hall insura
16/09/2022	Unity Trust Bank	V2902-DD	330.17		52.22	4190	120	11.30	Office phone subscription
						4490	142	38.31	Jubilee Clips & Padlock- SID
						4175	120	81.00	Office 365 Subscription
						4055	130	30.00	Managing Village Halls webinar
						4150	120	8.50	Health & Safety Law poster
						4175	120	1.00	Web hosting MWPC website
						4200	120	11.99	Zoom online meeting subscrip
						4080	120	79.00	Clr personal safety webinar
						4680	170	3.00	Land Registry
						4120	120	10.85	Postage for planning agenda
						4140	120	3.00	Monthly Fee
23/09/2022	Public Works Loan	V2903-DD	52,284.38			4583	142	49,500.00	Public Works Loan repayment
						4584	142	2,784.38	Public Works Loan Interest
27/09/2022	Agilico	V2879-BACS	352.05		58.68	4130	120	293.37	Inv.10457620-Office photocopyi
27/09/2022	Glasdon U.K Limited	V2881-BACS	490.32		81.72	4785	142	408.60	Inv.926- Replacement bin-Shaw
27/09/2022	JH Jones & Sons	V2882-BACS	1,604.65		267.44	4402	320	60.15	Inv.3005-Allotment grass cutti
						4400	142	221.90	Inv.3005-Play Area grass cut
						4780	142	52.50	Inv.3005-Play area bin empty
						4781	220	79.58	Inv.3005-JSF Bin empty
						4401	220	692.17	Inv.3005-JSF Grass cut
						4400	142	34.66	Inv.3005-Kestrel Shrub Mainten
						4409	142	163.33	Inv.3005-Hornchurch Grass cut
						4820	142	32.92	Inv.3005-August parish mainten
						347	0	-32.92	Inv.3005-August parish mainten
						6000	142	32.92	Inv.3005-August parish mainten
27/09/2022	JH Jones & Sons	V2883-BACS	132.00		22.00	4490	142	110.00	2998- Carson R/about cut Aug
27/09/2022	Pope Consulting	V2884-BACS	2,130.00		355.00	4582	142	1,775.00	Inv.4362-5- M&E BYF V Hall

Continued on Page 149



Payments for Month 6				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/09/2022	Jens Cleaning	V2885-BACS	183.00			4381	220	183.00	Inv.1066- Changing room clean
27/09/2022	Jens Cleaning	V2886-BACS	20.00			4352	120	20.00	Inv.1067- Meeting chairs clean
27/09/2022	Wilts & Berks Canal	V2887-BACS	25.00			4650	170	25.00	Inv.171-Annual subscription
27/09/2022	Office Right Business Solution	V2888-BACS	189.98		31.66	4351	120	158.32	Inv.96344-Whiteboards
27/09/2022	JH Jones & Sons	V2889-BACS	681.00		113.50	4721	220	567.50	Inv.3029-Crack fill-Youth pitc
27/09/2022	Wiltshire Pension Fund	V2890-BACS	1,777.33			4000	130	222.81	Period 6- September 2022
						4020	130	107.48	Period 6- September 2022
						4010	130	108.78	Period 6- September 2022
						4045	130	1,338.26	Period 6- September 2022
27/09/2022	HM Revenue & Customs	V2891-BACS	2,190.07			4000	130	431.40	Period 6- September 2022-T
						4000	130	315.33	Period 6- September 2022-NI
						4020	130	139.40	Period 6- September 2022-T
						4020	130	106.67	Period 6- September 2022-NI
						4010	130	143.80	Period 6- September 2022-T
						4010	130	109.66	Period 6- September 2022-NI
						4460	142	151.20	Period 6- September 2022-T
						4800	320	25.00	Period 6- September 2022-T
						4070	120	32.80	Period 6- September 2022-T
						4041	130	734.81	Period 6- September 2022
27/09/2022	Aquasafe Environmental Ltd	V2898-BACS	138.00		23.00	4212	220	115.00	Inv.220715-July PPM Visit
27/09/2022	Aquasafe Environmental Ltd	V2899-BACS	354.00		59.00	4582	142	295.00	BYF V Hall Legionella R/A
27/09/2022	PKF Littlejohn LLP	V2900-BACS	1,920.00		320.00	4100	120	1,600.00	732-External Auditor fee 21/22
27/09/2022	Wiltshire Council	V2901-BACS	2,593.25			4270	140	2,593.25	Office rent-1.10.22-31.12.22
27/09/2022	Office Right Business Solution	V2880-BACS	24.13		4.02	4150	120	20.11	Inv.345- A4 Paper
28/09/2022	Teresa Strange	V2892-BACS			0.92	4000	130		September 2022 Salary
						4582	142	3.75	Toilet Rolls BYF V Hall
						4155	120	3.98	Council meeting refreshments
						4120	120	70.72	2nd Class Stamps
						4155	120	8.70	Refreshments & Flowers Pavilio
28/09/2022	Lorraine McRandle	V2893-BACS				4020	130		September 2022 Salary
28/09/2022	Marianne Rossi	V2894-BACS			3.33	4010	130		September 2022 Salary
						4150	120	16.62	Tablecloth-Book of condolence
28/09/2022	Terry Cole	V2895-BACS				4460	142		September 2022 Salary
						4050	142	47.50	Travel Allowance
						4051	142	39.60	Mileage x88 miles
28/09/2022	David Cole	V2896-BACS				4800	320		September 2022 Salary
						4051	142	9.00	Mileage x20 miles
28/09/2022	John Glover	V2897-BACS	48.80			4070	120	48.80	September 2022-Chairs Allowanc

Total Staff Salaries  
September 2022

£6,128.53

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Date: 10/10/2022

Melksham without Parish Council Current Year

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Time: 13:51

Cashbook 2

User: MR

Unity Bank

For Month No: 6

Payments for Month 6			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
30/09/2022	Teresa Strange	V2934-S/O	5.30		0.88	4190	120	4.42	Reimburse-Out of hours mob
30/09/2022	Unity Trust Bank	V2935	1.20			4140	120	1.20	Manual Handling charge
30/09/2022	Unity Trust Bank	V2936	31.95			4140	120	31.95	Service charges
<b>Total Payments for Month</b>			173,644.05	0.00	17,385.98			156,258.07	
<b>Balance Carried Fwd</b>			258,432.85						
<b>Cashbook Totals</b>			<u>432,076.90</u>	<u>0.00</u>	<u>17,385.98</u>			<u>414,690.92</u>	

Date: 10/10/2022

**Melksham without Parish Council Current Year**

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**Cashbook 3**

User: MR

**Fixed Term Deposit**

For Month No: 6

**Receipts for Month 6**

**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
							0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

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Date: 10/10/2022

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Time: 13:52

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		0.00						
	<b>Cashbook Totals</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

**MINUTES of the Planning Committee of Melksham Without Parish Council  
held on Monday 7 November 2022 at Melksham Without Parish Council Offices  
(First Floor), Melksham Community Campus, Market Place,  
Melksham, SN12 6ES at 7.00pm**

**Present:** Councillors Richard Wood (Chair of Planning), Alan Baines (Vice Chair of Planning), David Pafford (Acting Chair of Council) Andy Russell (Acting Vice Chair of Council), Terry Chivers & Mark Harris

**Officers:** Teresa Strange, Clerk and Lorraine McRandle, Parish Officer

**In attendance:** Wiltshire Councillor Nick Holder (Bowerhill) (for part of the meeting)  
8 Members of Public (one via Zoom)

**233/22 Welcome, Announcements & Housekeeping**

Councillor Wood reminded those present of the fire safety procedures for the building.

As residents of Berryfield were at the meeting he informed them a community access defibrillator had been installed on the new village hall and had gone 'live' earlier that day. Whilst no training is required to use the defib, to give residents confidence in using the device a training session had been arranged at Berryfield Village Hall on Saturday 14th January, with residents requested to book a place.

Councillor Wood informed that there would be a meeting to form the Berryfield Village Hall Committee on 16<sup>th</sup> November, with their inaugural AGM the new hall; all residents were welcome.

**234/22 To receive Apologies and approval of reasons given**

Members were reminded Councillor Glover had been granted a leave of absence and Councillor Mary Pile had stood down from the council. There were no apologies.

**235/22 Declarations of Interest**

**a) To receive Declarations of Interest**

There were no declarations of interest.

**b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered**

None received.

**c) To note standing Dispensations relating to planning applications.**

To note the Parish Council have a dispensation lodged with Wiltshire Council dealing with Section 106 agreements relating to planning applications within the parish.

**236/22 To consider holding items in Closed Session due to confidential Nature** *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business, where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk informed the meeting that there were no items suggested for the closed session.

**237/22 Public Participation**

Several residents of Semington Road and Shails Lane were in attendance regarding revised proposals for 144 dwellings on Semington Road (PL/2022/02749) and raised a concern that despite raising on numerous occasions the need for some form of barrier to stop residents of the new development entering Shails Lane, which is a private road, the latest revised plans did not appear to address this concern.

There was also a query on what was meant by a service easement. Councillor Baines explained this would be for the provision of utility services of some description.

Concern was also raised at the number of vehicles speeding along Semington Road and with the additional dwellings proposed the impact this may have on highway safety.

Councillor Wood reminded residents that the Council had previously requested some form of impervious barrier be installed on the Southern boundary of the development in order to stop residents of the new development accessing Shails Lane.

Councillor Baines informed residents that the Wiltshire Councillor Ward Member for the area, Councillor Seed had 'called in' the application and therefore the application would be considered at a committee meeting by Wiltshire Councillors rather than being determined by a Planning Officer; residents would be able to attend the meeting.

The Clerk explained if residents had commented directly on the application to Wiltshire Council that they would be notified of the meeting. The parish council would also notify them if they had provided their contact details.

Residents were reminded only a couple of people would be invited to speak to this application with a time limit set for the public to speak.

The Chair explained the parish council would also have an opportunity to speak and Wiltshire Councillor Seed had been well briefed on this application.

Councillor Chivers suggested residents contact the members of the Wiltshire Council Planning Committee to make them aware of their concerns.

Wiltshire Councillor Holder confirmed there was a time limit, however, residents could also speak at a Full Council meeting of Wiltshire Council regarding their concerns and whilst there was a time limit for public participation, this was longer time.

Wiltshire Councillor Nick Holder updated Members on the latest with regard to the Pathfinder Place development at Bowerhill, stating that unfortunately one of the pedestrian crossings on the A365 had stopped working over the weekend. Taylor Wimpey had been contacted as he had also raised a concern at the number of times these lights had failed since being installed.

Councillor Holder explained he had reiterated to Taylor Wimpey the lack of street lighting in places on the A365 up to Melksham Oak school and raised another issue with them regarding the lack of the installation of the proposed cycle path from Tedder Way; to be informed this will be installed before Christmas.

A residents meeting was due to take place shortly with the intention of forming a residents' association. A tentative meeting had also been arranged with the management company (Remus) in December, which he hoped to attend.

Councillor Holder explained there appeared to be issues with adoption of the estate, with parts being adopted by the management company and others parts still being maintained by Taylor Wimpey. Residents had understood the whole of Phase 1 was to be adopted at the same time, which was the same proposed with Phase 2.

With regard to the license application by Lovejoys to sell alcohol, Councillor Holder explained he had no objections to it.

With regard to the planning application for Lower Home Farm, Sandridge Park he had no issue with this application.

Councillor Wood asked if Members were happy to move agenda item 7 regarding revised plans for planning application: PL/2022/02749 for 144 dwellings on Semington Road, further up the agenda whilst members of

the public were present, which they agreed.

**238/22 Revised Plans** To comment on any revised plans received within the required timeframe (14 days).

[PL/2022/02749](#): Land at Semington Road, Melksham. Reserved matters (Following Outline Permission 20/01938/OUT) for development comprising the erection of 144 dwellings with informal and formal open space, associated landscaping and vehicular and pedestrian accesses off Semington Road. (Amended/Additional Information).

The Clerk explained she had spoken to the planning officer earlier in the day regarding this application and in terms of design there had not been much of a change in the plans, apart from a slight layout change at the entrance to the development and what appeared to be some hedging to the South by Shails Lane.

The Clerk explained the planning officer had asked for several changes to the plans layout and unless there was something fundamental the parish council was unhappy with, no further changes were being recommended. However, the planning officer was unhappy the developers were still not meeting the housing mix requested.

They were waiting for the Housing Needs Assessment undertaken by consultants for the Neighbourhood Plan Steering Group, which provided the evidence they needed to ask for a change in the housing mix to smaller units.

The Clerk explained at their last meeting, the Neighbourhood Plan Steering Group had requested wording be changed from housing need to housing requirement in the Housing Needs Assessment, with conversations taking place with the consultants to seek the wording change before it can be published.

The Clerk explained during conversations with the planning officer that she had highlight two bungalows had been detailed in the s106 and these were not included in the plans; and would raise this again.

The Clerk explained the 'Call in' was still in place to enable the planning application to be considered at a Planning Committee of Wiltshire Council. Unfortunately, the parish council would not have sight of what the planning officer was recommending until the agenda



papers for the meeting were published the week before the meeting. It was understood Wiltshire Council's Planning Committee meetings were scheduled for November and December, but it was unclear which meeting this application would be put to.

Councillor Wood noted it appeared planting was proposed to the South of the development site near Shails Lane and could be intended to be a barrier.

Councillor Harris noted it appeared there had been a reduction in the number of cul de sacs proposed, with the council raising a concern previously at the amount proposed and the implications of this.

The Clerk explained some Councillors were aware of a boundary dispute issue between a resident near the entrance to the site and the developers, however, the resident had been informed by Wiltshire Council that this was a civil matter and could not be considered as part of the planning application.

Councillor Wood explained he had met with the resident and had empathy with their concerns and hoped these would be considered at the Wiltshire Council Planning Committee meeting.

Councillor Wood also raised a concern at one property being built up to the boundary and not garden to garden, as the parish council had previously requested and the implications this had.

**Comments:** Whilst welcoming the modest changes made to the revised plans the parish council would like to see improvements to the other issues previously raised such as the need for an impermeable boundary to the South of the site adjacent to Shails Lane to stop residents from the new development accessing the lane, which is a private road. The council would also like to see a better housing mix (more 3-bedroom properties; and bungalows as detailed in the s106 agreement) to suit the needs of the local community, as detailed in the Melksham Neighbourhood Plan Housing Needs Assessment.

The parish council always request new developments are built garden to existing garden and note one house in particular near the entrance to the site, is proposed close to the boundary of an existing property with a walnut tree the other side of the boundary which could be to the tree's detriment.

**239/22 To consider the following Planning Applications:**

[PL/2022/06861](#): Lower Beanacre Farm, Beanacre Road, Beanacre.  
Installation of ground mounted 10 solar modules for domestic use

**Comments:** No Objection.

[PL/2022/08111](#): 6 Plane Tree Close, Whitley. T1 - Platanus x Hispanica.  
Remove deadwood, small crossing branches and raise by 2m. Consent under Tree Preservation Order.

**Comments:** No Objection.

[PL/2022/08287](#): Lower Home Farm, Sandridge Park, Sandridge Common.  
Proposed conversion of outbuilding attic into ancillary accommodation.

**Comments:** No objection, but ask that a condition be placed on the application the outbuilding attic accommodation is not occupied at any time other than for purposes ancillary to the residential use of the main dwelling and remain within the same planning unit as the main dwelling.

**240/22 Planning Enforcement:** To note any new planning enforcement queries raised and updates on previous enforcement queries.

There were no new planning enforcement updates to report.

**241/22 New Premises Licence Application. Lovejoys Wholesale Ltd, C1 Ashville Centre, Commerce Way, Melksham. To supply alcohol (off the premises). To consider making a representation.**

It was noted this application would enable Lovejoys to include alcohol in its hampers to customers.

**Resolved:** To submit no objection to this application prior to the 15 November deadline.

**242/22 Pre Consultation for a Proposed Alteration/Extension to the existing No Waiting at Any Time Restrictions on Portal Road, Bowerhill (Entrance/Exit Dick Lovett)**

It was noted this application related to the entrances to the new Dick Lovett BMW/Mini premises on Portal Road.

Councillor Baines informed the meeting that as the new entrances for Dick Lovett cut into the existing no waiting restrictions, this application had

been submitted to cover the gaps in the existing restrictions.

The Clerk highlighted this type of application would normally go to the Highways Committee for comment, but given the deadline for comment was later in the week, this application had been placed on this agenda for comment.

**Resolved:** To inform Wiltshire Council the parish council have no objection and welcome proposals, prior to the 10 November deadline.

## **243/22 Planning Policy**

### **a) WALPA Update**

The Clerk explained there was no update to report.

### **b) Neighbourhood Planning**

#### **i) To note minutes of Steering Group meeting held on 28 September 2022**

Members noted the Neighbourhood Plan Steering Group minutes of 28 September 2022.

#### **ii) Update on the Neighbourhood Plan Review and to consider any time critical requests before next Steering Group meeting**

The Clerk explained a request had previously been made for some funding towards the costs associated with providing a Green Gap policy for the Neighbourhood Plan, which required specialist input; AECOM had then said that they were able to bolt on free of charge to the workstreams that they were already undertaking with Locality Technical Support funding. Unfortunately, AECOM had since said they would be unable to do it. The Clerk was still hopeful that Locality funding could still be secured to pay for this, but just in case wanted to reiterate this request for additional funding, which would be a shared cost with the town council for approx. £4,000 - 5,000 in total.

The Clerk explained that it had been agreed that some further community engagement would be useful. Therefore, it had been suggested to launch some engagement on what has taken place so far on the Neighbourhood Plan at the Christmas Fayre at the beginning of December and in order to get residents' attention the highlight would be to launch the Town Centre Masterplan consultation. It had also been suggested to put something in an empty shop during the Christmas Lights period on and hopefully something in the foyer of The Campus. Traders will also be

approached for a dedicated event for them, perhaps in January after the festive trading period.

The Clerk explained this would be an opportunity for people to say what they wanted in their town centre. However, some funding would be required for resources and for the input of Place Studio and sought approval from Members for some additional funding.

Place Studio were currently drawing up proposals for engagement and costings ready for the Neighbourhood Plan Steering Group meeting at the end of November for approval and once approved advertising would need to be undertaken straightaway and therefore there would be no time to come back to Council for approval. The Clerk just wanted to check that the Planning Committee members were happy in principle with the community engagement plans with more detailed costings to follow.

**Recommendation (1):** To approve contingency funding of 30% share of circa £4,000-£5,000 for a landscape architect to undertake Green Gap evidence work to formulate a new policy.

**Recommendation (2):** To approve additional funding required to undertake community engagement, with the parish council contributing 30% of the costs associated with this.

**c) To note round up of latest Government changes to Planning legislation by CPRE**

Members had been circulated the latest roundup of changes in Government Policy in relation to planning. However, it was noted there had since been a change in Prime Minister and therefore whilst Members welcomed the information, they awaited further updates given the recent changes in Government.

**d) To note new planning appeals service**

<https://todaysconveyancer.co.uk/government-announces-new-planning-appeals-service/>

Members noted the information contained in the new planning appeals service.

**e) To note responses to questions relating to planning issues put to the Full Council meeting of Wiltshire Council on 18 October 2022.**

The Clerk explained as Members had previously raised concern at the revised timeline of the Local Plan Review and the impact on the Neighbourhood Plan; and the impact of the lack of 5-year land supply on the parish; had circulated a response to questions raised on these issues

at a recent Full Council meeting of Wiltshire Council for Members' information.

**244/22 S106 Agreements and Developer meetings: (Standing Item)**

**a) To note update on ongoing and new S106 Agreements**

**i) Hunters Wood/The Acorns:**

- To note update on Footpath to rear of Melksham Oak School

Whilst there was no update on this from Wiltshire Council, Members noted Michelle Donelan MP had taken up the campaign to get the footpath installed as soon as possible.

**ii) Bowood View:**

- To receive update on village hall, play area, management company and residents forming group.

The Clerk explained the Council's solicitor was now in touch with Bellway's solicitor regarding the transfer of the play area to the parish council.

With regard to the Village Hall, the Clerk explained that there was a meeting on Wednesday 16<sup>th</sup> November to form a village hall committee at Berryfield Village Hall. Residents of Bowood View were also having a resident meeting this Wednesday at Berryfield Village Hall.

**iii) Pathfinder Way:**

The Clerk confirmed the meeting of Pathfinder Way residents at Bowerhill Village Hall, as mentioned by Councillor Holder earlier in the meeting was taking place on 29th November at 7.00pm.

- To receive update on Play Area

The Clerk explained there was no update to report.

**iv) NHS contributions**

The Clerk explained in commenting on the planning application for 144 dwellings on Semington Road a question was asked where the funding for the NHS, as included in the Section 106 Agreement, was contributing to the local area and at a meeting of the Area Board, Health & Wellbeing meeting with representatives from the Melksham GP practices in attendance this query had been raised. This funding does not go anywhere locally, but into a central pot.

At the meeting it had been explained that there was no 'plan on the shelf' for want of a better word, for what the GPs require, which Section 106 funding can be hung on.

Therefore, at that meeting, Councillor Holder suggested that his group re-engage with the Estates Manager of local NHS in obtaining details of the Estates Plan for Melksham NHS services to enable future funding coming forward via Section 106 funding to be used to support NHS services in the Melksham area. This process had commenced prior to covid, and needed picking up again.

Frustration was expressed that Section 106s NHS contributions had been lost to the town, due to a lack of a plan for NHS services locally.

**b) To note any S106 decisions made under delegated powers**

The Clerk reported no decisions had been made under delegated powers.

**c) Contact with developers.**

The Clerk reminded Members a meeting had been arranged for 10th November at 1.30pm with Living Spaces, working with Sovereign Housing for the appeal site on Semington Road (rear of Townsend Farm) for 50 affordable houses.

Meeting closed at 7.45pm

Signed.....  
Chair, 14 November 2022

**MINUTES of the Staffing Committee of Melksham Without Parish Council held on Monday 7<sup>th</sup> November 2022 at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, Melksham, SN12 6ES at 7.45 p.m.**

**Present:** Councillors: David Pafford (Acting Council Chair), Alan Baines, Andy Russell (Acting Council Vice-Chair), Stefano Patacchiola, Robert Shea-Simonds, Shona Holt and Rob Hoyle.

**Officers:** Teresa Strange (Clerk) and Marianne Rossi (Finance & Amenities Officer).

**245/22 Welcome and Housekeeping**

Councillor Baines as outgoing Chair of the Committee welcomed everyone to the meeting and explained the housekeeping procedures.

It was noted that as acting Vice- Chair Councillor Russell was in attendance at the meeting.

**246/22 a) To appoint Chairman of Staffing & Resources Committee for 2022/23:**

Councillor Baines invited nominations for the Chairman of the Staffing & Resources Committee for 2022/23.

Councillor Holt proposed, seconded by Councillor Shea-Simonds that Councillor Baines be elected as Chair of the Staffing & Resources Committee for 2022/23. Councillor Baines was happy to accept, and there were no other nominations made.

**Resolved:** The Committee resolved that Councillor Baines be Chair of the Staffing & Resources Committee for 2022/23.

**b) To appoint Vice Chair of Staffing & Resources Committee for 2022/23:**

Councillor Baines proposed, seconded by Councillor Hoyle that Councillor Shea-Simonds be Vice-Chair of the Staffing & Resources Committee for 2022/23. Councillor Shea-Simonds was happy to accept, and there were no other nominations made.

**Resolved:** The Committee resolved that Councillor Shea-Simonds be Vice- Chair of the Staffing & Resources Committee for 2022/23.

**247/22 Apologies and approve reasons given:**

The Clerk advised that no apologies had been received. Councillor Baines reminded everyone that Councillor Glover had a leave of absence.

**248/22 To receive Declarations of Interest:**

The Clerk and Finance & Amenities Officer declared an interested in all staffing matters relating to them and left the room during the meeting as appropriate.

**249/22 To consider holding items in Closed Session (11,12, 13, 16, 17c, 17d) due to confidential nature:**

**Resolved:** To hold items 11,12,13,16,17c and 17d in closed session for reason 3a engagement, terms of service, conduct and dismissal of employees.

**250/22 Public Participation:**

There were no members of the public present.

**251/22 To note latest situation with negotiations on NJC (National Joint Council for Local Government Services) new pay scales for 2022-2023:**

Councillor Baines advised that confirmation of the new NJC (National Joint Council for Local Government Services) pay scales for 2022/23 had been released on 2<sup>nd</sup> November. The agreement in place was for a flat rate increase of £1,925 (based on 37 hours per week) on all pay scale points, which equates to an additional £1 per hour for all staff members and is effective from 1<sup>st</sup> April 2022. This means that there will be some back payment due for all employees in their November pay.

Officers had put together an actual vs budget sheet analysing all pay to date to October 2022, which included the new pay increase. It was noted that, although the payment increase was more than anticipated at budget setting, the budget was still on track for most staff with the exception of the Caretaker and Allotment Warden. It was noted that depending on what pay scales staff were on would depend on the percentage increase to their pay point, with the lower pay scales receiving a higher percentage. The Allotment Warden who is employed to work 1 hour per week had undertaken more hours while covering for the Caretaker's holiday, as well as recently undertaking a 2-day RoSPA course, this is why his salary is over budget for the year. The Clerk drew members' attention to the fact that there will also be a knock-on effect with the employers National Insurance (NI) and pension contributions. The Clerk also advised that from 1<sup>st</sup> April 2023 there will be an increase of 1 day to all employee's annual leave entitlement.

The Clerk explained to members that the council have always abided by the NJC arrangements and policies. A due diligence check had been undertaken on everyone's contracts earlier on in the day to ensure that this was detailed in their contracts and this was not reflected correctly as it was only detailed under sick pay. The Clerk had also discovered that when the Finance & Amenities Officer was employed by the council as an apprentice in 2016, she had a contract end date which was dated for the end of her qualification. Following the completion of the apprenticeship, the council employed her in the Assistant Parish Officer role, however she was not issued with a new contract at that time. Whilst it was noted that officers do not need to sign a new contract every time a job title or



part of the role changes, this contract had an end date to it, so a new contract should be issued to reflect her employment.

The Clerk explained that everyone's contracts needed to be looked at, as they had all come from different models, so suggested to members that all contracts would need updating to a new standard model.

**Recommendation:** The council update all staff contracts to a standard model, so that all contracts were based on the same structure.

**252/22 To note latest newsletter from Wiltshire Pension Fund with Fund Update on current market conditions:**

Members noted the latest newsletter from Wiltshire Pension Fund.

**253/22 To note staff additional hours up to October 2022 and Actual vs Budget for staffing (by individual) for this financial year to date:**

Members reviewed the staff additional hours up to October 2022. Councillor Baines explained that this log was a good way to monitor whether three staff working full time covered the requirements of the council and ensure that they were not doing too many additional hours for their wellbeing and work life balance. The Clerk advised that the office staff worked 37 hours per week and any meetings they attend is either paid as extra hours or taken off in lieu.

Councillor Shea- Simonds queried whether it was a joint decision as to whether the staff be paid for the additional hours worked or take the time off in lieu. The Clerk confirmed that this was a joint decision and staff are allowed to take time off in lieu as long as current work commitments had been met. The Clerk explained that as Line Manager she approves the staff's timesheets and the Chair approves her timesheet, which details when someone has taken time off in lieu or has been paid for the extra hours done.

**254/22 To review the following policies:**

**a) DBS Check Policy and note current DBS status of staff:**

Members reviewed the current DBS (Disclosure & Barring Service) policy and the status of all DBS checks for the council staff. Councillor Holt noted that the Finance & Amenities Officer has never undertaken a DBS check and felt that this should be done for all council staff as it gives a level of assurance to parishioners, especially as all staff come into contact with members of the public. It was noted that the Caretaker was due to renew his DBS check shortly, so the Finance & Amenities Officer could have hers done at the same time.

Councillor Patacchiola queried how the council determines who should have a standard or enhanced check, as he felt this should be detailed in the DBS policy. The Clerk advised that the policy changed slightly when the council looked at it in

October last year, to only those staff members who came into contact with vulnerable people. She advised that there wasn't currently a policy on this and when officers have tried to undertake the check for the Caretaker this time around the enhanced option hasn't come up, that's why it's still outstanding to be done. She explained that this is done on judgement and felt that this should be detailed in the policy. She also advised that she had spotted that the council was not consistent as a DBS check had been undertaken on the Parish Officer, but not the Finance & Amenities Officer and felt that they should be the same. It was also noted that as some officers also handled cash, this should be detailed in the policy.

The Clerk queried with members whether all staff members should undertake the enhanced DBS check and members agreed that this should be the way forward. Councillor Patacchiola advised that the council would need to give a reason as to why they were undertaking enhanced checks, as these kinds of checks are for people who are in and around vulnerable people, particularly on their own. He explained that anyone in contact with children would also normally have a List 99 check done as part of the DBS check process, which was normally an additional £5, so it may well be worth doing this as well. It was noted that in particular the Parish Caretaker undertakes weekly inspections at play areas.

Councillor Patacchiola felt that it needed to be outlined in the DBS policy which staff should undertake which checks, particularly, so that it's already in place for recruitment of new staff. He also felt that rather than the council renewing staff DBS checks every three years, the council could sign up for a live update code which was around £10 per year and the code could be used for life. The council could then on an annual basis type the code into the DBS database where it would undertake the check there and then. Members agreed that this way forward would be a good idea and the policy would need to be updated to reflect this.

Members discussed the reasons for staff undertaking an enhanced DBS check with the caretaker attending play areas alone, with unsupervised children in attendance. The allotment warden undertakes this role when the caretaker is on leave. With regards to officers, they are in the office, and other council buildings, sometimes on their own when meeting members of the public. The Clerk gave examples of when they came into contact with vulnerable members of the public. It was recognised that Officers also had access to cash and the council's bank accounts.

**Recommendation:** All staff should undertake an enhanced DBS, as well as the List 99 check. The council to sign up for a live update code for all staff members, so that the status of all staff checks could be validated on an annual basis. The DBS policy to be updated to reflect these changes.

#### **b) New Communications Policy:**

The Clerk explained that the council had only discussed having a communications policy recently and still needed to obtain a template for members to review. It was felt that this policy should be deferred to an IT Working Party meeting for review.

**Recommendation:** The council defer the new communications policy to an IT Working Party for review.

**c) New National Association of Local Councils (NALC) Dignity at work Policy:**

The Clerk explained that the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) had recently published a new Dignity at Work model template policy, as part of the Civility and Respect campaigns. It was noted that the council already had a Dignity at Work policy, which was reviewed and adopted in October last year. Although, the council's current policy hadn't been compared to the template word for word, there didn't seem to be any major differences between the two. It was noted that there does not appear to have been any legislation changes, therefore, members felt that the current policy did not need updating as it was only reviewed last year. It was felt by the committee that when this policy is next reviewed by the council, the model template should be looked at again to see whether some additions needed to be made to the current policy.

**Recommendation:** As the council have only recently reviewed and adopted the Dignity at Work policy and it does not appear to have been any legislation changes, the current policy was still fit for purpose. When the policy is next due to be reviewed, the new model template published should be reviewed again to see whether any additions are required to be made to the existing policy.

**d) Habitual & Vexatious Complaints Policy:**

It was noted that this policy was last reviewed in March 2020, so was due to be reviewed shortly. The Clerk explained that although most policies are on a three-year cycle, she had put this policy on the agenda to review, as the staffing committee did not meet very often. Members felt that this policy was still fit for purpose at this current time and should be reviewed again at its review date next year.

**Recommendation:** The current Habitual & Vexatious Complaints policy is fit for purpose and should be reviewed at its review date next year.

**255/22 To note accident report and consider any actions:**

*Held in closed session.*

Councillor Baines advised members that at the end of last year the Caretaker reported that he was subjected to a dog bite at Hornchurch Road public open space. It was noted that the bite did break the skin and the Caretaker went straight home to wash the wound out and apply antiseptic cream. Upon informing the Clerk about this incident she advised him that he must keep a close eye on it as dog bites are susceptible to infection, she had also printed out the advice from the NHS for him to read through.

The Clerk explained that she had brought this to the attention of the Staffing Committee, as although this is not something that occurred very often, this had now happened on two separate occasions. It was queried whether all staff had first aid training, the Clerk advised that while not all staff did, both the Caretaker and Allotment Warden carried a first aid kit with them and a charged mobile 'phone.

It was queried whether it was detailed in the council's First Aid policy whether there was a stated time frame when a member of staff should report any accidents to the council. It was felt that a clause should be added into the first aid policy to advise employees that if an accident occurs, they must report the incident to the council within 24 hours of the accident happening.

**Recommendation:** The council make an addition to the first aid policy to advise staff that should an accident occur, they must report the incident to the council within 24 hours of the event happening.

**256/22 To receive feedback following staff appraisals and consider any actions arising**

*Held in closed session.*

The Clerk gave a report on the staff appraisals undertaken over the last couple of weeks.

**257/22 To receive feedback following Clerk's appraisal and consider any actions arising**

*Held in closed session.*

Councillor Baines explained that both himself and Councillor Pafford had undertaken the Clerk's appraisal on Friday 4<sup>th</sup> November. He was pleased to report that it was a very satisfactory appraisal and felt that the Clerk was very honest about her challenges in the role. It was noted that the Clerk's objectives were the same as set out for the council.

**258/22 To consider any requests for staff training and to note current training log:**

The Clerk advised that there were no new training requests following on from staff appraisals. It was noted that the Finance & Amenities Officer still wished to do FILCA (Financial Introduction to Local Council Administration), which was the finance qualification and the Clerk would also still like to attend the SLCC annual regional conference. There was also some training on how to get the best out of Microsoft apps which would be useful for the staff to do.

**259/22 To consider any amendments to Job Descriptions:**

The Clerk explained that she hadn't got around to completing the necessary amendments to the staff job descriptions, as the appraisals were only completed late last week. It was noted that there were not any major additions.

**260/22 To consider pay scale increase for Allotment Warden following successful completion of RoSPA qualification.**

*Held in closed session.*

Councillor Baines explained that over the last couple of years the Allotment Warden had covered for the Parish Caretaker on a number of occasions, the council had recognised this by increasing his scale point to be on par with the Caretaker. It was felt that as the Allotment Warden now had the same qualification as the Caretaker, the qualification has now caught up with the previous scale point increase.

**Recommendation:** To not award a scale point increase to the Allotment Warden at this time.

**261/22 Staffing Matters**

**a) To note current Disciplinary Policy:**

Members noted the current disciplinary policy.

**b) To note ACAS webinar re Investigations and disciplinaries – how to manage and disclose information (information to follow from webinar 7th Nov)**

The Clerk explained that in late papers was a summary of the steps to be undertaken for a disciplinary investigation. She advised that on the ACAS website there was lots of useful information and templates on how to conduct an investigation and disciplinary.

**c) To note current Disciplinary Investigation**

*Held in closed session.*

Cllr Pafford reported that he had received a grievance notification in respect of action taken by the Clerk.

**d) To consider next steps:**

*Held in closed session.*

Following the grievance raised by Councillor Chivers, the Staffing Committee investigated the alleged events. The investigation concluded that the Clerk, as the authorised Press Officer, published a communication which had been sanctioned by the Chair and Vice-Chair to correct factual inaccuracies. It was therefore concluded that the grievance was not upheld.

**Recommendation:** The Council now declare the matter closed.

Meeting closed at 21.58

Chairman, 14<sup>th</sup> November, 2022



## MELKSHAM WITHOUT PARISH COUNCIL

### DBS (DISCLOSURE BARRING SERVICE) CHECK & RECRUITMENT OF EX-OFFENDERS POLICY

#### POLICY

The code of practice published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed. Melksham Without Parish Council requires that an enhanced DBS and children's barred list check is carried out as part of the recruitment process for all existing positions that are in direct contact with children or vulnerable adults people. Melksham Without Parish Council will validate all DBS checks on an annual basis by using the DBS update service. and that they are renewed every three years.

Melksham Without Parish Council have risk assessed each job role and have set out below which roles require an enhanced check and the reasons why.

Amenities Staff: Attend play areas alone, with unsupervised children in attendance. Some parish play areas are situated in remote locations.

Office Staff: Attend play areas on some occasions and other council buildings sometimes alone when meeting members of the public. Office staff also have access to cash and the councils bank accounts.

Volunteers: Community Emergency Volunteers (also known colloquially as Flood Wardens) as their role is particularly to interface with vulnerable members of the community, and often make house calls in a community emergency (as detailed in the Parish Council Emergency Plan)

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The following procedure should be read in conjunction with the Government's Code of Practice available on the GOV.UK website.

#### PROCEDURE

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Melksham Without Parish Council complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

2. Melksham Without Parish Council undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. Melksham Without Parish Council can only ask an individual to provide details of convictions and cautions that Melksham Without Parish Council are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
4. Melksham Without Parish Council can only ask an individual about convictions and cautions that are not protected.
5. Melksham Without Parish Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
6. Melksham Without Parish Council has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
7. Melksham Without Parish Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
8. Melksham Without Parish Council select all candidates for interview based on their skills, qualifications and experience.
9. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
10. Melksham Without Parish Council ensures that all those in Melksham Without parish Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
11. Melksham Without Parish Council also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
12. At interview, or in a separate discussion, Melksham Without Parish Council ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
13. Melksham Without Parish Council makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.



14. Melksham Without Parish Council undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

***From Government Recommended Policy available at [www.gov.uk](http://www.gov.uk).***

***Recommended by Staffing Committee 4<sup>th</sup> February 2019 and adopted by Full Council 11<sup>th</sup> February 2019.***

***Recommended by Staffing Committee Monday 7<sup>th</sup> October 2022 min 254/22***

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## Teresa Strange

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**From:** Marianne Rossi  
**Sent:** 10 November 2022 16:55  
**To:** customerservices@dbs.gov.uk  
**Cc:** Teresa Strange  
**Subject:** Query on DBS Checks for council staff

Dear Customer Services,

I wonder whether you can help me?

We shortly need to renew a DBS check for our Parish Caretaker who inspects our parish play areas on his own 3 days per week. We would like to undertake an enhanced DBS check, but have been advised by Wiltshire Council who we do these checks through to contact you to help us carry out the correct check. The parish council feel strongly that the Caretaker job role should have an enhanced DBS check as well as checked against the Children's Barred List, however we understand from Wiltshire Council that the role needs to be eligible for this kind of check. I have used the DBS tool on the government website to check which one is correct, but his role doesn't come under any of the categories. Our Caretaker attends play areas around the parish 3 days a week, on his own where there may be unsupervised children. Due to where some of our play areas are located they are in remote areas where there's no one around.

Below is an extract from part of the Caretakers job description:

To carry out a weekly visual inspection and produce quarterly written inspection report for Parish Council play areas.

To carry out duties at Bowerhill Sports Pavilion. **(This is at times when there is an organised football activity on our sports field but children are at times in and around the changing room areas where the Caretaker is in and out)**

He also has a general walk around our parish, so does come into contact with a number of parishioners, especially as he is required to wear the parish council uniform which identifies where he is from.

Separately to this the parish council also feel that the office staff should have an enhanced DBS check as they are public facing and on occasions attend play areas and council owned buildings to meet people on their own. They also have access to cash that has been received for the council and to council bank accounts.

Are you able to help me on my queries above please?

Kind Regards,  
Marianne

Finance and Amenities Officer  
**PLEASE NOTE NEW ADDRESS:**  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place  
Melksham  
Wiltshire  
SN12 6ES  
01225 705700

www.melkshamwithout-pc.gov.uk

Want to keep in touch?

Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news

On twitter: @melkshamwithout

On Instagram: melkshamwithoutpc

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# Service Devolution and Asset Transfer Policy

This policy can be made available in a range of accessible formats if required.

## Contents

1. Introduction
2. Background
3. Service Devolution and Asset Transfer
  - 3.3 Service Delegation
  - 3.4 Freehold Asset Transfer
4. Appendices

## **1. Introduction**

Wiltshire is a thriving and innovative County that continues to build on its tradition to enable its residents to live healthy lives in strong, prosperous communities. Over the last decade the Council, with its partners, has improved the outcomes of people's lives and businesses in Wiltshire.

Wiltshire Council is committed to continuing to improve and enhance the outcomes of people's lives and businesses in Wiltshire working closely with our communities and partners.

The council's business plan 2022 – 2032 sets out to make the best use of council owned assets for the benefit of communities, including transferring those assets to communities where appropriate.

The council recognises that the devolution of assets and services to local communities, Town and Parish councils makes a significant contribution to enabling them to be stronger, more resilient and sustainable. Experience gained from a number of asset and service transfers completed to date, has shown that the development of this policy presents significant opportunities to create stronger, more cohesive and sustainable communities. It enhances the role of Town and Parish councils; enables the use of buildings to be enhanced with the ability to modify them to embrace local needs; the ability to source and secure additional resources from sources not available to Wiltshire Council to do so as well as the ability to deliver and modify services to match the needs and expectations of local communities.

This document aims to set out the council's policy for service devolution and asset transfers to Town and Parish councils. All single asset transfers to community groups as facilitated by Community Area Boards will continue to be managed by the approved Community Asset Transfer Policy July 2011.

## **2. Background**

- 2.1. Wiltshire Council will promote and facilitate the devolution of appropriate services and transfer of associated assets (by way of freehold or leasehold) to Town and Parish councils where it is deemed more appropriate for those assets and services to be delivered by third tier Local Government.
- 2.2. The devolution will seek to take a pragmatic approach to provide the community with the ability to influence the level of service it feels is appropriate. In some instances, only services may be devolved to Town and Parish councils without the ownership of the land or building being transferred.
- 2.3. This policy sets out Wiltshire Council's approach to service and asset transfers to Town and Parish councils. It also recognises and takes into account significant legislative requirements and supports central governments commitments to devolve assets and services to local community groups, summarized in appendix 1.
- 2.4. Wiltshire Council has responsibility for land and buildings through various means:
  - 2.4.1. Owned assets – Wiltshire Council hold either a freehold interest or long lease (usually in excess of 100 year) of the asset;
  - 2.4.2. Dedicated assets – Wiltshire Council has responsibility to maintain land due to a historical contractual obligation but does not have the freehold ownership,

for example areas of public open space or play areas under planning agreements; or

2.4.3. Statutory responsibility – Wiltshire Council has the responsibility for maintaining assets and provide services under legislations, for example highway land or closed burial grounds.

2.5. The disposal of assets by Wiltshire Council broadly fall under two types:

2.5.1. Market sales – where “best consideration” is obtained, widely interpreted as the best price/market value (as defined by the *Red Book*).

2.5.2. Disposal at less than best consideration - this could either be a transfer for a nominal sum or reduced purchase price but will certainly be lower than the market value.

### **3. Service and Asset Devolution**

3.1 The Service and asset devolution package to prospective Town and Parish Councils will differ depending on the services provided and the assets held, however the following principles will be applied initially with any additional elements considered on a Parish/Town by Parish/Town basis:

3.1.1. Defined minimum of all services to be devolved include:

- Grounds Maintenance of all land for which Wiltshire Council has responsibility
- All Streetscene services currently provided within the boundary of the Town/Parish
- Weed control with Town/Parish Boundary
- Cemeteries
- Maintenance of closed churchyards

3.1.2. Defined minimum of all assets to be transferred:

- Play areas
- Monuments
- Parks and Open Spaces
- Cemeteries
- Any area for which section 106 monies are held
- Any other assets which are not covered by the exemption criteria in Appendix 2

3.2. The transfers will be managed in two ways:

3.2.1. Service delegation agreement– transfer of responsibility for delivering services currently performed by Wiltshire Council where the Council only has dedicated or statutory responsibility (see 2.4.22 & 2.4.3 above), as there is no asset to transfer.

3.2.2 There may also be strategic reasons for Wiltshire Council to retain ownership of the asset but are willing to transfer the responsibility to provide services. Wiltshire Council will consider the transfer of both statutory and discretionary

services; although where statutory services have transferred the ultimate responsibility will remain with Wiltshire Council

3.2.3 Freehold transfer – transfer of total ownership of the service related asset. subject to certain exceptions – in some cases a freehold transfer of the asset to Town and Parish councils may not be acceptable to Wiltshire Council due to:

- adjoining / surrounding land not being transferred; and/or
- potential for redevelopment, either with or without Wiltshire Council land, and/or
- historic and/or complex land issues which would make a freehold transfer resource prohibitive to both Wiltshire Council and the Town or Parish Council.

In these cases, (where Wiltshire Council owns the freehold) Wiltshire Council will grant a fixed term tenancy of 7 years (less 5 days) of the asset, subject to appropriate break clauses. (A lease of this length is exempt from s123 “best consideration” tests.)

- there being a large number of small non-strategic open space land parcels.

These are most efficiently and effectively managed via a service delegation agreement. Should the Town or Parish council wish to have these legally transferred it will be the responsibility of that Town or Parish council to undertake all the required due diligence and fund all legal costs.

### 3.3 Service Delegation

Wiltshire Council recognises certain services are more appropriately delivered by the local community in which they are required. The service delegation of amenity services recognises those activities that are best delivered locally - appendix 3 and 4 detail those services. These amenity services are cross cutting and the service delegation should ensure that the responsibility for delivery of all services is transferred to the local Town or Parish.

3.3.1 The decision to delegate services to the Town or Parish council may form part of a package including a freehold transfer or leasehold disposal referred to in section 4.1 OR the service delegation may be offered as a single package approach where there may be reasons for Wiltshire Council to retain the freehold ownership or not grant a lease of the site.

- Wiltshire Council’s statutory services – transfer of service delivery only. Wherever Wiltshire Council decides to transfer a statutory function, Wiltshire Council will retain ultimate responsibility for that function. However, responsibility for delivering the service may be transferred to a Town or Parish council under clear contractual arrangements. The Town or Parish council will then become responsible for the delivery of those services in accordance with the terms of the service delegation agreement. In view of the Council’s underlying statutory responsibility, the Council must be able to terminate the service delegation agreement at any time.



- Wiltshire Council's discretionary services – transfer of responsibility for the services. This type of delegation can only apply where Wiltshire Council has a high degree of discretion about the provision of the service. Wiltshire Council will cease to be responsible and accountable for the delivery of these services. There is also no guarantee that the council would consider re-assuming responsibility or accountability for the service. A clear, written delegation must be made by the Council and accepted by the Town or Parish council.
- there being a large number of small non-strategic open space land parcels. These are most efficiently and effectively managed via a service delegation agreement. Should the Town or Parish council wish to have these legally transferred it will be the responsibility of that Town or Parish council to undertake all the required due diligence and fund all legal costs

3.3.2 In some circumstances Wiltshire Council, will only delegate services to Town and Parish councils rather than devolve assets. Examples of where a service delegation will only be appropriate include

- The council has a statutory obligation, such as highway or a housing authority to provide.
- Land maintained for the benefit of the community by the council, but not owned by the council.
- Land where commuted sums for the maintenance have been paid to the council
- Where there is only a small area of council owned land, which means the cost of the legal land transfer is prohibitive (negated where the local Town or Parish council are prepared to fund the transfer).

However, in the above cases a service delegation on those areas will allow the local Town or Parish to set the standard and deliver the Amenity Maintenance Services within their defined boundary.

3.3.3 Following the date of transfer Wiltshire Council would not be responsible for delivery of any of the services listed in appendix 3 or 4 within the defined boundary. The Town or Parish council will perform the services within the boundary indefinitely on and from the transfer date to the minimum standards required by any relevant legislation. The decision thereafter on enhancement to the legal minimum standard of provision of services will be delegated to the relevant Town or Parish council. The Town or Parish council would take responsibility for all consequences: financial, contractual, safety or otherwise for the services delivered and the management of the amenity asset and their services provided on the highway.

3.3.4 The delegation of services will not affect any rights Wiltshire Council may have to dispose of, transfer, assign, lease or otherwise deal with its amenity land in its capacity as freehold owner.

### 3.4 Freehold Asset Transfer

3.4.1 The freehold transfer will be drafted on the following basis:

- The transfer will not normally include a provision to offer the asset back to Wiltshire Council **if it is no longer needed for community use** (“the reverter”) unless there are compelling legal reasons for doing so.

- If the transfer needs to contain the reverter in the circumstances referred to above, Wiltshire Council will not be under any obligation in the transfer to accept the asset back. However, Wiltshire Council will need to assess at the time if there are still wider legal issues that mean Wiltshire Council should take the land back.
- If Wiltshire Council decides to take the asset back it will be under no obligation to continue to use it for community purposes, furthermore if Wiltshire Council disposes of the asset at a future date there will be no requirement to split the capital receipt with the Town or Parish Council.
- The transfer will include a provision whereby should Town and Parish councils dispose of those assets for non-community uses, a 50% split of the capital receipt will be payable to Wiltshire Council.
- In the case of community buildings and land, the permitted community use is defined in the standard lease or freehold transfer.

3.4.2 When considering the devolution of assets to Town and Parish Councils, the main functions and services together with the financial implications for Wiltshire Council of transfer will be considered. With that in mind, the list of assets that will not be considered through this policy can be seen in Appendix 2.

3.4.2 In some circumstances an asset may result in more than one of the list in Appendix 2 being relevant, and in which case **if any** of the above should apply an asset devolution would not be considered.

3.4.3 Requests over and above the defined minimum assets and services and not included in appendix 2 can be considered during the negotiation of an agreement.

3.4.4 Following agreement with the Town or Parish council, the asset devolution package will be presented to Wiltshire Council's Cabinet for a resolution or delegated authority thereof for a resolution.

#### **4. Appendices**

1. Relevant Legislation
2. Exempt Assets
3. Soft Maintenance Services for devolution
4. Hard Maintenance Services for devolution

## Appendix 1 - Relevant Legislation

**Local Government Act 1972 (“1972 Act”)** – s123 sets out that local authorities must obtain “best consideration” for all disposals, and s101 allows a local authority to delegate certain functions to another local authority (subject to express provisions in the 1972 Act and subsequent legislation).

**Local Government Act 1972: General Disposal Consent 2003** (“General Consent Order”) - gives permission for Councils to disposal at less than best consideration provided the value forgone is less than £2m (in capital terms) and the transaction benefits the economic, social or environmental well-being of the area. If the value forgone is greater than £2m approval from the Secretary of State is required.

**Local Government Finance Act [1988]**

**RICS Valuation - Professional Standards** (“Red Book”) – defines market value when considering the price obtained from a disposal

**Localism Act 2011** – introduced the concept of local communities taking more control of assets in their area.

**Public Contracts Regulations 2015** - ensure that public spending on goods, services and works is subject to EU procurement rules. Pure land transactions are exempt from EU procurement rules, but the rules may apply where specified services are provided in exchange for receipt of an asset.

**European Commission’s State Aid Rules** – may apply to any use of public money and resources which is not subject to EU procurement rules (e.g. asset transfers and grant awards). These rules are intended to avoid state aided subsidies which could distort competition and affect trade between member states.

**Transfer of employees: TUPE** - There are two different types of transfer of employees under the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) – Service Provision Change or a Transfer of Whole or Part of an Undertaking

## Appendix 2 – Exempt Assets

The types and nature of assets and or services that will transfer are set out in the policy. The Transfer of property assets are likely to be associated with transfers of services, where agreed between the parties.

Assets that are exempt for transfer or devolution through this policy are:

Assets held for investment purposes - both assets that generate an immediate income to Wiltshire Council and those held for future capital realisations
Assets of a rural nature - given Wiltshire Council's roles as a small holdings authority
Assets held with Wiltshire Council's Housing Revenue Account (HRA) - utilised to deliver the statutory housing functions
Vacant land or buildings that can generate a capital receipt in excess of de-minimus level for capital accounting purposes - with capital receipts required to fund the capital programme of Wiltshire Council
Land held for future development of Wiltshire Council or partner schemes - as it would not be financially prudent to devolve the land and be required to repurchase in the future
Education and statutory early years premises - due to Wiltshire Council's roles as a Local Authority for education purposes
Car parks defined by Wiltshire Council for retention under the 2015 Parking Review or any subsequent reviews or land held or adopted as public highway - due to Wiltshire Council's role as Highway Authority
Assets held to deliver Leisure and Library services to residents and local communities

### APPENDIX 3

<b>Soft Maintenance Services</b>		
<b>Task</b>	<b>Comment</b>	<b>Conditions</b>
Litter Picking	<ul style="list-style-type: none"> <li>• Litter examples include:</li> <li>• Dead animals (road kill)</li> <li>• Dog/ animal faeces</li> <li>• Cigarette waste &amp; cigarette packets</li> <li>• Beverage and drinks containers</li> <li>• Food containers or utensils</li> <li>• Publications, magazines and newspapers</li> <li>• Shopping and other bags</li> <li>• Illegal deposits of bagged commercial and household waste which shall be cleared as fly tipping, see further below</li> <li>• Removal of pigeon droppings from pathways and footways</li> <li>• Removal of fallen branches, wood, metal and plastic objects</li> <li>• Removal of leaf and blossom falls to an approved programme</li> <li>• Other similar waste types up to 1 cubic meter</li> </ul>	Must be carried out on both Amenity Land and the Highway
Emptying of Litter Bins		Must be carried out on both Amenity Land and the Highway
Removal of Dead Animals on the Highway		Must be carried out on both Amenity Land and the Highway
Removal of Fly Tipping (but no enforcement related tasks)		Must be carried out on both Amenity Land and the Highway

Removal of Fly Posting (but no enforcement related tasks)		Must be carried out on both Amenity Land and the Highway
Graffiti Removal (but no enforcement related tasks)		Must be carried out on both Amenity Land and the Highway
Shopping Trolley Removal (but no enforcement related tasks)		Must be carried out on both Amenity Land and the Highway
Leaf Clearance		Must be carried out on both Amenity Land and the Highway
Balancing ponds, amenity footpaths, Streetscene assets and water courses	Monitor the condition and highlight any health and safety concerns on amenity footpaths, ponds, ditches and any amenity asset and effect their reasonable repair	Must be carried out on Amenity Land
Park and Highway Furniture	Monitor the condition of the furniture and highlight any health and safety concerns and effect their reasonable repair/replacement (subject on each occasion to WC's permission to repair/replace highway furniture)	Must be carried out on both Amenity Land and the Highway. <b>WC's prior written permission must be given in respect of repairing and replacing Highway furniture.</b>
Grounds Maintenance	Shrub Bed Maintenance, Maintenance of Shelterbelt/Plantation Areas/ Hedge Maintenance/ Tree/ Herbaceous Borders and any soft area maintenance.	Must be carried out on Amenity Land and the Highway. <b>WC's consent to maintain the verges of the Highway is hereby given.</b>

Grass Maintenance	<ul style="list-style-type: none"> <li>• Sheltered Housing Schemes</li> <li>• High amenity areas</li> <li>• General grass areas</li> <li>• Low Amenity areas</li> </ul>	Must be carried out on the Amenity Land and the verges of the Highway. <b>WC's consent to maintain the verges of the Highway is hereby given.</b>
	<ul style="list-style-type: none"> <li>• Highway verge areas</li> <li>• Rough grass areas</li> <li>• Flail grass areas</li> <li>• Wild flower/conservation areas</li> </ul>	
Sports Pitch Maintenance (Football and Rugby)		Must be carried out on Amenity Land
Cricket Pitch Maintenance		Must be carried out on Amenity Land
Countryside	Litter clearance and emptying of litter bins	Must be carried out on Amenity Land
Woodlands and Countryside Site	Scavenging and cleaning and/or maintenance	Must be carried out on Amenity Land
Play Areas, Multiple Use Games Areas (MUGA) and Skate Park Inspection and Maintenance		Must be carried out on Amenity Land

Allotments	General up keep and maintenance including: <ul style="list-style-type: none"> <li>• Boundary fencing</li> <li>• Gates and Hedges</li> <li>• Tracks</li> <li>• Car parks</li> <li>• Grass areas and</li> <li>• Footpaths</li> </ul>	Must be carried out on Amenity Land (allotments)
Open Cemeteries	General up keep and maintenance including memorial testing	Must be carried out on Amenity Land (cemeteries)
Closed Churchyards	General up keep and maintenance including memorial testing	Must be carried out on Amenity Land (closed churchyards)
Car Parks and hard areas maintained by WC immediately prior to the Transfer Date	Maintenance of car parks – grounds and street cleaning (as per contract scope)	Must be carried out on Amenity Land and hard areas subject to the exclusions in Column 1
Centre Litter Picking and Sweeping		Must be carried out on Amenity Land and the Highway
Weed Control (amenity hard areas and highways)	Responsibility for all weeds on the highways and service delegated areas	Must be carried out on Amenity Land and the Highway
Bus shelter maintenance	Litter collection and cleaning (graffiti, fly posting, moss etc. removal)	Must be carried out on Amenity Land and the Highway



### Appendix 4

<b>Hard Area Maintenance Services</b>	
<b>Type of Land</b>	
The public open space where the hard asset is managed is:	<ul style="list-style-type: none"> <li><input type="checkbox"/> public gardens;</li> <li><input type="checkbox"/> land used for the purposes of public recreation;</li> <li><input type="checkbox"/> parks;</li> <li><input type="checkbox"/> natural and semi-natural urban greenspaces</li> <li><input type="checkbox"/> derelict open land;</li> <li><input type="checkbox"/> sports pitches;</li> <li><input type="checkbox"/> outdoor sports areas;</li> <li><input type="checkbox"/> play provision;</li> <li><input type="checkbox"/> amenity greenspace;</li> <li><input type="checkbox"/> play areas;</li> <li><input type="checkbox"/> skateboard parks;</li> <li><input type="checkbox"/> outdoor basketball hoops;</li> <li><input type="checkbox"/> and other more informal area (e.g. 'hanging out' areas, teenage shelters);</li> <li><input type="checkbox"/> accessible countryside in urban fringe areas;</li> <li><input type="checkbox"/> cemeteries;</li> <li><input type="checkbox"/> closed churchyards.</li> </ul>

For the avoidance of doubt, hard asset management would not be delegated for:	<input type="checkbox"/> Play & Display Car Parks
	<ul style="list-style-type: none"> <li>• Highway assets (without prior agreement – see below)</li> <li>• Campus or Hub areas</li> <li>• Housing Revenue Areas</li> </ul>
<p>The concept of the delegation would be for hard asset maintenance to be as an asset transfer.</p> <p>As such anything on the asset and anything beneath (but not adopted assets) would become the responsibility of the local council.</p> <p>Hard assets would include: fences; walls; paths; lighting; seats; fixed equipment etc.</p>	

## Teresa Strange

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**From:** Simon Hammersley-Bowyer <Simon.Hammersley-Bowyer@miw.co.uk>  
**Sent:** 08 November 2022 10:00  
**To:** Marianne Rossi  
**Cc:** Teresa Strange; Ian Burdett  
**Subject:** RE: Water station- Melksham Without Parish Council  
**Attachments:** Melksham without Parish Council Site Survey Leonard-Colucci-11-07-2022.pdf

Dear Marianne

The site survey has been completed at the pavilion and you will be pleased to know there is a viable option for installation of the unit to the Left Hand Side of the louvre doors.

I am waiting for a time implication from the engineering team but need clarification on the total work you wish us to provide, if required. There is however work outside of this plumbing work that we would need help with to proceed, dependant on your remit requirement. In order to pump the waste away a fused spur/single socket would be required to be installed by an electrician near to the water feed. This is to power the pump that will pump the waste up and over to the 1 ½" waste in the pictures of the attached site survey.

As a brief synopsis of the plan would be to install the unit to the LH side of the louvre door with the water and waste back into the boiler room. Water is directly there already but the waste would be pumped up (2m) and over (10m) to the waste outlet attached to the hot water vent drain points.

Can you let me know what level of works, if any, you wish us to engage in and therefore we can provide you with a quote for installation if required?

Yours sincerely

Simon

### Simon Hammersley-Bowyer

Technical Training And Quality Manager

MIW Water Cooler Experts

M: 07485 314531

E: [simon.hammersley-bowyer@miw.co.uk](mailto:simon.hammersley-bowyer@miw.co.uk)

[www.miw.co.uk](http://www.miw.co.uk)



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**From:** Marianne Rossi <[admin@melkshamwithout.co.uk](mailto:admin@melkshamwithout.co.uk)>  
**Sent:** 26 October 2022 17:30  
**To:** Simon Hammersley-Bowyer <[Simon.Hammersley-Bowyer@miw.co.uk](mailto:Simon.Hammersley-Bowyer@miw.co.uk)>  
**Cc:** Teresa Strange <[clerk@melkshamwithout.co.uk](mailto:clerk@melkshamwithout.co.uk)>; Ian Burdett <[Ian.Burdett@miw.co.uk](mailto:Ian.Burdett@miw.co.uk)>  
**Subject:** RE: Water station- Melksham Without Parish Council



# Marianne Rossi

Leonard Colucci

Submission Date Nov 7, 2022 12:17 PM

Site Doc Reference C106422

Checklist

Pipe Size Template	Checked
Tape Measure	Checked
Smartphone	Checked

Company Name Melksham without Parish Council

Address Sports Pavilion , Westinghouse way  
Melksham , SN12 6TL

Contact Name Marianne Rossi

Date Nov 7, 2022

Location and Type of unit to be fitted Sports Pavilion rear right side between boiler room and changing room 4

Any Additional Information If unit mounted in Central position ,approx 1.5 meters of External waste before taking waste into boiler room to pump.Idealy unit should be positioned on right corner next to left louvre door fir waste to go straight into boiler room

Water



Is the water mains fed and drinking water?

Yes

Waste



Is the Electrical Point a ?

None

Wall Construction

Solid

3m Front of Installation



Rear of Unit Installation





Drawing Board

Any additional Information	Mains socket required close to tap area for pump.pump needs to pump approx 2 metres upwards and then a further 10 meters to 40mm waste
Representative Name	Leonard Colucci

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## Teresa Strange

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**From:** Tony Jones <tony.jones@jonesdevelopments.co.uk>  
**Sent:** 08 November 2022 14:42  
**To:** Marianne Rossi  
**Cc:** Teresa Strange  
**Subject:** Re: Concrete bus shelter- Near Shaw Church Bath side of Road

Hi Marianne

Have looked at this today and would suggest we repair asap. the cost for this will be £ 645.00 + VAT

Many thanks,

Michelle

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**From:** Marianne Rossi <admin@melkshamwithout.co.uk>  
**Sent:** 08 November 2022 13:06:35  
**To:** Tony Jones  
**Cc:** Teresa Strange  
**Subject:** Concrete bus shelter- Near Shaw Church Bath side of Road

Hi Michelle,

I wonder whether you can help? Our Caretaker has just contacted me to say that the block work on the concrete bus shelter near Shaw Church is coming loose (photos attached). He said that there is no immediate danger of it falling down, but I wonder whether someone could have a look at it and provide us with a quotation for its repair? I have just had a check on our asset register (as I know the one opposite we suspect does have asbestos) and this one is not noted on there as having any or suspected asbestos.





## Receipts for Month 7

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>589,816.99</b>					<b>589,816.99</b>	
V2967-BACS	Banked: <b>03/10/2022</b>	<b>30.00</b>						
V2967-5ABY	Allotment Holder	30.00			1310	310	30.00	Allotment 5A Berryfield rent
V2968-BACS	Banked: <b>03/10/2022</b>	<b>60.00</b>						
V2968-BS18	Allotment Holder	60.00			1320	310	60.00	Allotment Rent 18 Briansfield
V2969-BACS	Banked: <b>03/10/2022</b>	<b>30.00</b>						
V2969-BY4A	Allotment Holder	30.00			1310	310	30.00	Allotment 4a Berryfield rent
V2970-BACS	Banked: <b>03/10/2022</b>	<b>30.00</b>						
V2970-BS19	Allotment Holder	30.00			1320	310	30.00	Briansfield allotment 19 rent
V2971-BACS	Banked: <b>03/10/2022</b>	<b>30.00</b>						
V2971-BS28	Allotment Holder	30.00			1320	310	30.00	Briansfield 28 allotment rent
V2972-BACS	Banked: <b>03/10/2022</b>	<b>60.00</b>						
2972-BY15A	Allotment Holder	60.00			1310	310	60.00	Berryfield 15a allotment rent
V2973-BACS	Banked: <b>03/10/2022</b>	<b>60.00</b>						
V2973-BS27	Allotment Holder	60.00			1320	310	60.00	Briansfield allotment 27 rent
V2974-BACS	Banked: <b>07/10/2022</b>	<b>30.00</b>						
V2974-BY6A	Allotment Holder	30.00			1310	310	30.00	Berryfield 6a allotment rent
V2975-BACS	Banked: <b>07/10/2022</b>	<b>630.00</b>						
V2975-FoF	Future of Football	630.00			1210	210	630.00	Inv.300- September Training
V2976-BACS	Banked: <b>10/10/2022</b>	<b>60.00</b>						
V2976-BSF2	Allotment Holder	60.00			1320	310	60.00	Briansfield plot 2 rent
V2977-BACS	Banked: <b>10/10/2022</b>	<b>30.00</b>						
V2977-BACS	Allotment Holder	30.00			1310	310	30.00	Berryfield 9B allotment rent
V2978-BACS	Banked: <b>11/10/2022</b>	<b>15.00</b>						
V2978-BS1A	Allotment Holder	15.00			1320	310	15.00	Briansfield 1A allotment rent
V2979-BACS	Banked: <b>12/10/2022</b>	<b>15.00</b>						
2979-BS16A	Allotment Holder	15.00			1320	310	15.00	Briansfield 16a allotment rent
V2980-BACS	Banked: <b>14/10/2022</b>	<b>15.00</b>						
2980-BS32A	Allotment Holder	15.00			1320	310	15.00	Briansfield 32a allotment rent
V2981-BACS	Banked: <b>17/10/2022</b>	<b>30.00</b>						
V2981-BS22	Allotment Holder	30.00			1320	310	30.00	Briansfield 22 allotment rent
V2982-BACS	Banked: <b>17/10/2022</b>	<b>60.00</b>						
V2982-BY7A	Allotment Holder	60.00			1310	310	60.00	Berryfield 7a allotment rent
V2983-BACS	Banked: <b>18/10/2022</b>	<b>60.00</b>						
V2983-BS26	Allotment Holder	60.00			1320	310	60.00	Briansfield 26 allotment rent
V2984-BACS	Banked: <b>21/10/2022</b>	<b>300.00</b>						
V2984-FoF	Future of Football	300.00			1210	210	300.00	Inv.301- September pitch hire

Continued on Page 164

## Receipts for Month 7

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
V2985-BACS	Banked: <b>24/10/2022</b>	<b>30.00</b>						
V2985-BSF9	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 9 rent
V2986-BACS	Banked: <b>24/10/2022</b>	<b>30.00</b>						
V2986-BSF4	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 4 rent
V2987-BACS	Banked: <b>26/10/2022</b>	<b>30.00</b>						
V2987-BS25	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 25 rent
V2988-BACS	Banked: <b>31/10/2022</b>	<b>30.00</b>						
V2988-BS21	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 21 rent
V2989-BACS	Banked: <b>31/10/2022</b>	<b>60.00</b>						
2989-BY16B	Allotment Holder	60.00			1310	310	60.00	Berryfield 16b rent
V2990-VAT	Banked: <b>31/10/2022</b>	<b>17,477.91</b>						
V2990-VAT	HM Revenue & Customs	17,477.91			105		17,477.91	VAT Return-1.9.22-30.9.22
500167-CAS	Banked: <b>31/10/2022</b>	<b>120.00</b>						
V2991 (45)	Allotment Holder	30.00			1310	310	30.00	Berryfield 17a rent
V2992-(42)	Allotment Holder	30.00			1320	310	30.00	Briansfield 3 rent
V2993 (43)	Allotment Holder	30.00			1310	310	30.00	Berryfield 3a rent
V2994 (44)	Allotment Holder	30.00			1320	310	30.00	Briansfield 6 rent
<b>Total Receipts for Month</b>		19,322.91	0.00	0.00			19,322.91	
<b>Cashbook Totals</b>		<u>609,139.90</u>	<u>0.00</u>	<u>0.00</u>			<u>609,139.90</u>	

## Payments for Month 7

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/10/2022	Grist Environmental	V2962-DD	137.75		22.97	4770	220	114.78	Inv.P82267-B'hill bin emptying
18/10/2022	Plusnet	V2964-DD	36.60		6.10	4190	120	30.50	Inv.004-WiFi for Campus office
20/10/2022	Sirus Telecom	V2963-DD	148.25		24.71	4190	120	123.54	Inv.5927-Office phone charges
26/10/2022	Eon	V2965-DD	106.05		5.05	4302	220	101.00	Inv.0015-Pavilion Electricity
<b>Total Payments for Month</b>			428.65	0.00	58.83			369.82	
<b>Balance Carried Fwd</b>			608,711.25						
<b>Cashbook Totals</b>			<u>609,139.90</u>	0.00	<u>58.83</u>			<u>609,081.07</u>	



**Receipts for Month 7****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>258,432.85</b>					<b>258,432.85</b>	
V2991-BACS	Banked: <b>06/10/2022</b>	<b>425,997.78</b>						
V2991-S106	Wiltshire Council	425,997.78			1170	400	425,997.78	BYF V Hall S106 2nd payment
<b>Total Receipts for Month</b>		425,997.78	0.00	0.00			425,997.78	
<b>Cashbook Totals</b>		<u>684,430.63</u>	<u>0.00</u>	<u>0.00</u>			<u>684,430.63</u>	

## Payments for Month 7

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
07/10/2022	Rigg Construction	V2939-BACS	23,288.26		3,881.38	4582	142	19,406.88	Inv.113-Certificate 9 BYF V Ha
17/10/2022	Unity Trust Bank	V2961-DD	334.49		45.45	4080	120	-79.00	CREDIT Cllr Safety Training
						4175	120	81.00	Monthly Office 365 subscriptio
						4175	120	94.80	1x annual license for Mocrosoft
						4190	120	11.30	Calling Plan
						4120	120	20.85	Planning & Highways agenda pos
						4120	120	9.90	NHP Plan agenda pack postage
						4175	120	1.00	Website hosting monthly fee
						4720	120	20.82	Step ladder for noticeboard
						4150	120	4.33	Get well soon cards
						4150	120	3.32	Key tags
						4582	142	31.04	Storage boxes BYF V Hall move
						4120	120	14.98	Magnets for noticeboard
						4200	120	11.99	Online meeting subscription
						4120	120	10.70	Full council agenda pack posta
						4155	120	17.40	Refreshments for meetings
						4150	120	4.36	Pens
						4582	142	7.49	First Aid kit BYF V Hall
						4150	120	19.76	Mouse mats for office desks
						4140	120	3.00	Monthly fee
19/10/2022	Office Right Business Solution	V2940-BACS	4,189.20			4582	142	4,189.20	Inv.97220- Tables & Chairs BYF
27/10/2022	David Pafford	V2960-BACS	65.40			4070	120	65.40	October Chairs Allowance
28/10/2022	JH Jones & Sons	V2941-BACS	456.00		76.00	4721	220	380.00	Inv.3040- Boot brush cleaner
28/10/2022	JH Jones & Sons	V2942-BACS	1,604.65		267.44	4402	320	60.15	Inv.3058-Allotment grass cut
						4400	142	221.90	Inv.3058-Play Area grass cut
						4780	142	52.50	Inv.3058-Play Area bin empty
						4781	220	79.58	Inv.3058-JSF Bin emptying
						4401	220	692.17	Inv.3058-JSF Grass cut
						4400	142	34.66	Inv.3058-Kestrel Court shrub m
						4409	142	163.33	Inv.3058-Hornchuch grass
						4820	142	32.92	Inv.3058-Shurnhold Fields gras
						347	0	-32.92	Inv.3058-Shurnhold Fields gras
						6000	142	32.92	Inv.3058-Shurnhold Fields gras

Continued on Page 153



## Payments for Month 7

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/10/2022	JH Jones & Sons	V2943-BACS	264.00		44.00	4490	142	220.00	Inv.3075-Sept Carson R'about c
28/10/2022	Agilico	V2944-BACS	102.35		17.06	4130	120	85.29	Inv. 391-Office photocopying
28/10/2022	JH Jones & Sons	V2945-BACS	330.00		55.00	4490	142	275.00	Slabs from BYF V hal to shed
28/10/2022	Playsafety Ltd	V2946-BACS	949.20		158.20	4410	142	581.00	Inv.64- Annual ROSPA inspectio
						4410	142	70.00	Whitworth Play Area inspection
						4410	142	70.00	Shaw playing field inspection
						4820	142	70.00	Inv.64- Annual ROSPA inspectio
						347	0	-70.00	Inv.64- Annual ROSPA inspectio
						6000	142	70.00	Inv.64- Annual ROSPA inspectio
28/10/2022	Tollgate Security Ltd	V2947-BACS	760.80		126.80	4212	220	634.00	Inv.49792- Annual intruder ala
28/10/2022	Complete Weed Control	V2948-BACS	1,227.60		204.60	4500	142	1,023.00	Inv.222-Parish weedspraying
28/10/2022	WPL (Safety) Ltd	V2949-BACS	120.00		20.00	4582	142	100.00	Inv.02- H&S file BYF V Hall
28/10/2022	Radcliffe Fire Protection Ltd	V2950-BACS	436.80		72.80	4582	142	364.00	New fire extinguisher BYF V Ha
28/10/2022	JH Jones & Sons	V2951-BACS	378.00		63.00	4785	142	315.00	Inv.3067-Install 2x bins
28/10/2022	Jens Cleaning	V2952-BACS	300.00			4750	220	300.00	Inv.1068-Deep clean of changin
28/10/2022	HM Revenue & Customs	V2953-BACS	2,359.77			4041	130	819.72	Period 7- October 2022
						4000	130	395.00	Period 7- October 2022-T
						4000	130	289.66	Period 7- October 2022-NI
						4020	130	176.80	Period 7- October 2022-T
						4020	130	132.82	Period 7- October 2022-NI
						4010	130	149.60	Period 7- October 2022-T
						4010	130	113.77	Period 7- October 2022-NI
						4460	142	257.40	Period 7- October 2022-T
						4800	320	8.80	Period 7- October 2022-T
						4070	120	16.20	Period 7- October 2022-T
28/10/2022	Wiltshire Pension Fund	V954-BACS	1,784.47			4045	130	1,344.74	Period 7- October 2022
						4000	130	210.22	Period 7- October 2022
						4020	130	118.93	Period 7- October 2022
						4010	130	110.58	Period 7- October 2022
28/10/2022	Teresa Strange	V2955-BACS	████████			4000	130	████████	October 2022 Salary
						4120	120	55.10	1st Class stamps
						4155	120	27.95	Refreshments for meetings
28/10/2022	Lorraine McRandle	V2956-BACS	████████		0.33	4020	130	████████	October 2022 Salary
						4370	120	1.66	Dishwasher cleaner
28/10/2022	Marianne Rossi	V2957-BACS	████████			4010	130	████████	October 2022 Salary
28/10/2022	Terry Cole	V2958-BACS	████████			4460	142	████████	October 2022 Salary
						4050	142	47.50	Travel Allowance-October
									<b>Total Salaries for October 2022</b>
									<b>£6,511.84</b>

Continued on Page 154

## Payments for Month 7

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
28/10/2022	David Cole	V2959-BACS	[REDACTED]			4051	142	69.75	Mileage x 155
31/10/2022	Teresa Strange	V2966-S/O	5.30		0.88	4190	120	4.42	494 Out of hours mob reimb Oct
<b>Total Payments for Month</b>			45,670.42	0.00	5,032.94			40,637.48	
<b>Balance Carried Fwd</b>			638,760.21						
<b>Cashbook Totals</b>			684,430.63	0.00	5,032.94			679,397.69	

## Receipts for Month 7

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	<b>0.00</b>						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

## Payments for Month 7

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		0.00						
	<b>Cashbook Totals</b>		0.00	0.00	0.00			0.00	

**Teresa Strange**

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**From:** financial planning <financialplanning@wiltshire.gov.uk>  
**Sent:** 07 November 2022 12:05  
**To:** Teresa Strange  
**Subject:** Town & Parish Precepts 2023-2024 Tax Base

# Wiltshire Council



7 November 2022

Accountancy  
Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

**Melksham Without Parish Council**  
**clerk@melkshamwithout-pc.gov.uk**

Dear Sir/Madam

## **Town/Parish Precepts 2023/2024**

**I am pleased to be able to provide you with your draft 2023/2024 Tax Base.** Whilst we do not usually expect the draft figure to change prior to formal approval of the final council tax base figures, we will notify you if there are any changes following the formal decision on 13th December 2022.

**In order for Wiltshire Council to calculate the total Council Tax for 2023/2024, you are required to confirm your Precept Requirement for 2023/2024 by completing and returning the form below by 18 January 2023.** This date is critical to the reports being prepared by Wiltshire Council in order to set the Council Tax, and, as always, your co-operation in meeting the deadline is greatly appreciated. Please contact us as soon as possible if you have trouble in making this date.

If possible, I would appreciate if your return could be returned electronically, either by replying to this email and completing the form below or if your form could be scanned and sent to this email address before the deadline of 18th January 2023. This would be really helpful as we cannot guarantee quick access to paper post.

Here is some more information which we hope will be useful during the precept setting process

- The Precept Requirement should be approved at the appropriate budget setting committee and a record kept of the approval. The Precept Requirement form (below) should ideally be authorised at that meeting by the Council's Chair. However, we will also accept the signature of the Clerk of the Council and also an e-mailed submission from the contact e-mail address that we hold on record. Should you wish to send your return by e-mail, please reply to the e-mail address below, editing the document so that the Precept Requirement form is returned completed with the amount of Precept required, the date of the meeting at which this was approved and the name of the person who is authorising the form. If you submit your return via e-mail, there is no requirement send a hard copy in the post.
- It is up to the individual Town or Parish Council to decide on the level of precept it needs and to justify this to their electorate. **Please note when there is no Precept required a nil return must be submitted.**
- The formula to work out a band D charge will be your Precept Requirement divided by your Tax Base, and this is the figure that will be shown on the Council Tax bills.
- **Please remember that freezing the precept at the same monetary value as the previous year does not necessarily mean that you are freezing the Council Tax.** This could be because of a change in the Council tax base. In other words, the number of properties we can collect from has changed since last year. If you wish to set the same charge to residents in 2023/2024 as in 2022/2023, you will need to multiply your 2023/2024 tax base by your 2022/2023 band D charge and precept for that total. **To help you further a simple tool is available on the Council's website.** A separate e-mail will be sent to you with your log on details and explanations as to how this can help you in the next few days.
- If your Town or Parish has a Precept greater than £140,000, you are required to provide a breakdown of expenditure and income to the public. Each Town or Parish that has set a precept over £140,000 in the past will be sent a separate return to complete later this week. If your Town or Parish is likely to exceed this amount for the first time in 2023/2024, please contact us (details below).
- A table showing the comparison of all Town and Parish Council Tax charges will be published on the Council's website in advance of the Council Tax Setting Meeting on 21 February 2023.
- Payment of Precepts greater than £10,000 will be paid to the Town or Parish in two stages: 50% will be paid on or before 30 April 2023 and the remaining 50% will be paid on or before 30 September 2023. Town and Parish Councils with Precepts under £10,000 will receive the full amount on or before 30 April 2023.
- All payments will be automated and made by BACS. If there have been **any changes** to the bank account details we hold for you, please contact the Business Services Accounts Payable Team by (telephone) 01225 713640 or (e-mail) [bsaccountspayable@wiltshire.gov.uk](mailto:bsaccountspayable@wiltshire.gov.uk)

If you have any queries, please do not hesitate to contact members of the accountancy team:

Tina Winfield 01225 718584

Sally Self 01225 713065

e-mail: [financialplanning@wiltshire.gov.uk](mailto:financialplanning@wiltshire.gov.uk)

Yours faithfully

A handwritten signature in purple ink, appearing to read 'Sally Self', written in a cursive style.

Sally Self  
Chief Accountant

**Town / Parish Precept Requirement 2023/2024**

**Melksham Without Parish Council**

**For information:**

The equivalent number of band D properties for

Melksham Without Parish Council

is 2895.42 (tax base)

Total precept required for <b>2023/2024</b> (To be shown in Council Tax Resolution)	£
--	---

Formula to check what a band D property charge for the year

Your **Precept** divide by **tax base (2895.42) = band D** charge per year

**Authorised** at a meeting of the ..... Town/Parish Council held on  
the.....day of.....20.....

Signed..... Please print in capitals.....(Chairman)

Signed ..... Please print in capitals.....(Clerk)

If e-mail submission please confirm who is authorising this form.

.....  
**Please use your nominated e-mail address to return this form.**

**clerk@melkshamwithout-pc.gov.uk**

**Please return this form to:** [financialplanning@wiltshire.gov.uk](mailto:financialplanning@wiltshire.gov.uk)

When e-mailing the form back, please remember to first to click “reply” to the e-mail, as this will then allow you to edit this form before it is returned.

-----



Melksham Without Parish Council  
1<sup>st</sup> Floor  
Crown Chambers  
7 Market Place  
Melksham  
Wilts  
SN12 6ES

**21 October 2022**

To whom it may concern

**Community Benefit Agreement between (1) Sandridge Solar Power Limited and (2) Melksham Without Parish Council dated 9 August 2016 (the “Contract”)**

We have been notified by Melksham Parish Council that the Parish has added 177 additional postal addresses in 2021/22. The 2022 distribution of community benefits payments therefore have been amended to reflect the new number of postal addresses per parish.

The percentage of the community benefits payment has changed for Melksham Without Parish from 26.69% to 25.72%.

The new annual base value for Melksham Without Parish Council will be £12,757.77 (Index linked).



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Director  
Sandridge Solar Power Limited



## Teresa Strange

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**From:** Teresa Strange  
**Sent:** 17 October 2022 16:52  
**To:** Terry Chivers  
**Cc:** David Pafford; John Glover; John Doel; Mary Pile; Richard Wood; Lorraine McRandle; Melksham News; Alan Baines  
**Subject:** RE: Independent person

Dear Councillor Chivers

The parish council does not have a complaints committee. If you refer to the relevant policy (Complaints Procedure) it states that any complaint will be dealt with by the Complaints Committee or Council (whichever is appropriate). This was last reviewed and adopted on 16<sup>th</sup> May 2022. Here is the link to the Complaints Procedure on the parish council website <https://www.melkshamwithout-pc.gov.uk/assets/documents/New%20Folder/MMPC%20Complaints%20Procedure%20MAY%202018%20-%20May%202022.pdf>

With regards to the Localism act, S28 as you have attached. The independent person rule is applicable to a relevant authority OTHER THAN A PARISH COUNCIL.

Please see extract here:

“(6)A relevant authority other than a parish council must have in place—

- (a)arrangements under which allegations can be investigated, and
- (b)arrangements under which decisions on allegations can be made.

(7)Arrangements put in place under subsection (6)(b) by a relevant authority must include provision for the appointment by the authority of at least one independent person—

- (a)whose views are to be sought, and taken into account, by the authority before it makes its decision on an allegation that it has decided to investigate, and
- (b)whose views may be sought—
  - (i)by the authority in relation to an allegation in circumstances not within paragraph (a),
  - (ii)by a member, or co-opted member, of the authority if that person’s behaviour is the subject of an allegation, and
  - (iii)by a member, or co-opted member, of a parish council if that person’s behaviour is the subject of an allegation and the authority is the parish council’s principal authority.

And so not applicable to Melksham Without Parish Council.

**Can you please confirm to me if you would still like this to be an agenda item for the full council meeting as its being finalised tomorrow morning.**

Thankyou.  
Regards,  
Teresa

Teresa Strange

Clerk

**PLEASE NOTE THE NEW ADDRESS:**

Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place  
Melksham  
Wiltshire  
SN12 6ES  
01225 705700

<https://www.legislation.gov.uk/ukpga/2011/20/section/28/enacted>

---

**From:** Terry Chivers <terrychivers@icloud.com>

**Sent:** 17 October 2022 15:11

**To:** David Pafford <david.pafford@melkshamwithout.co.uk>; John Glover <john.glover@melkshamwithout.co.uk>; John Doel <john.doel@melkshamwithout.co.uk>; Teresa Strange <clerk@melkshamwithout.co.uk>; Mary Pile <mary.pile@melkshamwithout.co.uk>; Richard Wood <richard.wood@melkshamwithout.co.uk>; Lorraine McRandle <office@melkshamwithout.co.uk>; Alan Baines <alan.baines@melkshamwithout.co.uk>; Melksham News <news@melkshamnews.co.uk>

**Subject:** Fwd: Independent person

I have been trying to find out if we have a complaints committee if not can this be agenda item for next Council also to consider appointing I dependent member to it as Wiltshire Council advice

Begin forwarded message:

**From:**

**Subject: Independent person**

Wiltshire council is having full council tomorrow and need an independent person on their complaints panel.

The parish council should also be under the same rules  
See attached

**Wiltshire Council**

**Full Council**

**18 October 2022**

---

**Appointment of an Independent Person (s.28 Localism Act 2011)**

**Executive Summary**

The Council is required under the Localism Act 2011 to appoint at least one Independent Person (IP) whose views must be sought and taken into account before the Council makes a decision on an allegation it has decided to investigate

The Council appointed three IPs in May 2021. Following a change in circumstances a vacancy rose at the end of June 2022.

The Standards Committee has undertaken a recruitment process and recommended the appointment of an addition IP.

**Proposal**

That Full Council appoint Mr John McAllister as an Independent Person

**Reason for Proposal**

In accordance with S27 of the Localism Act 2011.

**Perry Holmes**

**Director – Law & Governance (and Monitoring Officer)**

**Appointment of an Independent Person (s.27 Localism Act 2011)**

**Purpose of Report**

1. This report asks that Full Council ratify the appointment of an Independent Person.

**Background**

2. The Council is required under the Localism Act 2011 to appoint at least one Independent Person (IP) whose views must be sought and taken into account before the Council makes a decision on an allegation it has decided to investigate. The views of the IP may also be sought on other allegations, and by a member who is the subject of an allegation.
3. The Council has chosen to appoint three Independent Persons. These were appointed for four year terms at the meeting on 18 May 2021, following a recruitment process overseen by the Standards Committee.
4. As a result of changed circumstances, one of the Independent Persons has resigned their position. Full Council is asked to appoint a further IP to the end of the council term in May 2025.

**Main Considerations**

5. The Standards Committee was updated of the vacancy for an Independent Person at its meeting on 15 June 2022. In accordance with previous appointments the Monitoring Officer, in consultation with the Chairman, oversaw a process for recruitment of a replacement.
6. Following advertisement in the Summer, nine candidates were received for interview.
7. The Chairman, along with two other Members and supported by the Democracy and Complaints Manager, conducted interviews on 5 and 6 September 2022.
8. Following those interviews the Chairman presented an update to the Standards Committee at its meeting on 5 October 2022.
9. The Committee resolved to recommend council appoint Mr John McAllister as the new Independent Person.

**Safeguarding Implications**

10. There are no safeguarding issues arising from this report.

### **Equalities Impact of the Proposal**

11. There are no equalities impacts arising from this report.

### **Procurement Implications**

12. There are no procurement issues arising from this report.

### **Risk assessment**

13. A lack of IPs could cause assessment of complaints against elected members to be delayed.

### **Financial Implications**

14. The IPs each currently receive remuneration of £2,566 a year for carrying out their duties. This sum is adjusted in accordance with the annual pay award to council staff, as with Member allowances, which was confirmed by Council in July 2021.

### **Equalities Implications**

15. Equalities issues were considered as part of the recruitment process.

### **Legal Implications**

16. The recommendations in this report are consistent with the Council's obligations under the relevant legislation.

### **Workforce Implications**

17. There are no workforce issues arising from this report.

### **Public Health Impact of the Proposals**

18. There are no public health impacts arising from this report.

### **Environmental and Climate Change Impact of the Proposals**

19. There are no environmental impacts arising from this report.

### **Recommendation**

20. **That Council ratify the appointment of Mr John McAllister as an Independent Person following recommendation by the Standards Committee.**

### **Perry Holmes, Director, Legal and Governance**

---

Report Author: Kieran Elliott, Democracy Manager (Democratic Services)  
[kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk) , 01225 718504

6 October 2022





## Teresa Strange

---

**From:** Jessica Thimbleby <JessicaT@wiltshirewildlife.org>  
**Sent:** 09 November 2022 18:45  
**To:** Teresa Strange  
**Subject:** RE: Proposal to run advice workshop in Shaw Hall during/after the Friendship Lunch Club to help people struggling to reduce their energy bills this Winter

Hi Teresa,

It is and I've booked in 30 Nov for the Shaw Friendship Club so it'll get in the next Melksham News (should be something in this week's too). I'm just waiting for them to confirm the times and then I'll send you a poster but at the moment, events I've booked are:

15 November - Tuesday Drop-In from 10:30am until midday @ That Meeting Space, 31A Market Place, SN12 6ES

Monday 21 November - Over 60's Film Club from 1:30pm @ Assembly Hall, Market Place, SN12 6ES

Monday 28 November - Community Larder, drop by from 4:15 until 5pm @ Round House, 20-16 Church Street, SN12 6LS

Wednesday 30 November - Friendship Lunch Club from 10am until 2pm @ Shaw Village Hall, The Beeches, Shaw, SN12 8EW

Thursday 8 December - From 2pm, after 5 to Thrive @ Canberra Children's Centre, 56 Spa Road, SN12 7NY

Friday 9 December - Melksham Library, drop by from 10am until 1pm @ Melksham Community Campus, SN12 6ES

I'm hoping to go to the December Carers Café but waiting to hear back about that from Carer Support Wiltshire. That might be it for pre-Christmas as I'm not currently planning to do anything from 12 Dec until after Xmas. I haven't forgotten about Berryfield but the response I got from CSE suggests they may not be able to support an event there – I'll check again though and perhaps we could book something in for the new year?

Jess

**Jessica Thimbleby**  
Carbon Reduction Champion  
Wiltshire Wildlife Trust and Wiltshire Wildlife Community Energy  
Email: [jessicat@wiltshirewildlife.org](mailto:jessicat@wiltshirewildlife.org)  
Mob: 07568 231015

---

**From:** Teresa Strange [mailto:clerk@melkshamwithout.co.uk]  
**Sent:** 04 November 2022 14:56  
**To:** Jessica Thimbleby <JessicaT@wiltshirewildlife.org>  
**Subject:** [EXTERNAL] RE: Proposal to run advice workshop in Shaw Hall during/after the Friendship Lunch Club to help people struggling to reduce their energy bills this Winter

**This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

---

Hi Jessica

Good to see you have a date confirmed with the library for a workshop.

With regards to the Shaw one, did you have a date organised, as the next issues for the Melksham News are 10<sup>th</sup> and 24<sup>th</sup> November, and so if it's the 23<sup>rd</sup> we will need to get into the one for next week v quickly.

Thanks, Teresa

---

**From:** Jessica Thimbleby <[JessicaT@wiltshirewildlife.org](mailto:JessicaT@wiltshirewildlife.org)>  
**Sent:** 25 October 2022 16:58  
**To:** Teresa Strange <[clerk@melkshamwithout.co.uk](mailto:clerk@melkshamwithout.co.uk)>  
**Subject:** RE: Proposal to run advice workshop in Shaw Hall during/after the Friendship Lunch Club to help people struggling to reduce their energy bills this Winter

Hi Teresa,

Thanks for all the contacts you've been making/chasing today and good news re the Shaw Hall Friendship Group – I can make the Health and Wellbeing meeting tomorrow so I'll see you there.

I've not had a chance to check regarding a specific park home session but CSE's Rural communities energy support network is about to launch in Wiltshire <https://www.cse.org.uk/projects/view/1396> which may provide an opportunity to run a session in Berryfield? I'll contact them to ask

Thanks,  
Jessica

**Jessica Thimbleby**  
**Carbon Reduction Champion**  
**Wiltshire Wildlife Trust and Wiltshire Wildlife Community Energy**  
**Email:** [jessicat@wiltshirewildlife.org](mailto:jessicat@wiltshirewildlife.org)  
**Mob:** 07568 231015

---

**From:** Teresa Strange [<mailto:clerk@melkshamwithout.co.uk>]  
**Sent:** 25 October 2022 16:46  
**To:** Jessica Thimbleby <[JessicaT@wiltshirewildlife.org](mailto:JessicaT@wiltshirewildlife.org)>  
**Subject:** [EXTERNAL] RE: Proposal to run advice workshop in Shaw Hall during/after the Friendship Lunch Club to help people struggling to reduce their energy bills this Winter

**This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

---

Hi Jessica

Hope that you are well..... we can catch up tomorrow as I think we are both at the same Health and Wellbeing meeting.

Glad that we have Shaw sorted.

Re Bowerhill, I have had a look at the timetable of other groups at the Bowerhill Village Hall and as you will see have contacted the Age UK fitness and friendship club co-ordinator – just want to check we aren't duplicating any work by Age UK – the alternative is that there is a fortnightly Movement for the Mind Alzheimer's Group that meets there too.

Any news on something for Berryfield, particularly those that are in the mobile home park?

See you tomorrow,  
Teresa

---

**From:** Jessica Thimbleby <[JessicaT@wiltshirewildlife.org](mailto:JessicaT@wiltshirewildlife.org)>  
**Sent:** 25 October 2022 16:42  
**To:** Catherine Townsend <[catherine.townsend@rocketmail.com](mailto:catherine.townsend@rocketmail.com)>  
**Cc:** Teresa Strange <[clerk@melkshamwithout.co.uk](mailto:clerk@melkshamwithout.co.uk)>  
**Subject:** RE: Proposal to run advice workshop in Shaw Hall during/after the Friendship Lunch Club to help people struggling to reduce their energy bills this Winter

## Teresa Strange

---

**From:** Teresa Strange  
**Sent:** 19 October 2022 11:37  
**To:** Terry Chivers  
**Cc:** letters@westerndailynews.co.uk; Melksham News; John Glover; Mary Pile; Richard Wood; Marianne Rossi; Lorraine McRandle; John Doel; David Pafford  
**Subject:** RE: Re

Dear Councillor Chivers

Thank you for your email.

The agenda for the full council was published yesterday, and so this request for coronation mugs will be on the agenda for the November meeting.

The request to rename the Berryfield Village Hall has previously been received from you, and is on the agenda for Monday evening.

Regards,

Teresa

Teresa Strange

Clerk

PLEASE NOTE THE NEW ADDRESS:

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

Wiltshire

SN12 6ES

01225 705700

-----Original Message-----

From: Terry Chivers <terrychivers@icloud.com>

Sent: 19 October 2022 11:30

To: letters@westerndailynews.co.uk; Melksham News <news@melkshamnews.co.uk>; David Pafford <david.pafford@melkshamwithout.co.uk>; Teresa Strange <clerk@melkshamwithout.co.uk>; John Glover <john.glover@melkshamwithout.co.uk>; John Doel <john.doel@melkshamwithout.co.uk>; Lorraine McRandle <office@melkshamwithout.co.uk>; Mary Pile <mary.pile@melkshamwithout.co.uk>; Richard Wood <richard.wood@melkshamwithout.co.uk>; Marianne Rossi <admin@melkshamwithout.co.uk>

Subject: Re

Notice of Motion to Full Council

To celebrate the Coronation of King Charles this Council considers issuing a Coronation mug to children living within the Parish Council also considers naming the new Berryfield Village Hall, The Queen Elizabeth Memorial Hall

Councillor Terry Chivers



## Teresa Strange

---

**From:** Joo Foo <Joo.Foo@wessexwater.co.uk>  
**Sent:** 03 November 2022 08:38  
**To:** Teresa Strange  
**Subject:** FW: C00033 Beanacre - Additional Planting Areas

Hi Teresa,

Thanks for these. We'll most likely look at the entrance gates or traffic calming measures, but will be back in touch with you once we are on site in Spring next year.

Regards  
Joo

---

**From:** Teresa Strange <[clerk@melkshamwithout.co.uk](mailto:clerk@melkshamwithout.co.uk)>  
**Sent:** 26 October 2022 17:58  
**To:** Joo Foo <[Joo.Foo@wessexwater.co.uk](mailto:Joo.Foo@wessexwater.co.uk)>  
**Subject:** RE: C00033 Beanacre - Additional Planting Areas

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognise the sender and know the content is safe.

Hi Joo

The one area that springs to mind is the community field to the rear of St Barnabas church. Its run by the church and was left as a legacy for community use in perpetuity.

They planted some 590 trees earlier this year as part of the Queen's Canopy tree planting scheme (see attached and here <https://www.wiltshiretimes.co.uk/news/19995259.villagers-rewild-beanacre-cricket-field-perimeter-queens-green-canopy-project/>), and they have a small wildflower area too adjacent to the community boules court. The parish council lease part of the church land here as well, with a play area and picnic table.

We had put some thought to this when your colleague mentioned it when were at the church for the drop in session and we had a couple of ideas but at the time we understood it was community benefit, rather than to offset biodiversity disruption specifically.

In terms of community benefit:

There is an issue with the very heavy metal gate from the footpath to the play area from the road layby through to the community field (the main community access) and we wondered if you would be happy to replace and relocate it or donate some funds to do that? The gate is very heavy for residents of all ages, and often drops on its hinges which makes it very difficult to open, and therefore there is an aspiration to replace this with a more user friendly gate, that could be disability friendly, and then relocate the gate to the hedgerow to the other side of the play area for maintenance access. So, this would be about improving the access of the community to the existing planting; there may be some scope for some wildflower meadow on the perimeter (there is a cricket wicket in the middle) as part of the aim to rewild the perimeter of the field.

We also working on the provision of a set of white "village gates" to slow down traffic coming into Melksham to heighten awareness that you are slowing down from a national speed limit to 30mph in that area on the A350. A contribution to that scheme would be a good way to provide benefit to the community of Beanacre, the speeding traffic is the concern we have raised most often by residents of Beanacre. We have some initial costings for this from the Wiltshire Council highway team.

In terms of biodiversity offset, there is no public open space in the area other than the church community field – it is used widely by the community, they have a bonfire night evening planned shortly (attached).

There is another area further into town, but the Right of Way from Beanacre leads directly to it, and that is known as “Shurnhold Fields” and that is jointly owned by the Town and Parish Council and has a group of volunteers who cut the grass, plant trees and carry out rewilding projects. The current wildflower meadow will be partly lost with the introduction of a new car park and improved access. It’s on the former playing fields of the old secondary school which is now housing, and is designated Public Open Space. It has had lots of tree planting to date, with 200 trees to commemorate the lives lost in WWI, and a rare species orchard. Either a donation to the car park project which is aimed to make it more accessible to members of the public across the two parishes, or funds for wild flower meadow would be appropriate for this project. We have found from experience, of this project, that the ground needs scraping and the grass removing before seeding to get the best results. We have a Wessex Water bailiff (I think that is the right term) who helps with the project and has advised on the biodiversity work undertaken on the South Brook through the Shurnhold Fields area.

I have attached a google map with a red dot for the community field at the church, and blue dots for Shurnhold Fields so that you can see the location.

I hope that helps, with kind regards,  
Teresa

Teresa Strange  
Clerk

**PLEASE NOTE THE NEW ADDRESS:**  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place  
Melksham  
Wiltshire  
SN12 6ES  
01225 705700

---

**From:** Joo Foo <[Joo.Foo@wessexwater.co.uk](mailto:Joo.Foo@wessexwater.co.uk)>  
**Sent:** 24 October 2022 17:00  
**To:** Teresa Strange <[clerk@melkshamwithout.co.uk](mailto:clerk@melkshamwithout.co.uk)>  
**Subject:** FW: C00033 Beanacre - Additional Planting Areas

Hi Teresa,

Just seeing if you’ve had a chance to look at the email below?

Thanks  
Joo

---

**From:** Joo Foo  
**Sent:** 03 October 2022 16:16  
**To:** Teresa Strange <[clerk@melkshamwithout.co.uk](mailto:clerk@melkshamwithout.co.uk)>  
**Subject:** C00033 Beanacre - Additional Planting Areas

Hi Teresa,

I was hoping to pick your brains on potential areas within Beanacre that could benefit from additional planting, for example trees, grasslands or wildflower meadow, preferably something that Wessex Water could establish or donate trees for the organisation to maintain? In doing so, we would be able to offset some of the biodiversity disruption that has resulted from our scheme.

In the past, we have provided benefit to communal green spaces and schools.

Could you please let me know if you can think of anything in close proximity to our pumping station location (corner of A350 and Westlands Lane)?

Thanks

Regards,

**Joo Foo**

**Project Manager CEng MICE**

**Wessex Water**

Claverton Down Bath BA2 7WW

Mobile number 07825 657 860

[wessexwater.co.uk](http://wessexwater.co.uk)



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**Teresa Strange**

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**Subject:** FW: CPRE Wiltshire E-Newsletter October 2022

**From:** CPRE Wiltshire <admin@cprewiltshire.org.uk>

**Sent:** 11 October 2022 10:53

**To:** Teresa Strange <clerk@melkshamwithout.co.uk>

**Subject:** CPRE Wiltshire E-Newsletter October 2022



The countryside charity  
Wiltshire

## E-newsletter October 2022

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A new group called the A350 Alliance has been formed from Save Chippenham (Stop the Sprawl), Stop the Melksham Bypass (SMB) and the Hilperton Area Action Group (HAAG). CPRE Wilts is helping the group wherever possible. The new group has as its campaigning objective the proposals for dualling the A350 and proposed bypasses. Any discussions for a bypass round Westbury, east or west, which come forward will be closely monitored.

[Watch this video about the proposed A350 Melksham bypass](#)

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## Work with us!

We have an opening for a Treasurer. [Click here for details.](#)

[Click here for all our volunteer opportunities.](#)

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CPRE campaigns for a better future for the English countryside. We work locally and nationally to promote, enhance and protect a beautiful, thriving countryside for everyone to value and enjoy. Founded in 1926, we're a grassroots organisation, with more than 100 local groups, a branch in every county and 60,000 members and supporters. CPRE is a registered charity (1089685) and a company registered in England (4302973). CPRE holds and manages data in strict accordance with the Data Protection Act (2018). Read our [Privacy Policy](#).

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**Our mailing address is:**

CPRE Wiltshire  
Renelec House  
46 New Park St  
Devizes, Wiltshire SN10 1DT  
United Kingdom

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**EMBARGOED UNTIL 00:01 TUESDAY 8 NOVEMBER 2022**

**Final chance for public to help reshape constituency map as Boundary Commission for England launches consultation on new revised proposals for constituencies**

The Boundary Commission for England today (8 November) publishes new revised proposals for constituencies across the country and opens a final month-long consultation, giving the public a last opportunity to send in their views.

The Commission has taken into consideration over 45,000 comments sent in by the public during the previous two stages of public consultation, and has changed nearly half of its initial proposals based on this feedback. A third and final consultation on the new map of revised constituency proposals is open now until 5 December. The public are invited to view and comment on the new map at [bcereviews.org.uk](https://bcereviews.org.uk).

The Commission is undertaking an independent review of all constituencies in England as requested by Parliament. The number of electors within each constituency currently varies widely due to population changes since the last boundary review. The 2023 Boundary Review will rebalance the number of electors each MP represents, resulting in significant change to the existing constituency map. As part of the review, the number of constituencies in England will increase from 533 to 543.

After this final consultation has closed on 5 December, the Commission will analyse the responses and form its final recommendations. These will be submitted to Parliament by 1 July 2023.

**Tim Bowden, Secretary to the Boundary Commission for England, said:**

“Today we are announcing the publication of our revised proposals. Last year we published our initial proposals for new constituency boundaries - our first go at what the map should look like. We are delighted with the huge number of comments from members of the public on our initial proposals, many which included valuable evidence about local communities.

Today’s publication is the culmination of months of analysis and we have revised nearly half of our initial proposals based on what people have told us. We now believe we are close to the best map of constituencies that can be achieved under the rules we are working to.

However, we still want people to tell us what they think of this latest map before we submit our final recommendations to Parliament next year. This is our final consultation and I encourage you to participate in the 2023 Boundary Review.”

## Notes to editors

1. The Boundary Commission for England is an independent and impartial advisory body, constituted under the Parliamentary Constituencies Act 1986. It is responsible for conducting reviews of UK Parliament constituencies in England and making recommendations to Parliament. The reviews for Scotland, Wales and Northern Ireland are the responsibility of separate Commissions in those parts of the United Kingdom.
2. The statutory framework for how a review of constituencies must be conducted was most recently changed by the [Parliamentary Constituencies Act 2020](#).
3. The key changes made by this Act are summarised in [our news release](#), published 16 December 2020. These include retaining a total of 650 constituencies across the UK; an additional 'protected' constituency of Ynys Môn (Anglesey); and the removal of Parliamentary debates from the process, meaning that future draft Orders will go directly to the Privy Council.
4. The Act also requires the Commission to base this review on electorate data from 2 March 2020. According to the UK's electorate figures published on 5 January 2021 by the [Office for National Statistics](#), each constituency that we recommend must contain no less than 69,724 Parliamentary electors, and no more than 77,062 (except in England for two 'protected' constituencies for the Isle of Wight). England will be allocated 543 constituencies for the new review, which constitutes an increase of ten constituencies.
5. Our initial proposals for new constituencies were published on 8 June 2021, and an eight-week consultation period was held inviting comments on the proposals from the public. The Commission received 34,000 representations in response to that consultation and subsequently published all responses received during this stage on the consultation website.
6. A six-week secondary consultation was held between 22 February and 4 April 2022, including 32 public hearings across the country. After the conclusion of this stage, the Secretariat and Assistant Commissioners reflected on all written and oral representations received during the initial and secondary consultation periods, and submitted reports to the Commissioners recommending whether changes should be made to the initial proposals based on the feedback received. After these recommendations were considered by the Commissioners, written reports were produced summarising any revisions made to the proposals in each region.
7. At 00:01 on 8 November, the Commission will publish these reports and invite the public to participate in a final written consultation on revised proposals for new constituency boundaries. This consultation will be held over four weeks, concluding on 5 December. Representations received during the secondary consultation, including transcripts from the public hearings, will be published on the consultation website [bcereviews.org.uk](https://bcereviews.org.uk).
8. The Commission must then submit its final report and recommendations to the Speaker of the House of Commons by 1 July 2023.

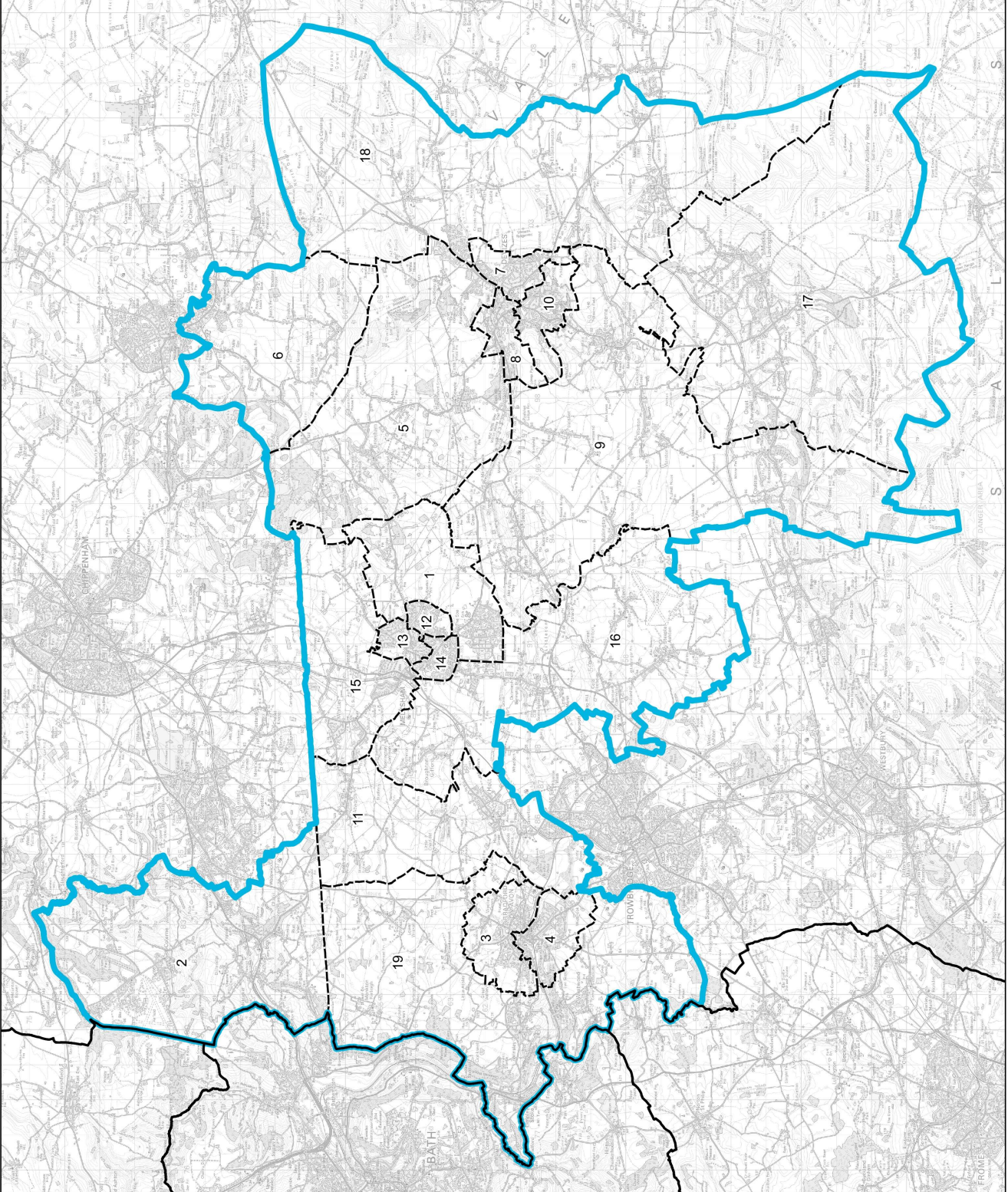
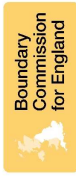
9. Our Guide to the Review, which explains the statutory framework and policies followed by the Commission in conducting the Review, is available to read on our website [here](#).
10. For media enquiries contact our press office on 07821 637558 or email [press@boundarycommissionengland.gov.uk](mailto:press@boundarycommissionengland.gov.uk)
11. For general enquiries contact 020 7276 1102 or email [information@boundarycommissionengland.gov.uk](mailto:information@boundarycommissionengland.gov.uk)





Boundary Commission for England - Revised Proposals for the South West Region

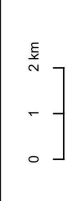
Melksham and Devizes County Constituency - Electorate 71,823



Wards:

- 1 Bowerhill
- 2 Box & Colerne
- 3 Bradford-on-Avon North
- 4 Bradford-on-Avon South
- 5 Bromham, Rowde & Roundway
- 6 Calne South
- 7 Devizes East
- 8 Devizes North
- 9 Devizes Rural West
- 10 Devizes South
- 11 Holt
- 12 Melksham East
- 13 Melksham Forest
- 14 Melksham South
- 15 Melksham Without North & Shurnhold
- 16 Melksham Without West & Rural
- 17 The Lavingtons
- 18 Urchfont & Bishops Cannings
- 19 Winsley & Westwood

Constituency  
 Local Authorities  
 Wards



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