



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 18 July 2023

Dear Members

You are summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 24 July 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=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09>

Or go to 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. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

Teresa Strange, Clerk

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AGENDA

1. **Welcome, Announcements & Housekeeping**
2. **To receive Apologies and approval of reasons given**
3. **To consider holding items in Committee 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 the consideration of the following items 7(d) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
4. **Declarations of Interest:**
 - a) To receive declarations of interest
 - b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
5. **Public Participation & Invited Guests**
 - Wiltshire Councillor Nick Holder, Bowerhill
 - Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
 - Wiltshire Councillor Jonathan Seed, Melksham Without West & Rural
6.
 - a) To approve the Minutes of the **Full Council** meeting held on 19 June 2023.
 - b) To receive responses from Wiltshire Council following queries raised (if received)
 - c) To note costs for hiring Shaw Village Hall and consider a venue for the Annual Parish Meeting 15 April 2024.
 - d) To note next Planning Committee and Full Council meetings to approve the draft Neighbourhood Plan for consultation, to be held on Monday 14 August 2023.
7. **Planning:**
 - a) To approve the Minutes of the Planning Committee meetings held on 26 June 2023 & 17 July 2023 & confidential notes to accompany the Planning Committee minutes of 17 July 2023.
 - b) To formally approve Planning Committee recommendations of 26 June & 17 July 2023.
 - c) Draft Local Plan is due for approval by Wiltshire Council Full Council on 18 July 2023 to enable Autumn consultation. To note decision.
 - d) To consider potential site allocations in NHP#2, to give steer to Parish Council representatives at the Melksham Neighbourhood Plan Steering Meeting to be held on 26 July 2023.
8. **Finance:**
 - a) To note Income/Expenditure reports for June.
 - b) To appoint cheque signatories/online authority for July/August payments.
 - c) To approve transfer of funds between bank accounts and fixed term deposits.
 - i) To note interest earned to date following investment of funds
 - ii) To consider having a presentation from CCLA (specialist investment funds for charities, churches and local authorities.
<https://www.ccla.co.uk/investments/investor/local-authorities>
 - iii) Six month transfer (current one expires 31 July 2023)

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- iv) One month transfer
- v) Transfer of funds from Unity Instant Access Account to Unity Current Account
- d) **Quarterly Reports** for Qtr 4 April, May, June)
 - i) To note Budget vs Actual
 - ii) To note Bank Reconciliation
 - iii) To note update on VAT reclaim
 - iv) To note "Over £500 spend" report to meet Transparency good practice
- e) To note if anyone has exercised their right to inspect the Council's accounts (period 26 June to 4 August)

9. Highways

- a) Road Safety Working Group. To note meeting has been arranged for Tuesday, 19 September at 6.00pm with the Highways Officer.
- b) Speed Indicator Device.
 - i) Following successful SID Data pilot across Wiltshire, to approve joining the scheme to enable data download from SID#2 to be sent direct to Police for action.
 - ii) Further to Min 63(d)/22 (Asset Management Meeting 6 June 2022) to consider upgrading SID#1 to join the scheme (not compatible at present)
- c) Hilperton to Melksham Active Travel Route, Stage 4 Safety Audit. To consider a submission to the audit.
- d) To note Wiltshire Councillor Nick Holder has requested Wiltshire Council investigate an overnight truck stop, with toilet facilities for Bowerhill Industrial Estate.

10. Asset Management

- a) To approve the Minutes of the Asset Management Committee meeting held on 10 July 2023.
- b) To formally approve Asset Management Committee recommendations of 10 July 2023.
- c) To consider draft and approve land transfer of Davey Play Area (if received)
- d) To consider a request for a new defibrillator to be installed outside Bowerhill Village Hall. Funding is currently available via <https://www.gov.uk/government/news/bids-invited-for-1-million-defibrillator-fund>
- e) To approve quotation for replacement base for Pavilion water tank.
- f) To approve transfer of PlusNet Broadband accounts (Office and Pavilion) to BT, as PlusNet ceasing trading for commercial customers.

11. Census Information for Melksham Without

- a) To note census available at Parish council level and note highlights <https://www.wiltshireintelligence.org.uk/topics/census/#build>
- b) To note dwelling and elector details.

12. What have we done to meet the Climate Friendly agenda?

- a) To note guide on energy saving improvements for occupiers of mobile homes from Centre of Sustainable Energy has been delivered to residents of Mobile Home Park, Semington Road.
- b) To note update on proposals re Bee Route on Semington Road and consider a way forward.

13. Community projects/partnership organisations:

- a) To consider a request that Wiltshire Council provide sanitary bins in Council owned or managed male toilets by the end of 2023.
- b) To receive update following pilot community resilience exercise held in Whitley Reading Rooms on Tuesday 18 July.
- c) To note Age UK Project quarterly review meeting to be held on Thursday, 27 July at 2.00pm. To consider Council representative attending with Clerk.
- d) Consultation on changes to train ticket offices. To consider a response to the consultation.

14. Staffing

- a) To approve the minutes of the Staffing Committee meeting held on 26 June 2023.
- b) To formally approve the recommendations of the Staffing Committee meeting of 26 June 2023.
- c) To approve Safeguarding Policy as per Min 95(g)/23.
- d) To approve officers attending a safeguarding course:
<https://www.slcc.co.uk/event/level1-safeguarding-e-course/> costing £30 for all staff to undertake together.
- e) Disciplinary Policy. To note clarification from the National Association of Local Councils (NALC) on the definition of 'gross insubordination' and 'gross negligence' for inclusion in the policy (if received) and update policy accordingly.
- f) To approve Habitual or Vexatious Complainants Policy following a review at the Staffing Committee on 26 June 2023.

**MINUTES of the Full Council Meeting of Melksham Without
Parish Council held on Monday 19 June 2023 at Melksham Without Parish
Council Offices, Melksham Community Campus (First Floor), Market Place,
Melksham, SN12 6ES at 7.00pm**

Present: Councillors Alan Baines, John Doel, Mark Harris, Shona Holt, David Pafford (Vice Chair of Council), Stefano Patacchiola JP, Peter Richardson, Andy Russell, Robert Shea-Simonds and Richard Wood

Officers: Teresa Strange (Clerk) and Lorraine McRandle (Parish Officer)

In attendance: Wiltshire Councillors Nick Holder (Bowerhill) & Phil Alford (Melksham Without North & Shurnhold)

In attendance via Zoom: Councillor John Glover

63/23 Welcome, Announcements & Housekeeping

As Councillor Glover had tendered his apologies but was attending the meeting via Zoom, Councillor Pafford took the Chair and welcomed everyone to the meeting.

Councillor Pafford informed the meeting Gompels Healthcare had kindly offered a donation of sunscreen for residents of Melksham, with Members accepting the kind offer.

64/23 To receive Apologies and approval of reasons given

Apologies were received from Councillor Chivers who had been admitted to hospital over the weekend.

Councillor Glover had also tendered his apologies as he was on holiday, but had joined the meeting via Zoom, and was aware that whilst he could participate in the meeting, he was unable to vote.

It was noted Councillor Hoyle was not present.

Resolved: To accept and approve the reasons for Councillor Chivers absence.

65/23 To consider holding items in Committee 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 the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

Councillor Pafford informed the meeting that the only confidential item on the agenda was approval of the Confidential Notes of the Planning Committee meeting held on 5 June 2023 (Item 8(b)), and if Members wished to discuss these, the meeting would have to go into closed session.

66/23 Declarations of Interest:

There were no declarations of interest or dispensation requests.

67/23 Public Participation & Invited Guests

Standing Orders were suspended.

- **Wiltshire Councillor Nick Holder, Bowerhill**

Councillor Holder updated the meeting on the following:

Pathfinder Place/Pathfinder Way

A Pathfinder Place Residents Association meeting had been held recently at which the possibility of holding a community event for residents, as well as the wider area, over the August Bank Holiday weekend, had been discussed.

At the recent Area Board meeting the matter of speeding around Bowerhill had been raised with the Police, with a meeting being arranged, the Clerk will be sent the details. Members watched a film clip of a motorbike doing a wheelie whilst speeding along Pathfinder Way.

Local Plan

The draft Local Plan and draft Design Guide will be in the public domain on 3 July when the Wiltshire Cabinet agenda papers are published.

Councillor Alford arrived during this item at 7.04pm.

- **Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold**

Councillor Alford updated the meeting on the draft Local Plan and various roadworks taking place along the A350 in Beanacre and Westlands Lane.

Land at Verbena Court

It was understood by several people that land at Verbena Court was earmarked for community use. The S106 Agreement had been changed

to require the new Forest & Sandridge School to be built as a multi-use facility, including community use.

The S106 Agreement had stated there was 3 uses for the land, with the community use being removed. The other 2 uses were for a health facility or a waste recycling facility neither of which were required by the relevant authority when recently asked.

Unfortunately, the Town Council were hoping this land would be available in order to build a community Centre.

Frustration was expressed by Members at the so-called provision of community facilities at the school, bearing in mind most of the time the hall facilities were not available, particularly during the day.

Councillor Alford explained he had discussed this matter with the Legal Team at Wiltshire Council, to make sure within the transfer legal agreements with the Diocese of Salisbury that the obligations to provide the school hall for community use were being maintained to be informed the hall was available for community use but only available during the evening.

Councillor Pafford asked the Clerk if this was another example of the Council finding out about changes to a S106 Agreement after it had occurred and before the Council were informed.

The Clerk confirmed this was definitely the case in 2014 and had seen correspondence from the Planning Manager which stated the Parish Council had not raised it as an issue at the time. However, the Council had only found out about the change to the S106 Agreement retrospectively. Councillor Chivers, who was a Unitary Member at the time, did raise it at a Wiltshire Council meeting and was currently going through previous minutes to clarify this was the case. Therefore, the statement stating the Parish Council had not raised it as a concern at the time was incorrect.

Councillor Alford agreed to make further investigations on this matter.

Councillor Holder explained that the Town Council would be considering the current variation to the S106 Agreement (Planning Application No PL/2023/03797) tomorrow evening. Wiltshire Councillor Sankey, as Ward Member for Melksham East was also trying to ascertain if the application could be 'called' into a Planning Committee for consideration and whilst hopeful was not confident about getting a deferred decision whilst this issue was addressed. He was looking into whether the decision to change the original S106 Agreement could possibly be re-opened by the Overview and Scrutiny Committee of Wiltshire Council to ascertain if the decision to approve the change was undertaken in line with policy and procedures.

Councillor Holder noted the land at Verbena Court sat within the town, therefore, it would be up to the Town Council to determine if they wanted to build a community centre on this land or elsewhere, which they had previously suggested they might want to.

Councillor Wood asked if there was an update on when the distributor road East of Melksham onto Spa Road would be completed.

Councillor Alford clarified at a previous Area Board meeting it was suggested this would be completed in November 2023. However, this was dependent on BT to complete outstanding works, but would seek further clarification on this.

Standing Orders were reinstated.

- **Wiltshire Councillor Jonathan Seed, Melksham Without West & Rural**

Councillor Seed had tendered his apologies, as he was attending another meeting, but had provided a report which Members noted.

68/23 Standing Orders: To adopt the Melksham Without Parish Council Standing Orders with the financial update to match current legislation

The Clerk explained that at the Annual Council meeting on 22 May 2023 it was raised that there may be a more up to date version of Standing Orders. This was correct, with a new annotated version being presented to members which updated the parish council standing orders with the new updates, namely:

- councils no longer had to advertise contracts on the Contract Finders Website and now came under 'light touch' arrangements under the Public Contract Regulations.
- Reference to he had been changed to he/she through the document also.

Councillor Wood understood 1(g) Rules of Debate had been removed from the standard NALC¹ model for use by the Parish Council in the past to reflect current practice.

'An amendment shall not be considered unless early verbal notice of it is given at the meeting and if requested by the chair of the meeting, or is expressed in writing to the chair'.

Resolved: To approve the Standing Orders as presented removing item 1(g) under Rules of Debate.

69/23 Resolved: To approve and for the Chair to sign the minutes of the Annual Council meeting held on 22 May 2023.

¹ National Association of Local Councils

70/23 Planning:

Resolved: To approve and for the Chair to sign the Planning Committee minutes of 5 June 2023.

Resolved: To approve and for the Chair to sign the Confidential Notes accompanying the Planning Committee meeting held on 5 June 2023.

The Clerk informed the meeting there were no recommendations to approve.

Councillor Holder left the meeting at 7.25pm.

The Clerk explained the draft Neighbourhood Plan#2 would have to be approved by both the Town Council and the Parish Council as the qualifying bodies prior to Regulation 14 consultation. This could not be done until after the Melksham Neighbourhood Plan Steering Group approval on Wednesday 26 July, after the July Full Council meeting.

Resolved: To hold a special Full Council meeting in August on the same evening as the August Planning Committee meeting, in order to approve Neighbourhood Plan #2. Date to be confirmed.

71/23 Finance:

Resolved: To approve and for the Chair to sign the Finance Committee minutes of 12 June 2023.

The Clerk explained with regard to item 55(a)/23 of the Minutes, that she had recently been made aware that the Landfill Communities Fund was for anyone within a 2 mile radius of a recycling facility. Both Bowerhill and Berryfield were within this radius and therefore groups were being made aware they might be eligible for a grant.

a) **Resolved:** To approve the recommendations contained within the Finance Committee minutes of 12 June 2023.

As Trustees of Berryfield Village Hall Committee, both Councillors Wood and Holt did not vote on items relating to Berryfield Village Hall within the minutes.

Resolved: To note the final Internal Auditor's report prepared by IACT Audit & Consultancy for year ending 31 March 2023.

b) **To consider, approve and sign Section 1 of the External Audit Annual Return for year ending 31 March 2023 (Governance Statement)**

The Clerk explained whilst the Finance Committee on 12 June 2023 had recommended that the Council answer 'yes' to the questions posed, the Council as a Corporate body had to approve the External Audit Annual

Return Governance Statement – Section 1 and Accounts Statement - Section 2.

The Finance Committee on 12 June 2023 had reviewed all the supplementary information with regard to requirements under each question and could confirm the Parish Council had met all these. Councillor Pafford read out all the questions in Section 1 separately, with members answering 'Yes' to questions 1, 2, 3, 4, 5, 6, 7 and 8 of the Section 1 Governance Statement of the Annual Return, noting that question 9 did not apply.

Resolved: Section 1 (Governance Statement) of the External Audit Annual Return for year ending 31 March 2023 be approved and was signed by Councillor Pafford and the Clerk.

c) To approve and sign Section 2 of External Audit Annual Return for year ending March 2023 (Accounts Statement)

As the Responsible Finance Officer, the Clerk had signed Section 2 prior to being reviewed by Members. The Finance Committee on 12 June having looked at all the detail had recommended they be approved by the Full Council.

Resolved: To approve and Councillor Pafford to sign Section 2 of the External Audit Annual Return for the year ending 31 March 2023

d) To approve and sign Year End Accounts & Statement for year ending 31 March 2023

Resolved: To approve and Councillor Pafford and the Clerk to sign the Year End Accounts & Statement for year ending 31 March 2023.

Resolved: To adopt the Financial Regulations as reviewed and approved for recommendation by the Finance Committee on 12 June 2023.

e) To approve use of BACS/CHAPS (every two years) as per Financial Regulations (6.9)

The Clerk explained that in the Financial Regulations it stated the Full Council had to approve use of BACS/CHAPS every two years.

Resolved: To approve use of BACS/CHAPS.

Resolved: To note the Income/Expenditure reports for May.

f) To appoint cheque signatories/online authority for June payments

The Clerk reported that a generous donation of £3000 had been received from a Bowerhill resident for a defibrillator. This had previously been discussed some time ago with a resolution to purchase one for the new

Pathfinder Place development and provision for connection made by Taylor Wimpey on Pathfinder Way. The defibrillator company had asked for payment up front of £2,685 prior to delivery and the Clerk noted that this payment was therefore on the monthly list for approval

Resolved: For Councillors Shea-Simonds and Pafford to be payment signatories for June and for the payment of £2,685 for the defibrillator to be included in the June pay run.

g) To approve transfer of funds between bank accounts and fixed term deposits

The Clerk explained the council already had £300,000 held in a long-term Lloyds Fixed Term Deposit account, which was due to mature at the end of July. The Council normally deposits additional funds in the Fixed Term Deposit account on a monthly basis to mature on the same day as the next Full Council meeting.

Officers had reviewed the funds in the Lloyds current account, bearing in mind the anticipated expenditure due out of the account during the month and suggested that £202,000 could be transferred from the Lloyds current account into the fixed term deposit.

This could then be set to mature at the end of July, so that both deposits could mature at the same time. The Council could then consider, at the July Full Council meeting, suitable investment options for the funds.

Resolved: The Council move £202,000 from the Lloyds Current account to a Lloyds Fixed Term deposit to mature at the end of July.

72/23 Highways

a) To approve the Minutes of the Highways Committee meeting held on 12 June 2023

A few minor amendments were noted, which did not change the context of the minutes.

Councillor Richardson noted the Local Highway and Footway Improvement Group (LHFIG) had recommended the Council's request for a review of the speed limit between Dunch Lane and Shaw Traffic lights from 40mph to 30mph not move forward. It was stated that there was no material change in the circumstances around speed limits on this particular stretch of road to warrant a review. He felt that there had been material changes, in that there were more businesses along this stretch of road since it was last reviewed and more traffic generally on the road. There was also significant anecdotal evidence that there were more children walking to school along this route as well as motorbikes doing 'wheelies'.

Councillor Patacchiola stated this had been raised at the Highways meeting and was happy to discuss the matter outside the meeting with Councillor Richardson. He noted that in order for a material change to align with the guidance, it would effectively have to be classified as an urban road, with this stretch of road already at a low speed limit for a rural road and the sort of material change would be blind spots and a change of use, such as a school.

Councillor Baines reported that at the LHFIG meeting the group, were of the opinion that it was not a good use of the funds required to undertake a speed limit review ie £2900, as it was likely to be rejected and therefore the request was closed down.

Councillors Richardson and Patacchiola agreed to come back to the council when they had secured more evidence of a material change to trigger a speed review.

Resolved: To approve (with the suggested minor amendments) and for the Chair to sign the Highway & Streetscene minutes of 12 June 2023.

b) To formally approve the recommendations of the Highways Committee meeting held on 12 June 2023

It was noted under Min 41(b)/23, Councillor Mike Sankey was now the Chair of the LHFIG.

Councillor Baines abstained from voting on recommendation (43(c)(iii) regarding the SID device as he had offered to transport it himself.

Resolved: To approve the recommendations of the Highways & Streetscene Committee meeting held on 12 June 2023.

Councillor Alford asked if item 12(a) relating to Wiltshire Council's proposal to use Melksham House as a Social, Emotional, Mental Health (SEMH) School could be moved further up the agenda in order he could speak to this item, which Members agreed (minutes relating to this item below Min 74(a)/23). With Councillor Alford leaving the meeting once this item had been discussed.

Councillor Harris informed the meeting that with regard to trailers parking on Bowerhill Industrial Estate he understood 2 PSCOs² were working on this issue who would be in touch with him to discuss the matter, and therefore felt some progress was being made.

- i) Min 41(c)/23: To consider further correspondence from resident, in relation to their request for safety improvements to Hornchurch Road/Bath Road junction.**

² Police Community Support Officers

Correspondence had been received from the resident questioning the decision of the Highways & Streetscene Committee on 12 June 2023 to not progress their request for safety improvements to the Hornchurch Road/Bath Road junction to be forwarded to the LHFIG for consideration.

Councillor Baines noted that under the highway regulations that had been mentioned it was possible to introduce double white lines at a junction similar to this one, but this related to more rural roads within a national speed limit and as this junction is within a 30mph speed limit, the rules were different.

However, there was a possibility of a continuous white line protecting the ghost island, noting if the proposal for a reduction in the speed limit to 20mph, outside Melksham Oak School were to go ahead, remarking of the ghost islands and junction could be incorporated into this scheme. If the scheme were not to go ahead, a request for continuous white line markings protecting the ghost island, could be forwarded to the LHFIG, to ascertain if it was possible to revise the road markings, to make it more obvious to drivers, that no one should be crossing the ghost island and overtake vehicles entering the right turn lane.

It was unclear if there was a collision record for this junction, however, it was noted several residents had reported being overtaken when turning right.

Councillor Baines stated he had considered the possibility of removing the right turn lane into the school and making traffic turn around at Falcon Way roundabout. However, given the bad traffic conditions at this junction which would result in delays and additional congestion felt this was not a possibility at present. However, it might improve the conditions for vehicles exiting from the school and remove a possible conflict of movement, but this needed to be looked at, together with any possible introduction of a 20mph speed limit outside the school.

Resolved: To submit a request to the Local Highway & Footpath Improvement Group (LHFIG) for improvements to the junction, such as continuous white lines to improve conditions for those drivers turning right, highlighting there was a possibility these could be included as part of the 20mph speed limit scheme outside Melksham Oak School, if it were to go ahead.

- ii) **Min 40(a)(ii): To approve request for painting of “slow” on Shaw Hill and Corsham Road following Wiltshire Council Highway Officer response**

The Senior Highway Officer had responded to this request, confirming such signage could be used as a stand-alone feature, so long as there was a clear and obvious need for them.

Resolved: To submit a request for the painting of slow on both Shaw Hill and Corsham Road to the LHFIG for consideration.

iii) **Min 41(a)/23: To approve request for new signage on Westlands Lane to discourage HGVs using it except for access.**

The Senior Highway Engineer confirmed the signage at Westlands Lane was old, suggesting a review of the signage could be undertaken in order to make the weight limit more conspicuous.

Councillor Baines noted the advance warning signage on the A350 from the Chippenham direction was buried in a hedge and although the residents did their best to keep the hedge cut back, it was not particularly clear and therefore once drivers committed to turn into Westlands Lane, it is too late.

Resolved: To submit a request for improved weight limit access signage on Westlands Lane to the LHFIG for consideration.

iv) **Min 43(a)/23: To consider a way forward in developing a strategy/policy to improve road safety in the parish.**

At the Highways & Streetscene meeting on 12 June 2023 Members considered further work/wording by Councillor Richardson on the strategy/policy to improve road safety in the parish, with a recommendation to bring back to Full Council for further discussion.

At the meeting a suggestion had been made that a working party look at this, in order to progress a strategy/policy to provide a consistent approach to highway improvements/safety requests and provide guidance on what criteria needed to be met in order to progress requests for highway safety improvements.

Councillor Baines suggested it would be useful to have some idea of what Wiltshire Council as the Highway Authority, who had to adhere to DfT guidelines, might be asking for and how to go about making a case for improvements, prior to discussions with Highways or submitting requests to the LHFIG for consideration.

Councillor Pafford suggested, given the current workload of officers in getting the draft Neighbourhood Plan produced for Regulation 14 consultation, that any discussions on this matter wait until September.

Resolved: To hold a road safety working group meeting consisting of Councillors Richardson, Patacchiola, Russell, Holt, & Shea-Simonds in September and invite the Senior Highway Engineer to aid discussion.

c) To consider submitting a response to Wiltshire Bus Review – stakeholder Engagement Survey

Councillor Pafford felt the Bus Review was quite extensive and subjective, with the Clerk suggesting this be delegated to officers/Members to complete prior to the 30 June deadline.

Resolved: For Councillors Baines, Glover and the Clerk to complete the survey on behalf of the Council.

d) To note correspondence from Heron Homes regarding adoption of areas of land on Falcon Way and consider a way forward

The Clerk explained she had tried to arrange a meeting between herself, Heron Homes and Wiltshire Councillor Nick Holder seeking a way forward with regard to the adoption of land on Falcon Way. Heron Homes had responded stating they had been in touch with Wiltshire Council to seek clarification on the responsibility for the maintenance of those areas of land remaining in their title. Several meetings had taken place with Wiltshire Council to discuss the matter, in order to try and resolve the issue, but to no avail.

Heron Homes had stated they would be prepared to transfer the land to the Parish Council, in order to adopt and subsequently maintain.

The Clerk stated she had spoken to several departments/officers at Wiltshire Council to try and ascertain who Heron Homes had spoken to, but to no avail.

Members were reminded that following a claim by residents that the trees were affecting their properties, these had been cut down by Heron Homes, who it transpired were the landowners and not Wiltshire Council., It was also noted whilst several residents had complained about the trees being cut down, others welcomed this, given concerns at the damage the trees were having/potentially had on their properties. Residents on the other side of Falcon Way were also split, with some wishing the trees on their side of the road to be cut down, due to concerns the impact these were having on their property.

The Clerk stated discussion seemed to have stalled which had meant this prevented the Parish Council from installing the new bus shelter.

The meeting was informed Bowerhill Residents Action Group (BRAG) were still pursuing this issue, given how unsightly the area looked, in order to seek a suitable resolution.

Councillor Patacchiola queried if an Indemnity Policy against the outstanding insurance claims would allow Wiltshire Council to consider the risk involved in taking on the land.

Councillor Glover expressed caution in the Parish Council taking on any responsibility for the land, as this may create a precedent in taking on land the other side of Falcon Way and elsewhere in the parish, where there were similar issues where land had not been adopted by Wiltshire Council.

Members felt the issue rested with Wiltshire Council to resolve and cautioned Bowerhill Residents Action Group (BRAG) from pursuing Heron Homes through a media campaign, as it was an historical issue between the former West Wiltshire District Council and Wiltshire Council as well as Heron.

e) To receive feedback from the Public Enquiry held on 13 June: Application for Definitive Map Modification: Footpaths MELW 151 in Melksham Without and MELK107 Melksham

Both Councillors Baines and Doel having attended the Public Enquiry on 13 June provided an update, however, a decision from the Inspectorate was still pending.

73/23 Asset Management

a) To note update on Whitworth Play Area with regard to vehicle access to the play area over private land

The Clerk informed the meeting during recent works undertaken by Parish Council contractors, to improve the footpath in the play area, a complaint had been received from an adjacent resident that a contractor vehicle had used their private drive to access the play area.

The Clerk explained it had been understood the Parish Council had a right of access over this land. However, upon investigation it appeared the land was in fact a private driveway, as the land had not been adopted by the Bowood View management company. Therefore, the Parish Council did not have a right of access, with the only vehicular access to the play area over the grassed area adjacent to the play area.

The Council's solicitor had been contacted in order to seek clarification on this, who had responded to say the Transfer granted the Council right of access over the estate roads owned by the developer. There was no express right over a defined route. Therefore, asked if the Parish Council wished for a highways and Land Registry search to be undertaken in order to establish ownership of the route used for vehicular access.

The Clerk explained she had already undertaken this work and established the land in question was a private access. It was noted vehicular access to the play area would only be required occasionally and not on a regular basis throughout the year.

Councillor Patacchiola suggested looking at the Rights of Easements on the land, which could ascertain if the Council had a right for vehicular access across the land.

Resolved: For the Clerk to contact the 3 properties adjacent to the play area, in order to seek their agreement for the Council to access the play area via their land and to ascertain if there are any Rights of Easement across the land.

b) To note correspondence from Bowood View Management Company regarding the installation of noticeboards and consider a way forward

The Clerk had contacted Bowood View Management Company to explain in the original planning application information/interpretation boards were supposed to be provided regarding the historic line of the Wilts & Berks Canal, which ran through the site, however, had been removed at the Reserved Matters stage. Therefore, the Wilts & Berks Canal Trust had produced their own signs in order to install on site, with the signage created not being able to fit in the noticeboards that had suddenly appeared with no notice, provided by Bellway and recently installed.

In response, correspondence had been received from Bowood View Management Company stating:

- The Wilts & Berks Canal Trust were welcome to utilize the existing signs, as they are already in situ and no groundwork will be required.
- We are happy to gift the existing signs to Melksham Without Parish Council, in order to re-use in future projects, as they are surplus to requirements. With the Council having to make arrangements for their removal and make good the ground.
- The existing signs stay in situ and they do not proceed with the Wilts & Berks Canal Trust signage.

Councillor Holt stated she understood the Management Company were happy for the Canal Trust to adapt the existing signs where they are, but there would potentially be costs to the Wilts & Berks Canal Trust in 'making good'.

The Clerk explained the Canal Trust had made large metal signs, however, the noticeboards provided by Bellway were too small for the signs which had been produced.

Following discussion, it was agreed that this was a dispute between Bellway and the Wilts & Berks Canal Trust.

Resolved: For the Canal Trust to speak to Bellway, in order to try and resolve the issue.

c) To consider draft and approve land transfer of Davey Play Area (if received)

The Clerk explained the draft Land Transfer document had not yet been received.

d) To note donation of £3,000 for a defib on Pathfinder Way has been received and defib on order

Members noted a donation of £3,000 had been received from a member of public for a defibrillator on Pathfinder Way.

Members agreed to the suggestion of the Clerk, that once the defibrillator has been installed, a defibrillator awareness session be arranged at Bowerhill, inviting the resident who had made the donation.

74/23 Community projects/partnership organisations:

a) To consider a response to Wiltshire Council's proposal to use Melksham House as a SEMH (Social Emotional Mental Health) school and not for community use

Following Wiltshire Council proposal to use Melksham House as a school for pupils with Social, Emotional and Mental Health (SEMH) to help address a need for more places in Wiltshire, concern had been raised by the Councillor Glover whether the £4 million+ spent on the Melksham House refurbishment, had come from the Melksham Community Campus budget which had been intended for the community of the Melksham area, therefore, this question had been put to Members in order to see if they wished to seek clarification on this.

This matter was discussed with the following issues being raised, which Councillor Alford addressed:

- Is there a condition in the planning permission for the Campus that stated Melksham House had to be used for community use?

A: This was not the case.

- It was understood £4m of Campus funding had been used to help fund improvements to Melksham House, which would no longer be for community use.

A: In order for the building to be used the condition of the Grade II

listed building needed to be secured for the future, which was part of a planning obligation with regard to protecting the heritage of the building. Therefore, this drove up investment costs, as did Wiltshire Council's policy that all their buildings have to be built to zero carbon standards.

- The letter from Wiltshire Council stated the £4m was part of the Melksham Campus budget and the whole project was to provide community facilities. Therefore, the fact the Melksham House building is listed meant it was still to be kept for community use and there had been plans, as part of the Campus project generally, which proposed certain uses within the listed building, as part of the Campus project. Therefore, if Melksham House was no longer part of the Campus and not available to the community, the £4m should come back into use for community facilities in Melksham, but not necessarily on the same site.

A: The rationale at Wiltshire Council was the £4m of the Campus project was part of the investment into the leisure estate within Melksham. However, the size of the footprint of this, was less important than the services being delivered. Therefore, it did not mean the £4m had to be spent on serving the community of Melksham, it was £4m within the overall development budget. The fact the money was spent, did not change the planning condition to ensure that the building had to be used for the community use.

- A question needed to be asked of Wiltshire Council where the £4m proposed for the Campus project had been spent, whilst appreciating there was a need for SEMH schools, this needed to be funded from a separate budget.
- Will Wiltshire Council transfer Melksham House to the school provider and why is a listed building being used, given the issues this poses, rather a purpose-built building?

A: Melksham House will not be transferred to the school provider, there is a large number of children requiring such support, with some children currently having to be placed out of County or into private provision at significant cost to Wiltshire Council. Therefore, having a purpose-built building within Wiltshire would reduce these costs, with the school being run by Wiltshire Council itself rather than a private provider, such as an academy.

With regard to using a listing building, there were issues around change of use and the standards required of the school. However, he had been re-assured no additional planning applications would be required to undertake the work, just a Change of Use application, therefore, Wiltshire Council were not expecting significant problems.

- What is the split in funding of bringing Melksham House in line with Wiltshire Council's policy regarding their buildings requiring to be net zero and preserving the heritage aspect of the building?

A: It is understood the Campus building was built to meet the service requirements of the leisure team/campus programme. The money put aside for Melksham House was added on to this, therefore, the overall budget for the Campus was determined by the service need, with an extra bit of funding added on later to meet the needs. Therefore, funding had been put together, which made it sound there was more money being spent in Melksham, which was not the case.

- Why is Melksham House being used, when there are other facilities being expanded or built elsewhere in Wiltshire, which could be used?

A: The other facilities in Wiltshire cater for a different type of need and provide a different level of support.

- Previously the Shadow Community Operations Board (SCOB), set up to oversee the project had considered the community uses of Melksham House from the beginning of the Campus programme. Although some things had been cut out of the programme, this element remained and various uses considered and worked on relating to community use. The transfer of land at the time by Cooper Tires to Wiltshire Council was about transferring something in community use for continued community use for Melksham, hence the transfer costs only being understood to be £250,000.

- Is there a possibility, in the evening and outside term time, if some of the rooms in Melksham House could be used for community use?

- A: Would investigate this further.

Resolved: To write to Wiltshire Council seeking clarification as to whether the £4 million+, that had been widely publicised by Wiltshire Council as the sum spent on the Melksham House refurbishment, has come from the Melksham Community Campus budget, that was earmarked to be for the community of the Melksham area; and to copy in the Town Council.

b) To receive update on Age UK project worker (commissioned by Melksham Without & Melksham Town councils, with Area Board funding) and note legal power

The Clerk explained Sarah Thomson had been appointed as the Age UK Project Worker, having taken up the post on 5 June.

The Clerk provided an update on how the new scheme would work in relation to current prescribers and volunteers of Melksham Community Support, noting the current call handlers would be under the auspices of Age UK, rather than Melksham Community Support once their safeguarding training etc had been undertaken. A targeted approach to promoting the scheme was underway to ensure that it was not overwhelmed in the initial stages.

The first quarterly feedback meeting was due in July and from this Members would receive a report of agreed outcomes which would also be given to the Health & Wellbeing Group of Melksham Area Board, with Members happy with this arrangement.

c) To note Whitley Community Hub have submitted plans for a community shop in the car park of The Pear Tree (PL/2023/04210) and to consider applying to Government's Community Ownership Fund (if appropriate)

The Clerk explained Shaw and Whitley Community Hub Ltd had asked for the Parish Council to submit a pre application on their behalf. However, as it was not a Parish Council project, this was not accepted by Wiltshire Council. Since then, Shaw and Whitley Community Hub Ltd had gone straight to planning application stage and already submitted an application to Wiltshire Council, with the application due to be considered at the Planning Committee meeting to be held on 26 June 2023. The Chair of Shaw and Whitley Community Hub Ltd had offered to attend the meeting, in order to speak to the planning application.

The Clerk explained she had recently become aware of a new opportunity for town and parish councils to seek funding for /community assets, which were at risk of being lost to the community, via the Government's Community Ownership Fund. There were various eligibility criteria that needed to be met, and sought a steer from Members, if they were happy in principle if she pursued this on behalf of Shaw Village Hall, with Members agreeing to this approach. The Clerk suggested she submit an Expression of Interest in the interim, which could be withdrawn at a later date. Information on the grant funding had also been shared to Shaw and Whitley Community Hub Ltd for the new shop premises.

d) To receive feedback from CAWS Summer Music Event Sat 17 June

Councillor Richardson, as Chair of Community Action Whitley & Shaw (CAWS) provided an update on the event stating it had been well attended with positive feedback being received.

e) To consider hosting event to bring together volunteers running community buildings in the parish (and town)

The Clerk explained both herself and the Finance & Amenities Officer had attended a summit regarding community buildings, which had been useful

and covered all aspects of community buildings, seeking a steer from Members whether this information was worth sharing to all community buildings/halls in the parish.

A request had also been received from Chris Picket who helped run Riverside Club in town asking if the Parish Council could host an event with volunteers running community buildings/halls, in order to share best practice.

Discussion took place on the best way to disseminate useful information with an agreement that the parish council officers could host an initial meeting of interested parties to make introductions and connections and perhaps set up a WhatsApp group for members, but then to step back and not be involved on a day-to-day basis.

Resolved: For officers to facilitate a way for local community building/halls to share information and best practice

75/23 Meeting the Climate Friendly Objective:

- a) **To note Wiltshire Council's Briefing Note 23-01: Use of Council owned land for environmental mitigation and to consider any local projects that might be suitable**

Members noted Wiltshire Council were offering up their own land in order to assist with environmental improvements/enhancement schemes.

Resolved: To note the information contained within the briefing note and to come back to at a later date, if potential schemes come forward.

- b) **To note correspondence from Wiltshire Council's new Woodland Officer regarding increased tree and woodland planting, as part of Wiltshire Council's commitment to be carbon neutral by 2030 and consider any local projects that may be suitable**

The Clerk explained that unfortunately not all the correspondence was included within the pack and would circulate this for information in due course. However, she understood Wiltshire Council were asking if anyone had any tree planting projects to let them know, as they could help support communities with such projects; including offering their own land.

- c) **To consider request for Tree Wardens from the Wildlife Officer, Wilts & Berks Canal Trust**

Correspondence had been received from the Wildlife Officer; Wilts & Berks Canal Trust concerned at damage being caused by contractors whilst strimming around young trees planted in various green spaces in the area seeking Tree Wardens in order to keep an eye on trees in the Parish.

The Clerk noted from the photographs provided it appeared the trees in question were planted on land owned and maintained by Selwood Housing and therefore would contact them to make them aware.

Resolved: To inform Selwood Housing of the damage caused to various young trees in Berryfield, asking if more care could be taken by their contractors when cutting around the trees with a request the damaged trees be replaced.

To ascertain if the Wildlife Officer of the Wilts & Berks Canal Trust would like to become a Tree Warden for the Parish.

- d) **To note new research from CPRE³ on the true potential for generating electricity from rooftop solar and considering signing petition calling on the Government to commit to new and ambitious target for generating clean and affordable electricity from rooftops.**

Members noted the information contained within the article.

It was highlighted that the Melksham Neighbourhood Plan Steering Group had a long-held ambition to insist on solar panels for new builds, unfortunately, as this was not national planning policy could not insist on this and therefore were seeking to encourage solar panels on rooftops.

Frustration was expressed that it was much easier to install solar panels on new builds, rather than retrofit at a later stage.

It was noted the Planning Committee also request solar panels be installed in new builds or in building conversations if there was a South facing element to it.

Resolved: To support the campaign calling for the Government to commit to a new and ambitious target for generating clean and affordable electricity from rooftops.

Meeting closed at 9.40pm

Signed
Chair, Full Council 24 July 2023

³ Campaign for the Protection of Rural England

Date: 07/06/2023

Melksham without Parish Council Current Year

Page: 180

Time: 09:26

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		5,873.49					5,873.49	
V3331-BACS	Banked: 02/05/2023	480.00						
V3331-BACS	Future of Football	480.00			1210	210	480.00	Inv. 339- May evening sessions
V3338-BACS	Banked: 05/05/2023	2,098.13						
V3338-BACS	Melksham Town Council	2,098.13			1480	170	1,880.99	Inv.326 Share-NHP costs 22/23
					1480	170	217.14	Inv.343- Share of NHP cost
V3339-BACS	Banked: 05/05/2023	3.44						
V3339-BACS	J Glover (British Girlguiding)	3.44			1130	110	3.44	Inv.345- Photocopying
V3340-BACS	Banked: 11/05/2023	35.00						
V3340-BACS	C Richards (Melksham Town U17)	35.00			1210	210	35.00	Inv.346- Pitch hire 7th May
V3341-BACS	Banked: 12/05/2023	590.89						
V3341-BACS	HM Revenue & Customs	590.89			105		590.89	March 2023 VAT refund
V3342-BACS	Banked: 16/05/2023	30.00						
V3342-BACS	Allotment Holder	30.00			1310	310	30.00	Berryfield 14B rent
V3343-BACS	Banked: 22/05/2023	180.00						
V3343-BACS	PCC Wiltshire	180.00			1475	142	180.00	Reimburse for room hire CEG Ev
V3344-BACS	Banked: 22/05/2023	1,200.78						
V3344-BACS	Wiltshire Council	1,200.78			1420	350	1,200.78	CIL-2023/00625-1 Eden Grove
	Banked: 22/05/2023	192,000.00						
20517266	Fixed Term Deposit	192,000.00			210		192,000.00	V3290-Fixed Term deposit retur
V3345-BACS	Banked: 22/05/2023	94.68						
V3345-BACS	Lloyds Bank	94.68			1080	110	94.68	Interest on Fixed Term deposit
500173-CHQ	Banked: 24/05/2023	1,139.40						
V3332-CHQ	AFC Melksham	120.00			1210	210	60.00	Inv.340- 6th April pitch hre
					1210	210	60.00	Inv.340- 23rd April pitch hire
V3333	Arthur J Gallagher	1,011.40			1460	142	1,011.40	Insurance reimburse
V3334	HM Land Registry	4.00			4680	170	4.00	Reimburse for land search
V3335	HM Land Registry	4.00			4680	170	4.00	Reimburse for land search
500174-CHQ	Banked: 24/05/2023	94.00						
V3336	SSE	34.00			1470	142	34.00	Electricity reimburse BYF
V3337	AFC Melksham	60.00			1210	210	60.00	Inv.341- 7th May pitch hire
V3338=BACS	Banked: 26/05/2023	10.00						
V3338=BACS	Shaw Village Hall	10.00			1120	110	10.00	Inv.348- Annual rent
V3339-BACS	Banked: 30/05/2023	300.00						
V3339-BACS	Future of Football	300.00			1210	210	100.00	Inv.347- 30th May 23 camp
					1210	210	100.00	Inv.347- 31st May 23 camp
					1210	210	100.00	Inv.347- 1st June 23 camp
V3340-FOF	Banked: 30/05/2023	600.00						

Continued on Page 181

Date: 07/06/2023

Melksham without Parish Council Current Year

Page: 181

Time: 09:26

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 2

Receipts for Month 2		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>
V3340-FOF	FOF FC	600.00			1210	210	300.00	Inv.334- March 2023 pitch hire
					1210	210	300.00	Inv.342- Pitch hire April 2023
Total Receipts for Month		198,856.32	0.00	0.00			198,856.32	
Cashbook Totals		<u>204,729.81</u>	<u>0.00</u>	<u>0.00</u>			<u>204,729.81</u>	

Continued on Page 182

Date: 07/06/2023

Melksham without Parish Council Current Year

Page: 182

Time: 09:26

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 2

Payments for Month 2			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
18/05/2023	Plusnet	V3347-DD	36.60		6.10	4190	120	30.50	Inv.011-Office wifi and line
23/05/2023	Fixed Term Deposit	19247420LF	196,000.00				210	196,000.00	V3346-Fixed Term Deposit
31/05/2023	Suez	V3341-DD	83.06		13.84	4770	220	69.22	Inv.020- Pavilion waste away
Total Payments for Month			196,119.66	0.00	19.94			196,099.72	
Balance Carried Fwd			8,610.15						
Cashbook Totals			<u>204,729.81</u>	<u>0.00</u>	<u>19.94</u>			<u>204,709.87</u>	

Date: 07/06/2023

Melksham without Parish Council Current Year

Page: 175

Time: 09:26

Cashbook 2

User: MR

Unity Bank

For Month No: 2

Receipts for Month 2

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>
Balance Brought Fwd :		33,304.30					33,304.30	
V3330-BACS	Banked: 15/05/2023	5,000.00						
V3330-BACS	Wiltshire Council	5,000.00			1485	170	5,000.00	Area Board grant Age friendly
Banked: 27/05/2023		60,000.00						
V3324-TRAN	Instant Access Unity 20476339	60,000.00			230		60,000.00	Transfer top up current accoun
Total Receipts for Month		65,000.00	0.00	0.00			65,000.00	
Cashbook Totals		<u>98,304.30</u>	<u>0.00</u>	<u>0.00</u>			<u>98,304.30</u>	

Continued on Page 176

Payments for Month 2

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/05/2023	Teresa Strange	V3325-S/0	5.30		0.88	4190	120	4.42	Reimburse for out of hours mo
12/05/2023	EDF Energy	V3328-DD	8.36		0.40	4302	220	7.96	Pavilion electricity
16/05/2023	Lloyds Bank PLC	V3326-DD	160.87		25.78	4175	120	81.00	Office 365
						4190	120	33.90	Office phone subscription
						4150	120	3.20	Notices & Posters
						4175	120	1.00	Website hosting
						4200	120	12.99	Online Zoom meeting subscrip
						4140	120	3.00	Monthly fee
16/05/2023	Plusnet	V3327-DD	26.40		4.40	4384	220	22.00	Inv.006- Pavilion wifi & line
30/05/2023	Melksham Town Council	V3291-BACS	1,404.00			4820	142	1,404.00	Caretaking duties SHF 22/23
30/05/2023	Melksham Town Council	V3292-BACS	351.00			4820	142	351.00	Caretaking SHF-1/1/22-31/3/22
30/05/2023	Melksham Town Council	V3294-BACS	6,000.00			4670	170	6,000.00	Market Place Toilets 22/23
30/05/2023	Andy Strange Property & Garden	V3295-BACS	90.00			4490	142	90.00	Inv.01737-Re-set Hornchurch bi
30/05/2023	Woodland & Countryside Manage	V3296-BACS	1,182.00		197.00	4415	142	985.00	Inv.301 Parish tree inspection
30/05/2023	Trade UK	V3297-BACS	37.36		6.22	4490	142	31.14	Inv.645- Items for parish repa
30/05/2023	Wiltshire Council	V3298-BACS	313.66			4680	170	313.66	Inv. 851-room hire for NHP Con
30/05/2023	Agilico	V3299-BACS	290.36		48.39	4130	120	241.97	Inv.25- Office printing
30/05/2023	JH Jones & Sons	V3300-BACS	290.40		48.40	4490	142	242.00	3410- Carson R'about cut April
30/05/2023	JH Jones & Sons	V3301-BACS	1,765.12		294.19	4402	320	66.16	Inv.3407- Allotment grass cut
						4400	142	244.09	Inv.3407-Play Area grass cut
						4780	142	57.75	Inv.3407- Play Area bin empty
						4781	220	87.54	Inv.3407- JSF Bin emptying
						4401	220	761.38	Inv.3407- JSF Field Maintenanc
						4400	142	38.13	Inv.3407- Kestrel Shrub Mainte
						4409	142	179.67	Inv.3407-Hornchurch grass cutt
						4820	142	36.21	Inv.3407- April Parish Mainten
						347	0	-36.21	Inv.3407- April Parish Mainten
						6000	142	36.21	Inv.3407- April Parish Mainten
30/05/2023	Rialtas Business Solutions Ltd	V3302-BACS	906.00		151.00	4185	120	755.00	Inv.803- Year end closedown
30/05/2023	Kanconnections	V3303-BACS	360.00		60.00	4721	220	300.00	Inv.1531-Remainder for CCTV
30/05/2023	Wiltshire Age UK	V3304-BACS	2,875.00			4685	170	2,875.00	Provision of MCS-1/4/23-30/6/2

Continued on Page 177

Payments for Month 2

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
30/05/2023	Rigg Construction	V3305-BACS	672.00		112.00	4582	142	560.00	056-Final works old BYF V Hall
30/05/2023	Open Spaces Society	V3306-BACS	45.00			4650	170	45.00	Membership 2023/24
30/05/2023	JC Combustion Services Ltd	V3307-BACS	504.00		84.00	4791	220	420.00	3719-Boiler & water heater ser
30/05/2023	Radcliffe Fire Protection Ltd	V3308-BACS	163.68		27.28	4212	220	136.40	Service of fire alarm & equipm
30/05/2023	Wilts Assoc of Local Councils	V3309-BACS	1,357.14		226.19	4650	170	685.00	Annual subscription WALC
30/05/2023	Clerks & Councils Direct	V3310-BACS	14.00			4650	170	445.95	Annual subscription NALC
30/05/2023	Rigg Construction	V3311-BACS	7,086.10		1,181.02	4582	142	14.00	Subscription 2022/23
30/05/2023	Jens Cleaning	V3312-BACS	198.00			4381	220	5,905.08	060-Certificate 10 BYF V Hall
30/05/2023	HM Revenue & Customs	V3313-BACS	2,158.07			4041	130	198.00	Inv.1073- cleaning April/May
						4000	130	707.76	Period 2- May 2023
						4000	130	394.60	Period 2- May 2023-T
						4000	130	261.97	Period 2- May 2023-NI
						4020	130	187.80	Period 2- May 2023-T
						4020	130	127.39	Period 2- May 2023-NI
						4010	130	166.40	Period 2- May 2023-T
						4010	130	113.75	Period 2- May 2023-NI
						4460	142	164.80	Period 2- May 2023-T
						4800	320	12.40	Period 2- May 2023-T
						4070	120	21.20	Period 2- May 2023-T
30/05/2023	Wiltshire Pension Fund	V3314-BACS	1,893.45			4045	130	1,445.31	Period 2 May 2023
						4000	130	210.02	Period 2 May 2023
						4020	130	122.35	Period 2 May 2023
						4010	130	115.77	Period 2 May 2023
30/05/2023	Teresa Strange	V3315-BACS	████████			4000	130	████████	May 2023 Salary
30/05/2023	Lorraine McRandle	V3316-BACS	████████			4020	130	████████	May 2023 Salary
30/05/2023	Marianne Rossi	V3317-BACS	████████			4155	120	6.00	Refreshments for meeting
30/05/2023						4010	130	████████	May 2023 Salary
30/05/2023	Terry Cole	V3318-BACS	████████			4120	120	2.95	Postage- Annual Council agenda
30/05/2023						4460	142	████████	May 2023 Salary
30/05/2023						4050	142	47.50	Travel Allowance
30/05/2023						4051	142	40.95	Mileage x91 miles
30/05/2023	David Cole	V3319-BACS	████████			4800	320	████████	Salary May 2023
30/05/2023	John Glover	V3320-BACS	32.66			4070	120	32.66	Outstanding Chairs allow 22/23
30/05/2023	Melksham Town Council	V3321-BACS	2,500.00			4685	170	2,500.00	50% share of Age UK grant MCS
30/05/2023	Zurich Insurance	V3322-BACS	4,194.64			4282	220	4,194.64	Parish Insurance
30/05/2023	AJGIBL (Gallagher)	V3323-BACS	367.36			4281	142	367.36	Cyber Insurance
31/05/2023	ID Mobile	V3329-S/O	5.30		0.88	4190	120	4.42	Reimburse May out of hours
31/05/2023	ID Mobile	V3329-DD	-5.30		-0.88	4190	120	-4.42	ERROR Out of hours mob
31/05/2023	Teresa Strange	V3329-BACS	5.30		0.88	4190	120	4.42	Reimburse for out of hours mob

Total Salaries
May 2023
£6,298.76

Continued on Page 178

Total Payments for Month	43,653.39	0.00	2,468.03	41,185.36
Balance Carried Fwd	54,650.91			
Cashbook Totals	<u>98,304.30</u>	<u>0.00</u>	<u>2,468.03</u>	<u>95,836.27</u>

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		492,000.00					492,000.00	
Banked: 23/05/2023		196,000.00						
19247420LF	Current Account & Instant Acc	196,000.00			200		196,000.00	V3346-Fixed Term Deposit
Total Receipts for Month		196,000.00	0.00	0.00			196,000.00	
Cashbook Totals		<u>688,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>688,000.00</u>	

Continued on Page 98

Payments for Month 2				Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
22/05/2023	Current Account & Instant Acc	20517266	192,000.00			200	192,000.00	V3290-Fixed Term deposit retur
Total Payments for Month			192,000.00	0.00	0.00		192,000.00	
Balance Carried Fwd			496,000.00					
Cashbook Totals			<u>688,000.00</u>	<u>0.00</u>	<u>0.00</u>		<u>688,000.00</u>	

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		346,000.00					346,000.00	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>346,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>346,000.00</u>	

Continued on Page 4

Date: 07/06/2023

Melksham without Parish Council Current Year

Page: 4

Time: 09:26

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 2

Payments for Month 2

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>
27/05/2023	Unity Bank	V3324-TRAN	60,000.00			220		60,000.00	Transfer top up current accoun
Total Payments for Month			60,000.00	0.00	0.00			60,000.00	
Balance Carried Fwd			286,000.00						
Cashbook Totals			<u>346,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>346,000.00</u>	

Teresa Strange

From: Teresa Strange
Sent: 28 June 2023 17:05
To: andy.brown@wiltshire.gov.uk
Cc: Jonathon. Seed (jonathon.seed@wiltshire.gov.uk); Nick.Holder@wiltshire.gov.uk; Alford, Phil (Phil.Alford@wiltshire.gov.uk); Rogers, Richard; Linda Roberts (linda.roberts@melksham-tc.gov.uk); simon.crundell@melksham-tc.gov.uk
Subject: FW: Melksham House briefing
Importance: High

Dear Andy

I write further to your recent press release regarding the update on the future use of Melksham House. Melksham Without Parish Council considered this when they met on Monday 19th June. The parish council are enquiring as to whether the £4 million+, that has been widely publicised by Wiltshire Council as the sum spent on the Melksham House refurbishment, has come from the Melksham Community Campus budget, that was earmarked to be for the community of the Melksham area? We look forward to hearing from you in due course.
With kind regards,
Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

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From: Rogers, Richard <Richard.Rogers@wiltshire.gov.uk>
Sent: 14 June 2023 09:44
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Melksham House briefing
Importance: High

Hi Teresa

Please see below the briefing / press release that will be going out today regarding Melksham House. Just wanted you to be aware of this before the press etc.

Hopefully see you later this evening.

Richard

Update on future use of Melksham House

We wanted to provide you with an update on the future use of Melksham House.

We can confirm that Melksham House will soon be a school to pupils with Social, Emotional and Mental Health (SEMH) to help address a need for more SEND places in Wiltshire.

It is expected to open next year as a primary school for SEMH needs (aged 4-11), as well as an alternative provision for children and young people up to 19 years old. We have commenced the process to find a provider to deliver education for Wiltshire learners.

No specific timeframe can be confirmed on when precisely the school will open, but we will share more details soon.

The new school is part of an expanding network of places for young people with SEND across Wiltshire to help meet growing demand and ensure all young people have an opportunity to thrive.

Melksham House will meet the need for specialist education for learners in West Wiltshire. It offers more children and young people the opportunity to have their specialist education needs met closer to home, within Wiltshire.

This follows an earlier announcement from us that there will be a 130-pupil school in Wiltshire for SEND and the development of the free school at the SAIL academy in the south. Silverwood School is also having an additional investment to extend the existing campus to provide a high-quality provision for 350 pupils.

The proposal will bring the site back into use for a key social need. Our business case estimated that there will be significant annual revenue savings in the process, meaning money can be re-invested into key services.

This project marks another significant investment into Melksham, following last year's opening of the hugely popular Melksham Community Campus. We have formally notified Melksham Town Council of the plans and will also look to have constructive dialogue with them soon on the future of the old Blue Pool site.

Initially we were planning to convert Melksham House into office and community space but given there is a significant demand and need for this type of school across the county it was decided this approach was the best value for money option, which follows a period of due diligence.

We are looking at long term provision across the county which will meet need and we're pleased we can turn this Melksham landmark into something which is truly inspirational and will provide an amazing space for all pupils.

We'll keep you updated.

Andy Brown

Corporate Director Resources & Deputy Chief Executive (S.151 Officer) – Wiltshire Council

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Lorraine McRandle

From: Teresa Strange
Sent: 28 June 2023 19:04
To: mark.wiltshire@wiltshire.gov.uk; Creedy, Allan; Hampton, Kingsley
Cc: Alford, Phil (Phil.Alford@wiltshire.gov.uk); Jonathon. Seed (jonathon.seed@wiltshire.gov.uk); Nick.Holder@wiltshire.gov.uk; Lorraine McRandle; Linda Roberts (linda.roberts@melksham-tc.gov.uk)
Subject: Safe walking routes to schools in Melksham Without - request to use CIL funding (Wiltshire Council share)
Attachments: Walking route for those from East of Semington Road for 144 dwellings and proposed new footpath along Western Way.docx

Dear Highways team

As you will hopefully be aware, Melksham Without Parish Council have been raising concerns about the lack of safe walking routes to schools in the parish from new housing development, for some time now.

Namely, the footpath to the rear of Melksham Oak school from the phase 2 of the east of Melksham/Clackers Brook housing (The Acorns/Hunters Wood) 14/10461/OUT and the routes from children that will be attending the new primary school at Pathfinder Place, Bowerhill from the new developments on Semington Road 16/00497/OUT, 20/01938/OUT, 20/07334/OUT and others still to be determined.

I attach a map showing the route that the children from Semington Road will have to take to access the new primary school, and also Melksham Oak.

Whilst there is some s106 funding for both projects, Wiltshire Council have stated that neither of them have enough funding to complete the projects.

Melksham Without Parish Council are therefore requesting that the shortfall in funding of these projects are funded by CIL funding held by Wiltshire Council; to be clear, this is the WC share, and not the parish council share. Some £5million is Wiltshire Council's share of the CIL that they have received for development in the parish of Melksham Without.

Wiltshire Council have received, by our calculation, £5,598,644.67 in CIL from developers, in the parish of Melksham Without and has passed on £693,385.71 to Melksham Without*

*Some passed to MTC following Boundary Review

Whilst there is no obligation for Wiltshire Council to spend the CIL funding in the area it is received from, it nevertheless has been paid to Wiltshire Council by the developer ultimately from the new residents of Melksham Without through their house purchase.

Wiltshire Council have revised what they spend CIL on

<https://www.wiltshire.gov.uk/dmcommunityinfrastructurelevy> and one of the things in the new policy dated May 23 is:

“Infrastructure projects identified through the Local Highways and Footpaths Improvement Groups (LHFIG) that provide for pedestrian and cycle improvements. [NEW]”

... and this, in the introduction.

“Since the previous Infrastructure List, new projects have been added to the List. The List can also be updated mid-year to reflect any new projects that need to be included and ensure that the Council retains an agile approach to the prioritization and allocation of CIL funding.”

In addition, the following statement is made in the recent WC School Spaces Strategy:

“Page 21 Location of new schools:

The fundamental aim in planning school places is to provide places near to where children live, to meet parental preferences as far as possible; to locate schools at the heart of their communities and to minimise travel to school distances. Wiltshire Council believes that where additional school places are needed because of new housing development, as far as possible.

The costs should fall on the landowners and/or developers, by way of contributions falling within the concept of planning obligations. Wiltshire has an agreed methodology for calculating the infrastructure needs arising from new development. A policy for requesting contributions from developers and for the use of such funding is in place.

It is Wiltshire Council policy that where significant number of new places are needed, new primary schools should be provided, wherever possible, within major new housing developments.

*The site should ideally be within walking distance of most the development and **Wiltshire Council will seek, through the planning processes, to provide for safe routes to school for pedestrians and cyclists.** Sites of a suitable size to enable future expansion will be sought where the school can provide a natural focus for the local community, possibly in association with other local facilities such as shops or other community buildings”.*

We look forward to hearing from you and being involved in the discussions regarding any plans for both these safe walking routes as they progress.

Regards,

Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
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Teresa Strange

From: Marianne Rossi
Sent: 14 June 2023 09:12
To: Teresa Strange
Subject: FW: [BookingsGuru] Re: Shaw School booking enquiry for Melksham Without Parish Council

Hi Teresa,

Below is the cost for booking Shaw school for the Annual Parish next year.

Thanks
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
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01225 705700
www.melkshamwithout-pc.gov.uk

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From: Jill (TWHF - Melksham Primaries - BookingsGuru) <twhfmelksham@schoolbookings.co.uk>
Sent: 13 June 2023 12:18
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: [BookingsGuru] Re: Shaw School booking enquiry for Melksham Without Parish Council

Your request (93359) has been updated. To add additional comments, reply to this email.



Jill (BookingsGuru)

13 Jun 2023, 12:18 BST

Hi Marianne

Thank you for your patience whilst we got back to you.

I have just taken over looking after the bookings at this venue and have been passed your communication.

The rates to hire the hall at Shaw for 60 people is £50.00 per hour for all bookings from this September. we would also need to take a 50% security deposit which will be refundable following the booking providing it runs to schedule, there are no breakages, damages or excessive cleaning requiring recompense.

As the facilities open from 6pm in the evenings and close at 10pm, these are the only times we would be able to accommodate a booking.

If you would like to go ahead with a booking please advise us of your mobile contact number to get you set up as a client.

Best wishes,

Jill @ BookingsGuru
Key Contracts Manager

Tel. 03330 11 04 76

Connect with us today so we can promote your activity or event

<https://www.instagram.com/bookingsguru/>

https://twitter.com/Bookings_Guru

<https://www.facebook.com/BookingsGuru/>



Marianne Rossi

1 Jun 2023, 10:17 BST

Dear Eliza,

I just wondered whether there was any update in regards to the hire charges for Shaw School please?

Kind Regards,
Marianne

**MINUTES of the Planning Committee of Melksham Without Parish Council
held on Monday 26 June 2023 at Melksham Without Parish Council Offices
(First Floor), Melksham Community Campus, Market Place,
Melksham, SN12 6ES at 7.00pm**

Present: John Glover (Chair of Council); David Pafford (Vice Chair of Council); Alan Baines (Vice Chair of Planning); Terry Chivers; Mark Harris and Peter Richardson

Officer: Teresa Strange, Clerk

In attendance: Wiltshire Councillor Nick Holder (Bowerhill Ward) and one member of public

76/23 Welcome, Announcements & Housekeeping

As Councillor Wood had tendered his apologies, Councillor Baines, as Vice Chair of Planning took the Chair and welcomed everyone to the meeting.

77/23 Apologies had been received from Councillor Wood who was on holiday.

Resolved: To note and accept the reasons for apology.

78/23 Declarations of Interest

a) To receive Declarations of Interest

Councillor Richardson, as a member and shareholder of Shaw and Whitley Community Hub Ltd, declared an interest in planning applications PL/2023/04210 and PL/2023/04523, relating to a proposed community village shop and respective signage at The Pear Tree, Top Lane, Whitley.

Councillor Glover declared an interest in planning applications PL/2023/03847 & PL/2023/04198: Belmont, 410 The Spa, as the applicant was known to him.

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.

79/23 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 item where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

None to consider.

80/23 Public Participation

A resident of Townsend Farm, Semington Road attended the meeting regarding revised plans for 50 dwellings at Land West of Semington Road (PL/2021/06824) concerned at drainage and flooding issues of the site. It was noted in the comments from the Wiltshire Council Drainage Engineer, that the applicant had not addressed these concerns. Residents of Townsend Farm were also concerned who would be responsible if the development were to go ahead, and if their properties were flooded, as a result and had raised this as a concern in commenting on proposals, but as yet had not received a response.

The resident stated a meeting was due to take place with representatives from Living Spaces and Sovereign Housing, as some of the properties on Townsend Farm had septic tanks which discharged overflow into the field proposed to be built on. Residents had concerns damage could be caused to the soakaways and effect the septic tanks in turn, especially if the area flooded, potentially resulting in sewerage flooding gardens.

Councillor Glover sought clarification from the resident of Townsend Farm if there was currently an agreement in place for properties to have a soakaway onto this land and whether recent conversations had been held with their solicitor on this matter. They also confirmed they had a legal agreement in place, and whilst they had held discussions with solicitors regarding the right of way had not discussed the legal agreements in place regarding the right to discharge overflow from their septic tanks onto the land, confirming only two properties were affected by this issue in Townsend Farm.

Wiltshire Councillor Holder updated the meeting on issues relating to Pathfinder Place, Bowerhill, stating a resident of one of the flats had raised concerns with him regarding fire safety within the ceiling cavities and who over several months had repeatedly requested an inspection be undertaken. An inspection had recently taken place confirming some of the fire curtain work in to the ceiling points had been omitted. Consequently, Taylor Wimpey had agreed to carry out remedial work to resolve this issue on 12 July. Curo had also agreed to speak to the tenants of the flats. Reassurances had been given that the flats on Maitland Place were not affected by this issue.

Taylor Wimpey had asked Curo that retrospective checks be undertaken on their properties, to make sure this had not been done elsewhere.

Councillor Holder informed the meeting he had spoken to the Development Director of Curo regarding this issue and wished to highlight with the Parish

Council, that if any further conversations were to be held with Taylor Wimpey regarding future builds, that the Parish Council seek conditions that they build flats in particular, in line with the requisite safety standard.

With regard to the recent planning application for 210 dwellings and a 70 bed care home on Land South of Western Way (PL/2022/08504). Councillor Holder informed that the meeting, the developer was appealing the decision of Wiltshire Council to refuse the application, stating the lack of a 5 year land supply in Wiltshire, as a reason for the application to be approved, as there are no adverse impacts that could demonstrably outweigh the harm of this development going ahead.

Councillor Baines, asked, as a Member of public was present regarding the revised plans for Land West of Semington Road (PL/2023/0808), if this item could be moved further up the agenda, which Members agreed.

81/23 Revised Plans: To comment on any revised plans on planning applications received within the required **timeframe (14 days):**

PL/2023/00808: Land at West of Semington Road, Melksham. Approval of reserved matters following Outline application 20/07334/OUT approved under Appeal ref APP/Y3940/W/21/3285428 for up to 50 dwellings, (appearance, scale, layout and landscaping). Applicant Living Space Housing

Comments: The Parish Council object to this application for the following reasons:

The parish council have seen no attempts for the revised plans to address the issues that they have previously raised. In particular, larger areas for bin storage, the lack of visitor parking space provision and lack of turning space for refuse lorries. The arrangements for access to the rear of the properties at Townsend Farm is still not clear. Of specific concern is that the concerns raised by residents of Townsend Farm, the Parish Council and the Drainage Team have not been addressed. This land has often been under water (photos previously sent) and Townsend Farm North and South buildings both have the ability at present for their septic tanks to drain into this adjacent land. Could clarification also be sought as to whether the roads will all be adopted by Wiltshire Council or if some will remain in private ownership, and if some will be in private ownership (brown rather than grey on the landscape plan?) then what impact does that have for future access for refuse lorries etc for access.

This planning application should be considered under its own merits and not in line with the current application for

the neighbouring site, which is still pending a decision (PL/2022/08155). The footpaths at present just go to a fence line, and should give a circular route around the development.

The Parish Council ask that Councillor Jonathan Seed keeps the call in for this application to be considered by Committee in place.

82/23 To consider the following new Planning Applications:

PL/2023/03148: The New Inn, Semington Road. Pizza Parlour and all Weather shelter. Applicant Wiltshire Pub Company.

Comments: No objection, however, the Parish Council do regret that there is a retrospective application for this site again and in future would like to see the planning application before the development is built.

PL/2023/03324: Old Loves Farm, Bowerhill. Replacement windows and doors. (Listed Building Consent).

Comments: No Objection.

Councillor Holder left the meeting at this point.

PL/2023/03751: 113A Beanacre. Proposals for side and rear Extensions

Comments: Members object to the finish of the side extension, as it is out of character with the host building, they also object to the proposed flat roof, which is also out of character with the host building and should be pitched.

PL/2023/03847: Belmont, 410 The Spa, Bowerhill. Rebuild a collapsed garden wall to the rear of the property. Retrospective planning for a patio area. Replace two windows with French doors from the kitchen to rear garden.

Comments: No objection.

PL/2023/04198: Belmont, 410 The Spa, Bowerhill. Rebuild a collapsed garden wall to the rear of the property. Replace two windows with French doors from the kitchen to rear garden (Listed Building Consent).

Comments: No objection.

PL/2023/04036: Snarlton Farm, Snarlton Lane. Erection of

commercial building specifically falling within use class B8, associated works and associated parking.

Comments: No comment.

PL/2023/04210: Pear Tree Inn, Top Lane, Whitley. Proposed Community Village Shop.

Comments: No objection.

PL/2023/04523: Pear Tree Inn, Top Lane, Whitley (Consent to Display an Advertisement).

Comments: No objection.

PL/2023/04546: 16A The Beeches Shaw. Construction of single storey extension to the rear of the property along with internal alterations and roof lantern.

Comments: No objection.

83/23 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

a) Planning Application PL/2021/06824: Proposed garage 489a Semington Road. To note development of a garage appears to be contrary to proposals. The matter has been referred to Planning Enforcement for investigation.

The Clerk informed the meeting, that following concerns of a resident that patio doors had been installed on the garage, making it appear like a dwelling, the matter had been forwarded to Planning Enforcement to investigate.

Members also raised concern the building appeared more like a dwelling than a garage and given the complicated planning history regarding this site supported this matter being investigated by Planning Enforcement.

84/23 Planning Appeal - PL/2022/02675: Land adjacent to 6 Guinea Cottage, Forest Road, Melksham. Erection of a dwelling. To note arrangements to determine the appeal

Members noted the arrangements to determine the appeal, would be via written representation.

The Clerk confirmed the Parish Council's comments relating to this application had been forwarded to the Planning Inspectorate.

85/23 Current planning applications: Standing item for issues/queries arising during period of applications awaiting decision.

The Clerk explained the list of current planning live applications for large developments had been added as a standing item in order to discuss any matters which may arise during the planning application stage.

a) Land West of Semington Road - Application for 53 dwellings (PL/2022/08155 Outline)

The Clerk informed the meeting there were no matters to raise under this item.

b) Land West of Semington Road - Appeal site to rear of Townsend Farm for 50 dwellings (PL/2023/00808 Reserved Matters) To consider specific outcomes for request at the Western Area Committee meeting.

As discussed earlier in the meeting, the Parish Council wished to see the following outcomes/conditions as a result of the application being considered at a Western Area Planning meeting:

- Larger areas for bin storage (to allow for at least 2 bins per property).
- The comments of the Drainage Engineer be addressed.
- Clarification is also sought as to whether the roads will all be adopted by Wiltshire Council, or if some will remain in private ownership, and if some will be in private ownership then what impact would that have for future access for refuse lorries etc for access.
- The provision of a circular footpath route around the development. The planning application should be considered under its own merits and not in line with the current application for the neighbouring site, which is still pending a decision (PL/2022/08155).

c) Land East of Semington Road (Planning Application PL/2023/02749) - Development comprising the erection of 144 dwellings with informal and formal open space, associated landscaping and vehicular and pedestrian accesses of Semington Road. Applicant: David Wilson Homes.

The meeting was informed that whilst the Parish Council had previously agreed a list of street names, which continued the canal theme, as per the adjacent development at Bowood View, confirmation was being sought from Street Naming at Wiltshire Council if any additional street name suggestions were required.

Members were reminded the following street names had already been agreed: Whitworth, Dadford, Hensall, Outram, Sheasby and Smith.

It was suggested if any further street names were required to contact the Canal Trust.

- d) Blackmore Farm (Planning Application PL/2023/01949) – Outline permission with some matters reserved for demolition of agricultural outbuildings and development of up to 650 dwellings; land for primary school; land for mixed use.**

Members noted the responses from the statutory consultees, such as Education, Urban Design, Spatial Planning and Rights of Way.

- e) Land at Verbena Court (Planning Application No PL/2023/03797): Modification of Planning Obligation Address: Land at Verbena Court, Melksham. Application to modify obligations contained within the S106 agreement relating to marketing land within the Local Centre pursuant to consented outline planning permission 04/01895/OUTES**

Councillor Baines noted earlier in the day, that Wiltshire Councillor Sankey's 'call in' on this application in order for it to be considered at a Wiltshire Council Planning Committee meeting had been refused.

The Clerk noted at a recent Economic Development Meeting of Melksham Town Council, that they had confirmed they still wished to build a Community Centre on this land and supported the comments the Parish Council had made regarding this application.

The Clerk explained with regard to the 'Call in' request, as the planning application was for a variation/discharge of legal agreements this meant the request did not fall within the scheme of delegation and unfortunately, the condition relating to the site being used for community use had been removed.

On receipt of this information, the Clerk had contacted the Head of Development Management, copying in Councillor Sankey who had subsequently forwarded the correspondence to the Chair of Overview and Scrutiny for Wiltshire Council in order to look at the decision in 2013 and how it was made.

The Clerk explained she understood Councillor Chivers had previously raised the concerns at a Wiltshire Council meeting, but unfortunately having investigated, could not find reference to this being raised. However, the Parish Council meetings at the time made reference to the Parish Council only being aware of the decision 6 months after it had happened, having only been made aware of it by a developer and was about to make a complaint to the Head of Service at the time under a Freedom of Information Request, but could not find an email trail of this, as it was before she was Clerk.

It was noted the Parish Council had transferred the £315,029.94 Section

106 funding associated with providing a community centre, to the Town Council, following the East of Melksham estate being transferred to the Town Council following a Governance Review, with a legal agreement being drawn up between both councils, in the event land cannot be secured in order to build a community centre the monies would be returned to the Parish Council.

86/23 Planning Policy

a) Neighbourhood Planning

- i) To note draft minutes of Steering Group Meeting held on 7 June 2023 (if received).**

It was noted these were not yet available.

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

None to consider.

- iii) To note that appointed substitutes will be attending next Steering Group meeting on 26 July (Councillor Baines & Councillor Wood)**

Members noted Councillors Baines and Wood would be attending the next Neighbourhood Plan Steering Group meeting on 26 July in the absence of Councillor Pafford and Glover who were unavailable.

- iv) To approve budgetary spend to enable quotation from Place to be approved at Steering Group meeting (revised quotation to Plan adoption)**

The Clerk informed the meeting that the Neighbourhood Plan consultants had previously provided a quote in March 2022 in order to get the reviewed Neighbourhood Plan through to the Regulation 14 consultation, submission to Wiltshire Council, examination and adoption. However, additional work had been undertaken and other work would also be required to get the plan to the adopted stage, therefore a revised quote of £9,075 had been provided, therefore an estimated additional £5,912.50 funding was required, to be split between both the Parish Council and the Town Council, with the Parish Council contributing 30% of these costs.

The Clerk also provided the following breakdown of spending as at 31 March 2023 on NHP#2:

£29,024.60 (Total)

-£10,000.00 in grant funding
£19,066.33 (being split between both the Parish Council and Town Council, with £5,569.85 being Melksham Without Parish Council's 30%)

For financial year 2023/24 and into 2024/25:

Estimated to be: £16,632.60
(£4,989.78* Melksham Without Parish Council's 30% share)

These costs included the following to get to adoption stage:

Place invoice 6058	£3,957.60
+ Revised quote from Place	£9,075.00
+ Melksham News adverts for Reg 14 + Referendum (estimate)	£2,000.00
+ Leaflet drop & Reg 14 launch events (15,000 leaflets and delivery) (estimate)	£1,600.00

*Some of this funding had already been approved, with £2,000 budgeted this financial year, with an agreement from the Finance Committee any extra funding to come from Contingency Reserve. This information had also been forwarded to the Town Council to consider and approve.

Members welcomed this information and the input from Place Studio in guiding the work on the Neighbourhood Plan.

The Clerk highlighted further additional work may also be required to the Neighbourhood Plan, if proposed changes to the National Planning Policy Framework (NPPF) were to be implemented by the Government, prior to the plan being finalised. The Parish Council may also want support from the Neighbourhood Plan consultants, in responding to the Local Plan consultation. Therefore, the quotes provided were a best estimate of additional expenditure, in order to get the Neighbourhood Plan through to adoption.

Recommendation: To approve the revised quotation of £9,075 from Place consultants.

b) Five Year Land Supply. To note latest 5 Year Land Supply & Housing Delivery Test update from Wiltshire Council.

Members noted Wiltshire Council's current 5 year land supply figure stood at 4.60 years supply, with the Council meeting 141% of its housing target over the last 3 years.

The Clerk informed the meeting she had attended the recent WALC¹ Planning Conference, which discussed the 5 year land supply issue. Danny Kruger MP had explained that the 5 year land supply figure took no account of what had happened in history and only looked forward. Developers provide the forecast of how many houses they are going to build and occupy, which seems to be consistently under-forecasted, based on the subsequent number of houses built, with effectively developers dictating what the figure is, rather than the Local Authority.

The Clerk explained at the meeting she had expressed to a local MP, frustration at councils having to prove a 5 year land, and the impact this had on communities and urged the Government to look into this.

c) To note s106 NHS contributions from developments in the Parish and meeting booked with NHS representative to ensure contributions have been requested for all current applications.

Councillor Baines thanked the Clerk for investigating Section 106 NHS contributions from recent development in the area, which amounted to £137,000 (indexed linked).

The Clerk explained she was due to meet a new contact from the Bath & North East Somerset, Wiltshire & Swindon Integrated Care Board, as she was concerned it appeared a request for an NHS contribution via the Section 106 Agreement for 650 dwellings on the Blackmore Road site (PL/2023/01949) had not been requested, particularly if Wiltshire Council were minded to approve the application; as well as general issues regarding Planning in the area.

It was highlighted this was another example of the need for the Parish Council to have sight of any Section 106 Agreements, before they were signed and the need for the NHS to request contributions via Section 106s for local health provision.

87/23 S106 Agreements and Developer meetings: (Standing Item)

a) To note update on ongoing and new S106 Agreements

i) Hunters Wood/The Acorns:

- To note any updates on footpath to rear of Melksham Oak School.

No update to report.

ii) Pathfinder Place:

- To note update on outstanding issues, including play area transfer.

The Clerk explained she was still awaiting an update from the Council's solicitor on the transfer.

b) To note any S106 decisions made under delegated powers

¹ Wiltshire Association of Local Councils

None to report.

c) Contact with developers

The Clerk reminded Members of a pre app meeting the following day with Bloor Homes regarding proposals on New Road Farm.

The Clerk explained several developers had been seeking an update on the Neighbourhood Plan forthcoming and Regulation 14 consultation.

An invite had been extended by the Town Council to Members, to attend a Pre-App meeting on 11 July, for a proposed care home on Longleaze Lane to the rear of Spa Medical Centre.

The Clerk explained she had spoken to a representative of David Wilson Homes regarding proposals for 11 houses on Angelica Avenue (PL/2023/00478), to the rear of Spa Medical Centre and the reasons for the Parish Council objecting to proposals, given the application is within the town and not the parish.

The Clerk explained the main reasons for the objections were that it would compromise a potential community centre adjacent to the site. The representative of David Wilson Homes had explained without this development, there would be no access to the community centre, with the Clerk asking they approach the Town Council, as the site was in their parish.

Meeting closed at 8.26pm

Signed.....
Chair, Full Council, 24 July 2024

Receipts for Month 3

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>
Balance Brought Fwd :		8,610.15					8,610.15	
500175-CHQ	Banked: 05/06/2023	3,000.00						
V3388-CHQ	██████████ Banked: 19/06/2023	3,000.00			1100	110	3,000.00	Donation Pathfinder defib
19247420	Fixed Term Deposit	196,000.00			210		196,000.00	V3346-Fixed deposit return
V3386-INTE	Banked: 19/06/2023	166.73						
V3386-INTE	Lloyds Bank	166.73			1080	110	166.73	Fixed term interest
V3389-BACS	Banked: 19/06/2023	400.00						
V3389-BACS	Future of Football	400.00			1210	210	400.00	Inv.350- Evening sessions June
Total Receipts for Month		199,566.73	0.00	0.00			199,566.73	
Cashbook Totals		<u>208,176.88</u>	<u>0.00</u>	<u>0.00</u>			<u>208,176.88</u>	

Payments for Month 3

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>
03/04/2023	Wiltshire Citizens Advice	V3238-6127	-500.00			4610	170	-500.00	Grant 23-24- LOST CHQ
19/06/2023	Plusnet	V3382-DD	36.60		6.10	4190	120	30.50	Inv.012- Campus WIFI & Line
20/06/2023	Fixed Term Deposit	20539107	202,000.00			210		202,000.00	V3348-Fixed term deposit
30/06/2023	Suez	V3380-DD	110.18		18.36	4770	220	91.82	Inv.490-B'Hill sports field bi
Total Payments for Month			201,646.78	0.00	24.46			201,622.32	
Balance Carried Fwd			6,530.10						
Cashbook Totals			208,176.88	0.00	24.46			208,152.42	

Receipts for Month 3**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>
Balance Brought Fwd :		54,650.91					54,650.91	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>54,650.91</u>	<u>0.00</u>	<u>0.00</u>			<u>54,650.91</u>	

Payments for Month 3

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>
07/06/2023	EDF Energy	V3384-DD	220.21		10.49	4302	220	209.72	Pavi electricity-10 Feb-19 May
13/06/2023	Plusnet	V3383-DD	26.40		4.40	4384	220	22.00	Inv.007-Pavilion WIFI & Line r
16/06/2023	Lloyds Bank	V3379-DD	497.90		69.59	4055	130	60.00	Community building management
						4150	120	26.42	Notebooks
						4680	170	6.00	NHP Land search
						4680	170	6.00	NHP Land search
						4680	170	6.00	NHP Land search
						4680	170	6.00	NHP Land Search
						4150	120	10.32	A4 Envelopes
						4150	120	7.49	Red Pens
						4150	120	8.32	Green pens
						4120	120	2.95	Postage for Planning
						4120	120	9.00	Postage for Finance agenda pac
						4120	120	6.24	Envelopes
						4250	120	6.00	Whitworth P/A land search
						4120	120	14.10	Notices & Posters
						4150	120	100.28	Gussetted envelopes
						4175	120	81.00	Office 365 subscription
						4190	120	33.90	Office phone charges
						4680	170	6.00	NHP Land searches
						4680	170	6.00	NHP Land searches
						4175	120	1.00	Website hosting
						4680	170	6.00	NHP Land Searches
						4200	120	12.99	Online meeting subscription
						4120	120	3.30	Planning agenda packs
						4140	120	3.00	Monthly fee
26/06/2023	IAC Audit & Consultancy Ltd	V3349-BACS	474.00		79.00	4100	120	395.00	Inv.1634-Y/E Internal Audit
26/06/2023	JH Jones & Sons	V3350-BACS	894.60		149.10	4740	220	745.50	Inv.3454- Sports field spiking
26/06/2023	Id Verde	V3351-BACS	11,878.64		1,979.77	4575	142	9,898.87	Inv.476-Works at Whitworth P/A
26/06/2023	JH Jones & Sons	V3352-BACS	237.60		39.60	4721	220	198.00	Inv.3475- Level plainings
26/06/2023	Agilico	V3353-BACS	129.11		21.52	4130	120	107.59	Inv.723- Office photocopying
26/06/2023	Aquasafe Environmental Ltd	V3354-BACS	300.00		50.00	4212	220	250.00	Inv.230502-April & May ppm vis
26/06/2023	JH Jones & Sons	V3355-BACS	290.40		48.40	4490	142	242.00	Inv.3482- ex Carson R'about
26/06/2023	Community First	V3356-BACS	50.00		8.33	4650	170	41.67	Inv.5133-WVHA Membership
26/06/2023	JH Jones & Sons	V3357-BACS	1,765.12		294.19	4402	320	66.16	Inv.3470- Allotment grass cut
						4400	142	244.09	Inv.3470- Play Area grass cut
						4780	142	57.75	Inv.3470- Play Area bin
						4781	220	87.54	Inv.3470- JSF Bin emptying

Continued on Page 180

Payments for Month 3

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>
						4401	220	761.38	Inv.3470-JSF Sports Field
						4400	142	38.13	Inv.3470- Kestrel Shrub Mainte
						4409	142	179.67	Inv.3470- Hornchurch cut
						4820	142	36.21	Inv.3470- May parish mainten
						347	0	-36.21	Inv.3470- May parish mainten
						6000	142	36.21	Inv.3470- May parish mainten
26/06/2023	JH Jones & Sons	V3358-BACS	540.00			4700	220	540.00	Inv.3498- Field mark for tourn
26/06/2023	JH Jones & Sons	V3359-BACS	379.38		63.23	4400	142	246.00	Inv.3496- Whitworth grass cutt
						4780	142	70.15	Inv.3496- Whitworth bin emptyi
26/06/2023	Melksham Town Council	V3360-BACS	1,187.28			4680	170	1,187.28	Inv.21-23/24-NHP Support
26/06/2023	Roy Dobson	V3361-BACS	41.25			4820	142	41.25	Reimburse for petrol mower
						347	0	-41.25	Reimburse for petrol mower
						6000	142	41.25	Reimburse for petrol mower
26/06/2023	Id Verde	V3362-BACS	1,846.80		307.80	4410	142	1,539.00	Inv.834- Play Area Quartrly in
26/06/2023	Id Verde	V3363-BACS	2,459.30		409.88	4540	142	2,049.42	Inv.835- SID Deployment
26/06/2023	CPRE	V3364-BACS	36.00			4650	170	36.00	Annual subscription
26/06/2023	Office Right Business Solution	V3365-BACS	107.94		17.99	4150	120	89.95	Inv.022-A4 Copier paper
26/06/2023	Community Heartbeat Trust	V3366-BACS	3,222.00		537.00	4049	142	2,685.00	Inv.17127-Pathfinder Way defib
26/06/2023	YourWebSolution	V3367-BACS	25.73		4.29	4685	170	21.44	Inv.5698-MCS Phone
26/06/2023	YourWebSolutions	V3368-BACS	9.58		1.60	4685	170	7.98	Inv.5724-MCS SMS Messages
26/06/2023	Wiltshire Council	V3369-BACS	2,755.18			4270	140	859.68	977-Office rent-1.7.23-31.7.23
						4270	140	1,895.50	977-Office rent-1.8.23-30.9.23
26/06/2023	Wiltshire Pension Fund	V3370-BACS	1,926.31			4045	130	1,469.97	Period 3- June 2023
						4000	130	218.75	Period 3- June 2023
						4020	130	120.93	Period 3- June 2023
						4010	130	116.66	Period 3- June 2023
26/06/2023	HM Revenue & Customs	V3371-BACS	2,225.16			4041	130	725.03	Period 3- June 2023
						4000	130	419.60	Period 3- June 2023-T
						4000	130	278.09	Period 3- June 2023-NI
						4020	130	183.20	Period 3- June 2023-T
						4020	130	124.44	Period 3- June 2023-NI
						4010	130	169.20	Period 3- June 2023-T
						4010	130	115.60	Period 3- June 2023-NI
						4460	142	164.80	Period 3- June 2023-T
						4800	320	10.40	Period 3- June 2023-T
						4070	120	34.80	Period 3- June 2023-T
26/06/2023	John Glover	V3377-BACS	52.20			4070	120	52.20	June 2023 Chairs Allowance

Continued on Page 181

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
26/06/2023	Aquasafe Environmental Ltd	V3378-BACS	402.00		67.00	4212	220	335.00	Inv.230606-June PPM & TMV Serv
26/06/2023	Wiltshire Citizens Advice	V3385-BACS	500.00			4610	170	500.00	Grant Award 23/24
28/06/2023	Teresa Strange	V3372-BACS	████████		0.73	4000	130	████████	June 2023 Salary
						4120	120	6.85	Postage for Whitworth legal ag
						4490	142	3.66	Cable ties
28/06/2023	Lorraine McRandle	V3373-BACS	████████	£6,368.04		4020	130	████████	June 2023 Salary
						4155	120	9.75	Refreshments for meetings
						4155	120	8.50	Refreshments for meetings
						4155	120	1.55	Milk
						4120	120	6.60	Postage for Full Council agend
28/06/2023	Marianne Rossi	V3374-BACS	████████		7.17	4010	130	████████	June 2023 Salary
						4490	142	35.82	Lock for BYF P/A Gate
28/06/2023	Terry Cole	V3375-BACS	████████			4050	142	47.50	Travel Allowance
						4460	142	████████	June 2023 Salary
						4051	142	41.85	Mileage x93 miles
28/06/2023	David Cole	V3376-BACS	████████		7.37	4800	320	████████	June 2023 Salary
						4722	320	36.83	Hedge trimmer for allotments
30/06/2023	Teresa Strange	V3381-S/O	5.30		0.88	4190	120	4.42	Out of hours mobile
30/06/2023	Unity Trust Bank	V3387	29.70			4140	120	29.70	Service charge
Total Payments for Month			41,097.31	0.00	4,179.33			36,917.98	
Balance Carried Fwd			13,553.60						
Cashbook Totals			54,650.91	0.00	4,179.33			50,471.58	

Receipts for Month 3

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>
Balance Brought Fwd :		496,000.00					496,000.00	
	Banked: 20/06/2023	202,000.00						
20539107	Current Account & Instant Acc	202,000.00			200		202,000.00	V3348-Fixed term deposit
Total Receipts for Month		202,000.00	0.00	0.00			202,000.00	
Cashbook Totals		<u>698,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>698,000.00</u>	

Payments for Month 3

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>
19/06/2023	Current Account & Instant Acc	19247420	196,000.00			200		196,000.00	V3346-Fixed deposit return
Total Payments for Month			196,000.00	0.00	0.00			196,000.00	
Balance Carried Fwd			502,000.00						
Cashbook Totals			<u>698,000.00</u>	0.00	0.00			<u>698,000.00</u>	

Receipts for Month 3

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>
Balance Brought Fwd :		286,000.00					286,000.00	
V3390-INTE	Banked: 30/06/2023	1,751.08						
V3390-INTE	Unity Trust Bank	1,751.08			1080	110	1,751.08	Interest
Total Receipts for Month		1,751.08	0.00	0.00			1,751.08	
Cashbook Totals		<u>287,751.08</u>	<u>0.00</u>	<u>0.00</u>			<u>287,751.08</u>	

Payments for Month 3

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						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		287,751.08						
	Cashbook Totals		287,751.08	0.00	0.00			287,751.08	

Interest we have received so far:

2022/23 Financial Year £35.58

This Financial Year 2023/24

Fixed Term Monthly Deposits £ 289.03

Instant Access Unity Account £1,751.08

Total amount received so far in 2023/24

£2,040.11

Amount of interest due 31st July 2023-

Six-month fixed term (£300k) £4,038.90

Monthly (From 20th June- 31st July 23) £ 260.94

Grand total amount so far up to 31st July 23:

£6,375.53

Spend over £500 QTR 1 2023/24

Cheque Ref	Payee Name	Transaction Detail	Date Paid	Net	Category
V3221-6110	Shaw Village Hall	Grant 2023-24	03/04/2023	£8,000.00	Village Hall Grants
V3222-6111	Berryfield Village Hall	Grant Award 2023-24	03/04/2023	£2,500.00	Village Hall Grants
V3223-6112	Whitley Reading Rooms	Grant award 2023-24	03/04/2023	£800.00	Village Hall Grants
V3225-6114	BASRAG	Grant Award 2023-24	03/04/2023	£500.00	Section 137 Grant
V3226-6115	CAWS	Grant Award 2923-24	03/04/2023	£1,220.00	Section 137 Grant
V3227-6116	1st Bowerhill Scout Group	Grant award 2023-24	03/04/2023	£1,000.00	Section 137 Grant
V3228-3117	4 Youth (South West)	Grant award 2023-24	03/04/2023	£2,750.00	Section 137 Grant
V3229-6118	2385 (Melksham) Squadron ATC	Grant Award 2023-24	03/04/2023	£500.00	Section 137 Grant
V3230-6119	Shaw and Whitley Toddlers	Grant award 2023-24	03/04/2023	£500.00	Section 137 Grant
V3231-6120	Group Five	Grant award 2023-24	03/04/2023	£500.00	Section 137 Grant
V3233-6122	Wiltshire Air Ambulance	Grant Award 2023-24	03/04/2023	£500.00	Section 137 Grant
V3238-6127	Wiltshire Citizens Advice	Grant Award 2023-24	03/04/2023	£500.00	Section 137 Grant
V3241-6130	Meadowbrook CIC	Grant Award 2023-24	03/04/2023	£500.00	Section 137 Grant
V3242-6131	FearLess Charity	Grant Award 2023-24	03/04/2023	£500.00	Section 137 Grant
V3247-6136	TransWilts CIC	Grant Award 2023-24	03/04/2023	£1,000.00	Section 137 Grant
V3253-6142	Wiltshire Youth Canoe Club	Grant Award 2023-24	03/04/2023	£500.00	Section 137 Grant
V3254-6143	Melksham Tourist Information C	Grant Award 2023-24	03/04/2023	£600.00	Other Grants (TIC - Section 14
V3220-BACS	Bowerhill Village Hall	Grant Award 2023/24	13/04/2023	£5,000.00	Village Hall Grants
V3269-BACS	JH Jones & Sons	Inv.3356- Parish and Sports Field maintenance	27/04/2023	£1,337.21	Hornchurch Road Public Open Space, Shurnhold Fields Project, Play Area - Grass Cutting, Play Area - Bin Emptying, Play Area - Grass Cutting, Allotment Grass Cutting, JSF Bin Emptying, JSF Grass Cutting/Line Marking
V3275-BACS	Wiltshire Council	Office rent- 1.4.23-30.6.23	27/04/2023	£2,593.25	Office Rent - Campus
V3284-BACS	Melksham Town Council	Public Toilets- 21/22	27/04/2023	£4,091.17	Melks Public Toilets Contrib
V3291-BACS	Melksham Town Council	Caretaking duties SHF 22/23	30/05/2023	£1,404.00	Shurnhold Fields Project
V3294-BACS	Melksham Town Council	Market Place Toilets 22/23	30/05/2023	£6,000.00	Melks Public Toilets Contrib
V3296-BACS	Woodland & Countryside Manage	Inv.301 Parish tree inspection	30/05/2023	£985.00	Tree Inspections and Work
V3301-BACS	JH Jones & Sons	Inv.3407-Parish and Sports field maintenance	30/05/2023	£1,470.93	Hornchurch Road Public Open Space, Shurnhold Fields Project, Play Area - Grass Cutting, Play Area - Bin Emptying, Play Area - Grass Cutting, Allotment Grass Cutting, JSF Bin Emptying, JSF Grass Cutting/Line Marking
V3302-BACS	Rialtas Business Solutions Ltd	Inv.603- Year end closedown	30/05/2023	£755.00	Accountancy Support
V3304-BACS	Wiltshire Age UK	Provision of MCS-1/4/23-30/6/2	30/05/2023	£2,875.00	Melksham Community Support
V3305-BACS	Rigg Construction	056-Final works old BYF V Hall	30/05/2023	£560.00	New Berryfield Village Hall Pr
V3307-BACS	JC Combustion Services Ltd	3719-Boiler & water heater ser	30/05/2023	£420.00	Boiler Servicing - % JSF Use
V3309-BACS	Wilts Assoc of Local Councils	Annual subscription NALC & WALC	30/05/2023	£1,130.95	Subscriptions
V3311-BACS	Rigg Construction	060-Certificate 10 BYF V Hall	30/05/2023	£5,905.08	New Berryfield Village Hall Pr
V3321-BACS	Melksham Town Council	50% share of Age UK grant MCS	30/05/2023	£2,500.00	Melksham Community Support
V3322-BACS	Zurich Insurance	Parish Insurance	30/05/2023	£4,194.64	Insurance - % JSF Use
V3350-BACS	JH Jones & Sons	Inv.3454- Sports field spiking	26/06/2023	£745.50	JSF Spiking
V3351-BACS	Id Verde	Inv.476-Works at Whitworth P/A	26/06/2023	£9,898.87	Village Halls & Play Areas (Ne
V3357-BACS	JH Jones & Sons	Inv.3470- Parish and Sports Field maintenance	26/06/2023	£1,470.93	Hornchurch Road Public Open Space, Shurnhold Fields Project, Play Area - Grass Cutting, Play Area - Bin Emptying, Play Area - Grass Cutting, Allotment Grass Cutting, JSF Bin Emptying, JSF Grass Cutting/Line Marking
V3358-BACS	JH Jones & Sons	Inv.3498- Field mark for tourn	26/06/2023	£540.00	Grass Cutting extra to Cntrct
V3360-BACS	Melksham Town Council	Inv.21-23/24-NHP Support	26/06/2023	£1,187.28	Neighbourhood Plan
V3362-BACS	Id Verde	Inv.834- Play Area Quartrly in	26/06/2023	£1,539.00	ROSPA Inspections

V3363-BACS	Id Verde	Inv.835- SID Deployment	26/06/2023	£2,049.42	Speed Indicator Device
V3366-BACS	Community Heartbeat Trust	Inv.17127-Pathfinder Way defib	26/06/2023	£2,685.00	Defibrillator
V3369-BACS	Wiltshire Council	977-Office rent-1.7.23-31.7.23	26/06/2023	£2,755.18	Office Rent - Campus
V3369-BACS	Wiltshire Council	977-Office rent-1.8.23-30.9.23	26/06/2023		Office Rent - Campus

EXTRACT OF ASSET MANAGEMENT MINUTES 6 JUNE 2022

63. Street Furniture

d) To consider quotations for an additional Speed Indicator Device (SID) with the ability to record data and upgrade to existing SID

The Clerk advised members that officers had obtained quotations for an additional SID. Officers had been tasked with finding suitable devices which also had the ability to record data. The Clerk explained to members that it may be worth them deciding on whether they wished to have the ability to record data or not before they reviewed the quotes provided. She explained that this was because on some of the quotes this facility was something that the council could opt to add on, so the quotes provided could be approved without this addition.

The Clerk reported that officers had also contacted the company who supplied the current SID to see whether it had the facility for data recording to be added, which it does so a quote has been provided for this as well.

The Clerk explained that previously Wiltshire Police had said that they don't use any data that is download to these devices, this is why the parish council didn't go with this option for their current SID. The Clerk explained that Wiltshire Police will be running a pilot scheme in Salisbury and will be picking up data from SIDs to see where the worst areas for speeding are so that they can target those locations. She advised that these devices would not be used for ticketing anyone. It was noted that this was a pilot scheme at this stage and it was not set in stone that this would move forward in the future.

Members discussed the following quotes:

Quotation A:

Mobile SID with Slow Down SAS300	£2,300.00 excl VAT
Spare set of batteries	£ 165.00 excl VAT
Data logging	£ 340.00 excl VAT
Bluetooth adaption	£ 340.00 excl VAT
Total	£3,145.00 excl VAT

**Total without data logging
& Bluetooth £2,465.00 excl VAT**

Quotation B:

Portable SID with slow down, with spare batteries	£2,940.00 excl VAT
Bluetooth	£ 379.00 excl VAT
Total	£3,319.00 excl VAT

Quotation C:

Evolis Radar Speed Sign with USB & Bluetooth	£1,989.82 excl VAT
Battery	£ 259.84 excl VAT
Battery charger	£ 100.56 excl VAT
Delivery	£ 89.99 excl VAT
Discount	- £ 240.21 excl VAT
Total	£2,200.00 excl VAT

Quotation to upgrade existing SID with Bluetooth and data logging.

Data logging	£ 340.00
Bluetooth	£ 340.00
Unit collection	£ 235.00
Unit redelivery	£ 235.00
Total	£1,150.00

Members discussed the three quotes received for the purchase of a new SID it was noted that quotation A was the company who supplied the current SID. Members queried what the service had been from this supplier. The Clerk advised that the council had received good service and also after sale service from the company. She explained that when the council first ordered the SID there was a delay in delivery due to a staffing shortage but they kept officers well informed and gave a discount for the delay. It was explained that unfortunately the first SID had become damaged beyond repair due to vandalism and this supplier had come and collected the SID to see whether there were any saveable parts, they also disposed of it for the parish council.

Members felt that due to the price of quotation B it was not a feasible option to go with this supplier.

The device quoted for in quotation C included the USB data logging and Bluetooth at no additional cost. The Clerk explained that this company was a recommendation from Melksham Town Council as they had provided them with good service.

It was felt that as quotation C was comparable with the other quotations at a lower cost which also included the facility of data logging and Bluetooth, the council should purchase this device.

Members discussed whether the existing SID unit should be upgraded with the data logging and Bluetooth aspect. Members felt that as the scheme was only currently a pilot and this may not happen in the future the SID should not be upgraded at this stage until the outcome of the pilot is determined. It was also explained that the council could have only purchased the data logging aspect at £340+ VAT, however this would mean that the device would have to be taken down and brought into the office to be able to download the data. The Bluetooth aspect which was another £340 +VAT was to make it easier to download data, however this would still mean that someone would have to use a Bluetooth device to download the data.

Recommendation 1: The parish council purchase the Evolis Radar Speed Sign from Elan City (Quotation C) at a total cost of £2,200.00 +VAT.

Recommendation 2: The parish council do not upgrade their current SID device to have the capability of recording data at this stage until the outcome of the pilot scheme has been determined.

Lorraine McRandle

Subject: FW: SID roll out - Thank you and instructions.

From: Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>

Sent: 29 June 2023 09:57

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Subject: Re: SID roll out - Thank you and instructions.

Hi Teresa,

Yes, I think we should attempt to submit data from SID2 (which covers our 'A' roads) as it speaks the right language for them to process. Much of the discussion at the session Lorraine & I attended was around people with other various makes of SID which did not speak the right data language and, unless it could be translated to 'Evolis', they would not be able to join the scheme.

My recollection of when we enquired from Solagen about data capture, not only was the 'add-on' expensive we would have struggled to process the information and now it seems could then be in an unrecognised/useable language. SID2 came with the facility built-in. I would therefore suggest that we bear that in mind if & when we go for an additional unit and just keep SID1 for use on the minor roads and temporary posts. An additional 'S&W SID' with data capture could be deployed at Shaw Hill x 2, Corsham Road and West Hill, as all on lamp posts. That would leave SID2 to cover Beanacre x 2 and Oak School x 2. SID1 would then only be operating at Semington Road, then Woodrow x 2 and Beanacre Church on temporary posts.

Also, let's not try running before we can walk in relation to downloading and sending in data. [Guess who would probably end up having to do that extra task ??]. What we will need is the "What Three Words" references for the locations that we currently deploy SID2.

There you go them's my thoughts for what it's worth !

Cheers,

Alan

Cllr. Alan Baines
Bowerhill Ward
Melksham Without Parish Council

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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 28 June 2023 18:24
To: Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>
Subject: FW: SID roll out - Thank you and instructions.

Hi Alan

I am watching the SID pilot meeting – it's a repeat of the one you did last week.

This is something we want to do in the future? Guess it needs the full council approval? I will add to the agenda list. I asked Lorraine last week, if there was an economy of scale for adding the software to download the data from the "old SID" whilst it was there at the factory – if most of the cost was down to transport – I haven't had an answer back but wonder if its asking tomorrow to see what they think?

We don't want you to pick it up and then the council want it done! From memory the resolution was to hold off doing until the pilot moved forward?

Be interested in your thoughts....

Teresa

From: Teresa Strange
Sent: 23 June 2023 12:27
To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Councillor Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>
Subject: FW: SID roll out - Thank you and instructions.

From: John Derryman <John.Derryman1@wiltshire.police.uk>
Sent: 23 June 2023 12:02
To: John Derryman <John.Derryman1@wiltshire.police.uk>
Subject: SID roll out - Thank you and instructions.

Emailed issued as blind copy to all Speed Indicator Device (SID) users and Parish Councils across Wiltshire and Swindon. Parish Councils this email is for your information regarding Road Safety progress. If you are considering the purchase of a SID, this provides you with confirmation of how Wiltshire Police will use the data.

Dear All,

Further to my email of 16th June, thank you to all of you who attended our meeting yesterday. As I said, the Police and Crime Commissioner and Chief Constable are immensely grateful for your interest and support in helping to make our roads safer. The next meeting is 28th June at 6pm to 7pm (details below).

During the meeting, I promised to provide the slides from the presentation, the instructions and a blank submission form for Evolis SIDs. These are attached. *If you have a **Message Maker SID**, please email me and I will send you the instructions / submission form.*

During the meeting, I showed how the data has been used, the enforcement undertaken and the slides show the tangible results. Submitting your SID data will enable 24 hour per day assessment of speeding issues and for the Police to take enforcement action. I also showed everyone the OPCC website which provides the enforcement data by location – link here [Road Safety \(wiltshire-pcc.gov.uk\)](https://www.wiltshire-pcc.gov.uk/Road-Safety)

Making our roads safer is a key deliverable set by the Police and Crime Commissioner in Making Wiltshire Safer: Police and Crime Plan 2022 – 2025. This includes improving the use of data to inform the way that Wiltshire Police undertake enforcement activities.

There will be another meeting on 26th June at 6pm when we will provide details of the pilot, instructions on how to extract data from your SID and the process for submitting the file to Wiltshire Police.

To keep you updated, there will be a meeting on **11th September at 12pm** when we will review progress. These meetings will continue quarterly from **January 2024** onwards. Dates to follow.

Meeting dates

28th June 6pm to 7pm

[Click here to join the meeting](#)

Meeting ID: 328 429 481 06

Passcode: arZicX

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+44 20 7660 6823,,755206946#](#) United Kingdom, London

Phone Conference ID: 755 206 946#

11th September 2023 12pm to 1pm

[Click here to join the meeting](#)

Meeting ID: 378 256 383 237

Passcode: iQvXYj

[Download Teams](#) | [Join on the web](#)

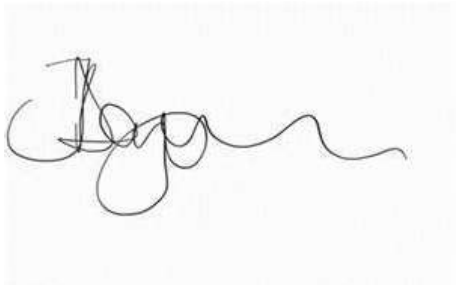
Or call in (audio only)

[+44 20 7660 6823,,669562739#](#) United Kingdom, London

Phone Conference ID: 669 562 739#

I look forward to speaking with you.

Best regards



John Derryman

Head of Strategy, Performance and Oversight
Office of the Police and Crime Commissioner

Email: john.derryman@wiltshire.police.uk

Telephone: 07741233481

***For information on* [Road Safety \(wiltshire-pcc.gov.uk\)](http://wiltshire-pcc.gov.uk)**

www.facebook.com/WiltshireandSwindonPCC

www.twitter.com/OPCCWiltSwindon

www.linkedin.com/company/office-of-the-police-and-crime-commissioner-for-wiltshire-and-swindon

Lorraine McRandle

Subject: FW: Semington Road Melksham Traffic - old A350

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Sent: Wednesday, July 12, 2023 3:56 PM

To: [REDACTED]

Cc: Jonathon. Seed (jonathon.seed@wiltshire.gov.uk) <jonathon.seed@wiltshire.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>

Subject: RE: Semington Road Melksham Traffic - old A350

Hi [REDACTED]

Just to let you know that a safety audit on the Active Travel scheme (Melksham to Hilperton) is being undertaken, and so I have added it to the agenda of the full council when they meet on Monday 24th July as I see it as an opportunity to raise the issues about Semington Road in a more targeted way..... your email below to Cllr Seed is a useful summary and I will add in to the agenda paperwork, along with the extract of the minutes when you attended the recent parish council Highways meeting. I note that you have let us know separately that you have also raised concerns with Michelle Donelan MP.

On the plus side, the white lines on the pedestrian crossing near the New Inn and around have been refreshed, with Cllr Seed and the parish council's input.

Will keep you posted.....

Kind regards,

Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

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Want to keep in touch?

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

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From: [REDACTED] >
Sent: 15 June 2023 20:45
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Fwd: Semington Road Melksham Traffic - old A350

Hi Teresa

Response from Councillor Seed with the email that I sent him. I thought I had sent you this version too but I realise I had sent the first draft instead. The gist is the same.

Regards

[REDACTED]

Sent from [Outlook for iOS](#)

From: Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>
Sent: Wednesday, June 14, 2023 2:56 pm
To: [REDACTED]
Subject: RE: Semington Road Melksham Traffic - old A350

Dear [REDACTED]

Thank you for your e mail.

I understand your concerns and will discuss with the Parish Council how we might achieve the traffic calming measures that you suggest on Semington Road.

Regards



Jonathon Seed
Wiltshire Councillor for Melksham Without West and Rural
Tel: 07770 774463

From: [REDACTED]
Sent: Saturday, June 10, 2023 2:00 PM
To: Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>
Cc: [REDACTED]
Subject: Semington Road Melksham Traffic - old A350

[REDACTED]

Dear Councillor Seed

I recently raised some concerns regarding the speed of traffic having a negative impact on cycling and pedestrian road safety along Semington Road in Berryfield, Melksham with my local parish council (Melksham Without). They advised me to write to you as my local Wiltshire Councillor, so you are aware of the issues I am about to highlight and thereby perhaps get some improvements for the community of Berryfield.

Semington Road/Berryfield village as you know, has been subjected to a number of new housing developments recently. 150 houses at Bowood view have just been completed. The development off Shails Lane for 144 houses has now received full planning and building will commence shortly. The development at the end of Semington Road at South Townsend Farm for a further 50 houses has also been approved, which is likely to go to 100 houses once the additional planning application is also approved. So all in around 400 new houses for the small village of Berryfield (as humorously defined by Wiltshire Council).

My main concerns are:

1. There has been no subsequent investment in Semington Road traffic management/road safety despite all these developments handing over Section 106 funds to Wiltshire Council.
2. Wasted taxpayers money on an a cycleway/new junction at the A350 roundabout end of Semington Road near Townsend Farm. This money is wasted because put simply, cycling along Semington Road is a highly dangerous activity. This is due to inconsiderate parking, some of which is directly on top of the small part of cycleway actually marked in paint, and speeding traffic. The road is constantly used as a cut through by drivers wishing to access G-Plan, Avon Protection and Dick Lovett's at Hampton Park West rather than using the A350 bypass. Additionally customers of the new hotel, Greggs and Starbucks also use the road rather than the bypass.
3. Semington Road is part of National Cycleway 403 and should be a pleasure to use all the way through to the newly taxpayer funded byway/bridle path from Semington village through to Hilperton. Alas it is not.
4. One of the consequences of the poor quality cycling provision and speeding traffic is that those cyclists that are prepared to use the road invariably use the pavements rather than the roadway causing serious danger to pedestrians.
5. There is no additional signage for drivers to understand that Semington Road is residential and subject to a 30 mph speed limit. 30 mph repeater signs would be beneficial I believe but I think this may be a grey area in law. However most motorists using the road as a cut through are either ignorant of, or dont care that the road has a speed limit.
6. As a route to which residents of Melksham can access the few remaining green spaces in the town including the Kennet and Avon canal, I believe passionately that this route needs to be far more user friendly to pedestrians, cyclists, horse riders, dog walkers etc. However these road users need far better protection than is currently afforded.
7. With the 400 plus additional houses due to be built or already completed, there will be an increase in school age children who will need safe access to nearby primary and secondary schools. Unfortunately once again with the issues around speeding traffic, inconsiderate parking and dangerously narrow and unsuitable footpaths there is not an existing safe route in my opinion.

In the past, the County Council have shown some intelligence and listened to residents regarding traffic management. I am referring to the Devizes Road that runs through Hilperton from the Lion and Fiddle pub to just before Trowbridge rugby club.

When houses at Paxcroft Mead were built, the old Devizes Road was effectively bypassed.

As a result, the Devizes Road had significant traffic calming measures applied to it to deter drivers from using it as a shortcut. Several "sleeping policemen" were installed along the road plus a 20mph speed limit was introduced.

As Semington Road is becoming more and more residential and traffic increasing, is it possible for Wiltshire Council to divert some of the accumulated S106 funds for the benefit of the existing residents of Berryfield village and Semington Road and address some if not all of these concerns. Thank you.

Regards





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Lorraine McRandle

Subject: FW: Hilperton to Melksham Active Travel Route - Stage 4 Safety Audit
Attachments: RSA 4 Factsheet.docx

From: Rose, Kirsty
Sent: Wednesday, July 5, 2023 4:36 PM
To: Roger.coleman@semington-village.co.uk; rockseast@btconnect.com; clerk@melkshamwithout-pc.gov.uk; clerk@melkshamtown.co.uk
Cc: Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>; Clark, Ernie <Ernie.Clark@wiltshire.gov.uk>; Hubbard, Jon <Jon.Hubbard@wiltshire.gov.uk>
Subject: Hilperton to Melksham Active Travel Route - Stage 4 Safety Audit

Good Afternoon,

Further to concerns having been raised regarding the interaction between motor vehicles and other users on the byways forming part of the Hilperton to Melksham active travel route, Wiltshire Council will be commissioning Atkins to undertake a further road safety audit. This audit will be a stage 4 audit which forms part of the post-construction monitoring. The attached document provides information about the stage 4 road safety audit that you may find useful.

I would like to open up the opportunity for written submissions outlining any concerns regarding the route to you and your councillors. These submissions will then be given to the audit team in their written format prior to the audit taking place.

There are some outstanding road markings and signing works at the junction of the byway/St Georges Lane that are to be completed by our contractor. The audit will not take place until these works are complete and as such it is expected that the audit will take place in September. To that end, I would appreciate if written submissions could be provided to me by 18th August.

If you have any queries, please do not hesitate to contact me.

Kind regards,

Kirsty Rose IEng FIHE
Principal Engineer Manager
Traffic Engineering Team

Wiltshire Council



Tel: 01225 756182
Email: kirsty.rose@wiltshire.gov.uk
Website: www.wiltshire.gov.uk
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Stage 4 Road Safety Audit Factsheet

What does a stage 4 safety audit comprise?

The audit will be undertaken in line with the most recent guidance contained within the Design Manual for Roads and Bridges (DMRB), forming part of the Standards for Highways.

A stage 4 safety audit is undertaken as part of the post-construction monitoring. It is an evidence-led review of traffic collisions that have occurred within the vicinity of the scheme and is usually undertaken where road traffic collisions have occurred in the vicinity of a highway scheme over the 12 months since opening. The audit will also consider any highway layout changes that have taken place since the scheme construction.

The document GG 119 sets out the following regarding the stage 4 audit:

During the stage 4 RSA, road traffic collision data shall be analysed in detail by the RSA team to identify:

- 1) higher than expected numbers of road traffic collisions that have occurred since the scheme became operational (when compared to control data);*
- 2) locations at which road traffic collisions have occurred; and*
- 3) road traffic collisions that appear to arise from similar causes or show common factors or trends.*

5.38.1 The analysis of road traffic collision data should include identification of changes in the collision trends in terms of number, rate (taking account of any traffic flow changes), types and other collision variables, and comparisons with control data.

5.39 The RSA team shall visit the sites of highway schemes if characteristics within the road traffic collision data show:

- 1) higher than expected numbers of road traffic collisions have occurred since the scheme became operational (when compared to control data); or*
- 2) the road traffic collision rate or severity has increased since the scheme became operational; or*
- 3) common trends (e.g. a high frequency of road traffic collisions during the hours of darkness or on a wet road surface); or*
- 4) road safety matters related to vulnerable road users.*

5.39.1 Where a site visit is needed, the RSA team should decide if the road traffic collision data analysis justifies an inspection during a particular time period and record their decision making within the RSA report. NOTE A particular time period could be during the hours of darkness or a peak period.

Is there a web-link that explains this?

[GG 119 - Road safety audit \(standardsforhighways.co.uk\)](http://standardsforhighways.co.uk)

Who will do the audit?

The audit will be undertaken by the Council's term consultants, with the audit team being independent of the design team. This will comprise of a Team Leader and at least one other team member. The team leader and members must meet the minimum requirements set out by GG 119 in terms of training and experience.

Audits will usually include a representative of Wiltshire Police and Wiltshire Council; again these individuals are independent of the design team.

When will it take place?

There are works to install additional road markings and signing at the St Georges Lane / Byway junction that are still to be undertaken by our contractor. These need to be complete prior to the audit taking place and therefore it is expected that the audit will take place in September. This will also ensure the full 12 months have passed since the scheme was completed.

How will the audit be an improvement on the previous one?

The audit is not an improvement on any previous audit, rather a further stage in the process and part of the post construction monitoring process.

It is not a technical review of the scheme or its installation – it is an assessment of the road safety implications of the changes to the highway and its operation.

EXTRACT FROM HIGHWAY & STREETSCENE MINUTES 6 JUNE 2023:

38/23 Public Participation

Standing Orders were suspended.

A resident of Semington Road expressed their concerns at the level of traffic and speeding on Semington Road, particularly now another housing development had been approved and wished to understand if there was anything in the pipeline to deal with the situation.

The resident advised that he had attended previous meetings and raised concerns at the total disregard for the 30mph speed limit along Semington Road and the inconsiderate and dangerous parking. He also raised a concern at the pointless spend of tax payers' money by Wiltshire Council to try and create a cycle route along the road, which was now unfortunately too dangerous to use. The result of which was that most cyclists used the narrow footpath and put pedestrians in danger.

Concern was also raised that the footpaths on this road were substandard and narrow in places, especially as the hedges were not regularly maintained, the zebra crossings were also poorly marked. With more pedestrians, in particular school children in the future, needing to use these paths, there needed to be an understanding of the total unsuitability of the road with regards to pedestrians and cyclists, as it currently exists.

43/23 Road Safety/Speed enforcement

Highway Safety Concerns on Semington Road

Members appreciated the concerns raised by a resident of Semington Road earlier in the meeting, regarding the increase in traffic on and the level of speeding and their frustration developments were being approved along Semington Road without consideration for any mitigation against the increase in traffic.

It was noted in commenting on the various planning applications, that the Council had asked for traffic calming measures to be installed and/or funding for these. Community Speedwatch was also available in Semington Road, as well a site included on the speed indicator device (SID) schedule.

Councillor Baines explained with regard to the latest planning application for 144 dwellings on Semington Road (PL/2022/02749), the Parish Council had suggested there be a contribution for a safe walking route to the school at Pathfinder Place. The Parish Council had also noted the Section 106 legal agreement relating to Bowood View (16/00497) was required to provide a major financial contribution to improving the crossing across the A350.

However, as Wiltshire Council had undertaken this work themselves, this financial contribution was still available and therefore, the Parish Council had asked for this to be used for highway measures in the immediate vicinity, particularly with regard to safe routes for pedestrians in Semington Road.

With regard to the concerns of the resident at the faded pedestrian crossing, it was understood, as part of the Section 106 Agreement relating to planning application (PL/2022/02749) for 144 dwellings, they had to refresh the line markings.

Recommendation: To re-emphasise to Wiltshire Council, the need for traffic calming on Semington Road for the safety of pedestrians and cyclists on the newly established cycle route.

Lorraine McRandle

Subject: FW: Lancaster Road - Lorry Trailers

From: Holder, Nick <Nick.Holder@wiltshire.gov.uk>

Sent: 11 July 2023 10:22

To: Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>

Subject: RE: Lancaster Road - Lorry Trailers

Just as an FYI I raised the issue yesterday with Andy Brown the Chief financial officer at Wiltshire Council and Cllr Phil Alford and asked them to urgently look at a solution to this issue and to provide an “overnight” truck stop with toilet facilities.

Will keep you posted.

Nick

Nick Holder

Cabinet Member for Environment and Climate Change

Councillor for Bowerhill

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party for any purpose. Wiltshire Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Wiltshire Council.

MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 10th July 2023 at Bowerhill Sports Pavilion, Westinghouse Way, Bowerhill, SN12 6TL at 7:00pm

Present: Councillors John Glover (Council Chair), David Pafford (Council Vice-Chair), Alan Baines, Shona Holt, Terry Chivers and Andy Russell

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

102/23 Apologies & Housekeeping:

The Clerk welcomed everyone to the meeting and explained the evacuation procedure in the event of a fire.

There were no apologies received. It was noted that Councillor Hoyle was not present at the meeting.

Nominations were invited for the Chair of the Asset Management Committee.

103/23 Chairman & Vice Chair of Asset Management Committee for 2023/24:

a) Election of Chair of Asset Management Committee 2023/24:

Resolved: That Councillor Baines be Chair of the Asset Management Committee for 2023/24.

Councillor Baines took the chair.

b) Election of Vice Chair of Asset Management Committee 2023/24:

Resolved: That Councillor Russell be Vice-Chair of the Asset Management Committee for 2023/24.

104/23 To receive Declarations of Interest:

The Clerk declared an interest in agenda item 13, as her husband was on the list of approved contractors and suppliers and she was a director of his company.

105/23 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 the consideration of the following items of business (Item **7b, 8h & 10a**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Clerk advised members that although agenda item 8g was only a budget costing for outdoor gym equipment, the company that provided this quotation should not be

named in the public domain in case the council went out to tender in the future for this project.

Resolved: Agenda items 7b, 8h to be held in closed session for reason 3d (b) terms of tenders and proposals and counter proposals in negotiations for contracts.
Agenda item 10a to be held in closed session for reason 3d (d) the early stages of any dispute.

The committee agreed to suspend standing orders for a period of public participation.

106/23 Public Participation:

There were two members of the public present at the meeting who were tenants at Briansfield allotments. They wished to discuss issues relating to water provision at the allotments, which was an item on the agenda to be discussed under item 9cii. The plot holder stated that he had spoken to a number of allotment tenants who shared his concerns regarding the current water supply that was available at the site. He explained that due to the climate and the fact that the weather was becoming hotter, the current provision of two water troughs, which served the whole site, was unacceptable because of the walking distance between plots. While he appreciated that the distance was not the same for all tenants, those plots that resided in the middle areas in particular had the longest distance to travel. He explained that he had to walk a distance of around 60 metres from his plots to the troughs to get water. He felt that there needed to be an additional two troughs installed at either end of Briansfield, which would make it more accessible for everyone to access water. He advised that he had knowledge of at least two allotment tenants relinquishing their plots due to the fact that they were finding it difficult to access water at the site. The other issue was that tenants did try their best to collect their own water during the year with water butts on their plots; however, because the maximum shed size allowed was only 6x4ft, this did not capture enough water for it to flow into the water butts.

The other tenant echoed what had already been explained and advised that due to the fact that there was very dry weather in May and June, this hindered the ability for tenants to collect their own water in their water butts. He explained that his plot was located near the troughs but was concerned for those tenants who were having to walk a distance from their plot to access the troughs, especially those who are less mobile. He is aware that some accidents have occurred on the site and is concerned that more may occur due to the walking distance and the number of times tenants have to go to and from the troughs.

The tenant also wished to highlight that he felt that the grass cutting needed some attention down the side of the allotments. It was clarified that, as part of the tenancy agreement, tenants have a responsibility to ensure that pathways between their plots are maintained. The parish council only contracts for grass cutting on the tracks around the allotments.

The Council reconvened and agreed to bring all allotment items under agenda item 9 forward for discussion.

107/23 Allotments:

a) To receive report on waiting list:

Members reviewed the allotment report on the waiting list compiled by the Finance & Amenities Officer. It was noted that there were currently three vacancies across the two allotment sites (two on Berryfield and one on Briansfield), and the Allotment Warden was in the process of contacting the next people on the waiting list. The Finance & Amenities Officer reported that over the past couple of days, following her written report to members, two more people wished to be added to the list. This meant that the number of people currently on the waiting list for an allotment plot stood at 10.

It was reported that the Allotment Warden was currently watching a few plots across both sites, and if no improvements are made, they will be written to. One request to begin cultivation had been sent out to a tenant.

b) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds

The Clerk has not approved any shed requests under her delegated powers since the last meeting.

c) Correspondence received from allotment tenants:

i) Suggestions on various improvements that could be made at the allotments:

Correspondence had been received from a tenant on Briansfield, suggesting some improvements at the allotments. These were as follows:

- **As the left-hand side of the allotments was pruned back, the water trough and noticeboard could be moved back to the hedge.**

Members discussed this suggestion and did not feel that it would be feasible due to the fact that there needed to be easy access for the hedge to be cut back. It was also noted that moving the water trough back would incur a cost to the council.

- **A gravelly or bark track laid down the side to allow access for deliveries**

The committee felt that works for this would cost money and, therefore, would have to come out of the amount paid by the tenants to the council. It was noted that the current rate for a 5 perches plot was £30 for a resident of the parish, with this going up to £35 from 1st October. Non-residents of the parish paid double this rate. Councillor Pafford

explained that this worked out to be around 60p per week for each tenant and queried whether this generated any contingency funding. It was confirmed that there was no contingency, as the funds received from tenants were for water usage and maintenance; therefore, the council was unable to approve this request.

- **Allowing Allotment holders to keep compost bins down the length of the hedge row**

Members felt that compost bins would obstruct access for hedge maintenance to be undertaken. While members understood that composting took up space on plots, it was felt that it needed to be done on allotment holders' own plots as this was part of having an allotment. It was noted that there was an area near the car park that tenants had used for this in the past; however, this got abused by tenants depositing rubbish in the area. This in turn cost the council a considerable amount of money to clear the site; therefore, they are unable to allow this request for tenants to deposit materials outside of their plots.

Recommendation: The council respond to the tenants' requests, as discussed above.

ii) Request for additional water provisions at the allotments

Members discussed the request for more water provisions at Briansfield allotments. Councillor Baines advised that when the council installed the existing water troughs at the allotments, it cost a considerable amount at that time and that was some years ago. It was noted that the supply and metre were now at the site, so the costs would only be for additional pipe work within the allotment and for new troughs. The Clerk advised that originally at Berryfield allotments there were standpipes; however, tenants were attaching hosepipes to the taps and continuously running them. This resulted in high water costs, which is why troughs were eventually installed at that site.

19.32pm Councillor Chivers briefly left the meeting.

Councillor Glover suggested that an allotment association could be formed, and the council could lease the allotments to the association on a peppercorn rent. The association would then take over the running costs of the sites and be able to action their own priorities. It was noted that some council allotments were run this way, and this was why they can get additional facilities at the site. It was noted that allotment associations are formed and run by the allotment tenants themselves; therefore, there needed to be a majority of allotment holders who wished to do this. The Clerk advised that the council had investigated this approach before with tenants; however, there didn't seem to be much interest in forming an association. This didn't mean to say that there wasn't any interest now. It was suggested that the next time the council wrote to the tenants, they could include the suggestion about forming an

association to see whether there was an appetite for it. Discussions also took place as to whether the Briansfield and Berryfield allotments would be considered separately or together. The Clerk advised that Briansfield car park was used by all tenants across both sites, so it may be difficult for one site to set up an association without the other. It was also noted that there would be better buying power if both sites combined to form an association, and they would have better access to obtaining grant funding.

19.35pm Councillor Chivers returned to the meeting.

After a robust discussion, members felt that quotations should be sought for new troughs to see if this was something that the council would be able to do. If the council were to install more troughs, this would mean that the council would have to increase the allotment rent to fund this.

Recommendation 1: The council obtain quotations to install an additional water trough at both ends of Briansfield allotments and bring them back to a future meeting for consideration.

Recommendation 2: Officers to ask tenants when they are next written to whether they would like to form an allotment association.

d) To consider whether bonfires should be allowed at the allotments following recent call out to unattended bonfire

Councillor Baines reported that there had been a bonfire left unattended at the allotments. Unfortunately, as officers could not determine from the information, they had received whether the bonfire was controlled, they had to attend the site. When officers attended the site, the bonfire was found to be in control and smouldering; however, it was noted that plastic was being burned, which was not appropriate. The Finance & Amenities Officer did send around an email to all allotment tenants reminding them of their responsibilities around bonfires, and the tenant did reply to apologise. It was noted that the current allotment rules allowed tenants to hold bonfires on their plot as long as they had consideration for neighbouring properties. It was confirmed that officers had not been made aware of any other incidences of unattended bonfires; therefore, members felt that this was an isolated incident that should be monitored. It was suggested that the Allotment Warden should be made aware, and perhaps when he is showing new tenants around the allotments, he could make them aware of the tenancy rules around bonfires.

Members did not wish to completely ban bonfires; however, they were concerned that they could get out of control, especially due to the dry weather over the past few years. The Clerk queried whether it may be better that in extreme cases where outside authorities have asked that people do not light bonfires, she could have delegated powers to request that tenants don't have them during that period. Members agreed that this would be the best course of action.

Councillor Glover suggested that the council ban bonfires during the summer period to reduce the risk of one becoming out of control. Members discussed this in more detail and felt that this would be a good way forward.

Recommendation 1: The council modify the tenancy agreement to state that bonfires are banned at the allotments from 1st May until 30th September each year.

Recommendation 2: The Clerk to have delegated powers to ban bonfires in instances where outside authorities have advised people not to have them during a certain period.

e) To note information following officer training on legionella and approve quotation to test the water troughs once a year

The Clerk explained that she and the Finance & Amenities Officer undertook recent training on community buildings, and one of the sessions was on legionella. The training included information on the risks of legionella at allotment sites. It was explained that legionella was an airborne disease and was caught by someone breathing in tiny droplets, not by someone drinking the water. At the training, the main risk identified at allotments was hosepipes sitting with stagnant water left inside, especially in hot weather conditions. The bacteria tend to multiply if the temperature reaches between 20-45°C, and the risk is when the operator turns the hose on and breathes in the droplets from the spray.

The other thing that came out of the training was the fact that this also applied to watering cans. This was due to the fact that when the tenant is watering their crops, the spray coming from the rose head can cause droplets in the air, which in turn means that the tenant could breathe them in. Currently at the allotments, there are five water troughs across both sites, and officers have obtained a quotation to test the water in the troughs once a year at the height of the summer. The quote from Aquasafe Environmental to water sample all five troughs would be £350 + VAT per year.

After a detailed discussion, members felt that, as the allotments did not have standpipes or taps where people could attach hosepipes, they should take no further action on this. Members felt that it was important to note that if the allotments did have taps where a hosepipe could be attached, which was the main legionella risk, then they may have considered testing the water. It is considered that having water troughs reduced the risk associated with this.

Recommendation: The council do not take any further action on this.

19.55pm both members of the public left the meeting.

108/23 Council Assets:

a) To consider Report on condition of Council assets, and recommend future action

It was noted that the asset check for the parish, allotments, and office had been carried out by staff. Each item was rated depending on its current condition as either good, satisfactory, or poor, with the following descriptions:

Good: Unlikely to need attention in the next 5 years
Satisfactory: May need attention in the next 2-3 years.
Poor: Needs attention in the next year

The Finance & Amenities Officer reported that most items had either been rated as 'good' or 'satisfactory' with the exception of a few assets. She advised that the Caretaker had rated the wooden bus shelter in Beanacre as being in poor condition due to the structure rotting. It was noted that the location of this bus shelter was on the left-hand side coming out of Melksham, near the turning of Westlands Lane. The Finance & Amenities Officer provided members with a photo of the shelter, so that they could see its current condition. Councillor Baines advised that this was an old bus shelter that had been repaired on many occasions; it also had an asbestos roof. It was noted that the roof appeared to have a small area of damage; however, did not pose any danger to the public as it was in the open air. It was queried whether wood preservative would be an option; however, as the structure was already rotting, it was considered that this would not be suitable. Members felt that an assessment needed to be made of the bus shelter to determine its full condition. Quotes should also be sought for a replacement bus shelter so that the council has an idea of the cost. It was queried what type of bus shelter officers should seek quotes for, as it needed to be something that reflected the identity of the area. Members felt that officers should obtain quotes for a few alternative shelters so that an appropriate model can be decided on.

It was also reported that the Hoover at the pavilion had been disposed of due to it being at the end of its life. The cleaner had been asked which Hoover would be the most appropriate one to use on the pavilion surfaces, and she confirmed that a Henry type one would be suitable. It was noted that as the parish council was providing the cleaner with the equipment, she should be provided with the manufacturer's instructions on how to safely use it. Members agreed that a suitable Hoover should be purchased for the cleaner to use at the pavilion.

The other item that has been rated as poor by the parish Caretaker was the picnic tables at the BRAG (Bowerhill Residents Action Group) picnic area, as they had been burned following people having BBQs in the area. It was noted that this was an item that was being discussed under 6c.

Recommendation 1: Officers to ask for an assessment to be undertaken on the wooden bus shelter at Beanacre to determine its full condition.

Recommendation 2: Officers to obtain quotations for suitable bus shelter models to replace the wooden bus shelter at Beanacre.

Recommendation 3: The council dispose of the pavilion hoover and approve the purchase of a replacement.

b) To note update on burnt benches at BRAG Picnic Area and consider way forward

It was noted that the picnic benches at the BRAG picnic area have been burned by people using disposable BBQs directly on the tables. The Clerk reported that over the weekend she had noted that BRAG had come up with a solution for the issue and put some type of concrete block on the tables with the grill. The hope is that people will use this rather than putting the BBQ directly on the table. The Clerk reported that BRAG was able to repair the damage with donations from local businesses.

Members wished to congratulate BRAG for their efforts in repairing the damage caused.

c) To note software changes made to the SID (SID dropped off to the manufacturer 28th June)

Councillor Baines reported that he had taken SID#1 to the manufacturer so that the necessary software changes could be made. He confirmed that this process had been completed and that he had now safely returned it to the office. Members thanked Councillor Baines for dropping the SID off at the manufacturers and returning it back to the office; thus, saving the council the courier fees.

109/23 Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:

a) To review latest quarterly play area inspection report and consider any actions required:

Councillor Baines reported that there didn't appear to be anything highlighted in the reports that was cause for concern. The Clerk explained that if there was anything urgent highlighted in the inspection, it would have been acted upon or drawn to members' attention. It was noted that the dampener has failed on the sea saw at Hornchurch Road Play Area, but this was not a safety concern. It was felt that all other items highlighted on the report were something that the Caretaker could attend to under his routine maintenance activities.

b) To approve quotations for play area and MUGA (Multi Use Games Area) safety surfacing cleaning and consider whether Whitworth Play Area should be included bearing in mind advice about surfacing:

Held in closed session.

At the last asset management meeting, members asked officers to obtain some quotations to undertake safety surfacing cleaning on the parish council's play

areas and MUGAs. Officers had approached three contractors to quote for this work and had received quotations back from two, which were as follows:

Quotation A £4,700.00 + VAT

Quotation B £2,867.61 + VAT

The Clerk advised that the reason why the council undertook cleaning of the surfacing was to ensure that it was kept porous, which extends its life as well as reducing the slipperiness of the surface. She reminded members that the council had previously resolved to undertake a trial by cleaning one of the two new play areas in the parish. Whitworth Play Area had been chosen to be the play area that was cleaned during the trial, but it was suggested not to do this as it was apparent that there were some issues with the surfacing in this play area. Members agreed that the cleaning of the surfacing at Whitworth Play Area should not be undertaken; therefore, the trial should be put on hold for now. The Finance & Amenities Officer confirmed that both contractors would provide their own water.

Discussion took place on whether the surfacing should be cleaned, bearing in mind the cost, and it was agreed that the council should go ahead and do it as it was not undertaken in the autumn of last year. Members felt that as both quotations received were like for like, Quotation B should be approved. Members wished for the contractor to inform the council when they are planning to undertake the works so that an inspection can be carried out following the works. The contractor should also be asked to provide officers with photos of the work. It was noted that as the quotation provided included the works to be undertaken at Whitworth Play Area, there will be a reduction on the price quoted as the council no longer wishes to clean this play area.

Recommendation: The Council approve idverde (Quotation B) to undertake the safety surfacing clean at the parish council play areas and MUGAs, excluding Whitworth Play Area, and Davey Play Area which is still not under the ownership of the parish council.

c) To consider draft and recommend for approval the land transfer of Davey Play Area (if received)

The Clerk reported that she had not received the land transfer for the Davey Play Area and was chasing this.

d) To consider adopting a Memorial Street Furniture Policy

The Clerk explained that a request had come through via BRAG (Bowerhill Residents Action Group) from a resident to install a memorial bench at the BRAG Picnic Area. Benches in this area are normally transferred to the parish council as an asset so that they are regularly inspected and maintained. It was highlighted that the parish council currently did not have a policy relating to what happens to

the bench when it comes to the end of its life or if it became damaged. The Clerk queried whether a policy should be adopted by the council for requests such as these. Officers had provided the committee with a policy from Melksham Town Council and Wroughton Parish Council on this subject as an example.

Councillor Glover advised that he felt that the policy from Melksham Town Council was quite comprehensive and, therefore, suggested that the council adopt this one. He suggested that a slight amendment needed to be made relating to clause 4.2 on the memorial bench cost. As prices change over time, he did not feel that the cost needed to be specified in the policy, so this would need to be amended.

Recommendation: The council adopt the memorial street furniture policy from Melksham Town Council, with the exclusion of specifying a cost for the bench and its installation.

110/23 QEI Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):

a) To note pitch layout for new season and update on current bookings

The Finance & Amenities Officer had put together a report on the current bookings. She reported that all five adult teams that the council had approved could use the field this season, had all confirmed. This meant that one of the Sunday teams that had enquired had to be turned away. It was also reported that the grant had been submitted to the Football Foundation for funding towards goal posts, and officers were waiting to hear the outcome of the application.

The Finance & Amenities Officer had contacted Future of Football to enquire what their pitch requirements were for the new season and was waiting to hear back from them. It was noted that the council would not be able to fit any additional youth pitches on the field as they were already at capacity, so any changes would be minimal. The Finance & Amenities Officer made members aware of the fact that she had heard anecdotally that FOF also wished to have an adult 11 aside pitch this season as well. She queried whether members would be happy for them to be allowed access to this pitch as well. The Finance & Amenities Officer clarified that no request had been made to her; she was only bringing this to members' attention now so that if this request did come through in the coming weeks, she would be able to go back to them quickly. It was felt by members that as they had to turn away another team, they would be unable to accommodate a request such as this as the two 11 asides were at their capacity. The only suitable option would be for an 11-aside pitch to be marked around the youth pitches, which would be part of their blanket booking; however, the organisation did not take up this option when it was suggested before. Members wished to be clear on their expectations for bookings and the need for FOF to book like every other team has to.

Recommendation: The parish council to inform Future of Football that if they request to use an 11-aside pitch, they will be unable to use one of the stand-

alone 11-aside pitches as the council has already turned a team away. If they would like an 11-aside pitch marked out, the only option would be to mark an 11-aside around the existing youth pitches.

b) To note contractors undertook verti-draining on the field for the same cost as spiking and approve to vire the budget under the rates heading to sports field spiking

The Clerk reported that JH Jones had undertaken verti-draining at the sports field for the same cost as spiking, as they had the equipment available. It was noted that verti draining was an upgrade to general spiking, and members wished to thank the contractors for doing this.

The Clerk advised that the rates bill for the pavilion was £0, and suggested that this is vired across to the sports field spiking heading. Members agreed with this way forward.

Recommendation: The council vire the budget of £835.00 under the rates heading to sports field spiking.

c) To approve quotation to fertilise the pitches during the season

Councillor Baines advised that JH Jones had provided the council with a quotation of £1,616.00 + VAT to fertilise the pitches during the season. It was explained that this quotation was not for one application of fertiliser, but for applications throughout the season. The contractor has submitted the quotation like this because there have been times when the council has missed the boat on getting it done as the quotation has had to wait for approval at a meeting and it was dependent on use and weather etc. Members agreed that this was a sensible option.

Discussion took place around whether the council had enough in its budget to approve this quotation. It was noted that under pitch improvements the council had budgeted £1,500 for this year. The council had already spent £745.50 from this heading in this financial year; however, the council had just recommended under agenda item 8b to vire the rates budget to the heading, therefore the council had enough funds available to cover the cost to fertilise the pitches. Members were made aware that if the council approved this quotation, they would have no budget left to undertake any more pitch improvements this financial year, although the council did have reserves for any other expenditure.

Recommendation: The council approve the quotation of £1,616.00 + VAT to fertilise the pitches during the football season.

d) To approve agreement for storage container to be located in the pavilion car park

Councillor Baines explained that the ATC wished to have a storage container located in the pavilion car park, which the council had already approved. They

had enquired with the Clerk whether they needed to sign some type of agreement between themselves and the council to store the container in the car park. This had previously been discussed at a council meeting, and members felt that it would be a good idea to have something in place detailing the council's terms and conditions. In particular, for situations such as if the organisation ceased to use the facilities, the council would expect them to remove the container and pay the costs for its removal. Officers were asked to draw up an agreement to bring back to a meeting for approval, which had been included in the agenda packs. It was also noted that Future of Football already had a storage container in the car park, so it would be prudent to have an agreement in place with them as well.

Recommendation: The council approve the agreement for storage containers to be located in the pavilion car park and ask both the ATC and Future of Football to sign it.

e) To note current issues with water tank and consider any actions

The Clerk explained that for a while now, staff have been noticing that there is water inside the pump room door next to the water tank. Officers were unsure whether this was caused by rain blowing in through the door or whether there was in fact a water leak in the tank. The water testing contractor was due to come shortly to undertake the annual tank emptying and chlorination, and officers had asked him to have a look at the tank when it was emptied to see whether he can see any cracks; although he had explained that a hairline crack would be difficult to spot. The Clerk explained that she just wanted to bring this to members' attention now in case there was an issue with the tank that may need further investigation in the future.

20.39pm Councillor Glover left the meeting for a short time.

Separately, the water testing contractor had made officers aware that the base under the tank was rotting and that there was a risk that it could collapse. It was noted that the base was made out of ply wood, and was not fit for purpose. The Clerk explained that the repercussions of the base falling was not just a replacement water tank, but also the other equipment in the room, such as boilers and water pumps, which would also need replacing. Due to the size of the water tank, which was nearly as high as the ceiling, if the base did collapse, a large amount of water would come gushing out.

20.42pm Councillor Glover returned back to the meeting.

Members felt that the time to replace the base would be when the tank was emptied; therefore, the Clerk agreed to speak to the water contractor to see whether a new base could be installed when he attends the site to do the chlorination.

Recommendation: The Clerk to speak to the water contractor and ask him whether he could replace the base of the tank when it is emptied. The council to

wait until after the water contractors' visit to determine whether he can identify a crack in the tank.

f) To note current legislation regarding dogs on playing fields

The Clerk explained that members have queried in the past whether dogs could be banned from the sports field. She had found a publication from Fields in Trust that advised that in legislation there was something known as a "Public Spaces Protection Order" (PSPO). This order gives powers to local authorities to enforce dog owners to keep their dogs on a lead, ban dogs from designated areas, and issue Fixed Penalty Notices (FPN) to anyone breaking the council's rule. Unfortunately, PSPOs cannot be introduced by parish councils; therefore, the Clerk was making members aware that they would not be able to ban dogs on the sports field, for example, as they had no powers to enforce this action. It was noted that this was something that Future of Football enquired about as well, due to the amount of dog fouling on the sports field.

g) To note budget costing for outdoor gym equipment and agree basis for obtaining grant funding and community consultation

The Clerk explained that installing some outdoor gym equipment had been one of the council's objectives over the past few years but had stalled due to the covid pandemic and other pressing time and budgetary priorities. She advised that officers were now picking this up again, and the Finance & Amenities Officer had met with one outdoor equipment supplier at the sports field to get a budget indication of how much this type of equipment would cost. The quotation from this company had been circulated to members as a late paper prior to the meeting. The equipment that was quoted for was as follows:

- Adults Outdoor Gym - Full Body Workout which include
 - ❖ Adult double slalom skier
 - ❖ Adult double health walker
 - ❖ Adult bicycle
 - ❖ Adult rower
 - ❖ Adult sky stepper
 - ❖ Adult double sit up bench
 - ❖ Adult waist twister
 - ❖ Adult arm & pedal bicycle
 - ❖ Adult double squat push
 - ❖ Adult combination chest press and pull down
- 2.4m High Rota Net - Green Ropes
- Calisthenics Centre

There would also need to be grass guard surfacing installed for the high rota net and Calisthenics Centre equipment. There were also additional costs for welfare, health and safety, and site security. The total price quoted for all of the above was £31,303.67 + VAT, which was on the understanding that there would be water available on site during the installation. Members felt that this quotation

was quite reasonable, especially for the amount of equipment that had been quoted for.

Questions were raised with regards to how often this type of equipment would be used. The Clerk explained that when the council undertook the gym equipment project with CAWS (Community Action: Whitley & Shaw) for Shaw Playing Field, they conducted a public survey to determine what type of equipment residents wished for so that quotes could be focused on specific types of equipment. She advised that this would be something that the council could do again for the sports field to ensure that the type of equipment that is installed is based on what members of the public have asked for. As explained above, the quotation was only so that the council could have an idea of what the cost of this type of equipment would be, and it didn't mean that all of this equipment needed to be purchased if the budget didn't allow for it. It was noted that the council did not have any budget in this financial year to install this equipment; however, there was grant funding available from the Jubilee Fund and Suez. The council also had a reserve for enhancing the sports field and a community match funding reserve.

The Clerk explained that this was also something that would give older kids the opportunity to come away from Hornchurch Road and instead use the equipment at the field. Also, she has witnessed kids climbing on the basketball court fencing and using it to do pull-ups, for example. If this type of equipment was available to use, it would deter them away from doing this. It would also be available for workers from neighbouring businesses to use during their breaktimes.

Members felt that the council could move forward with this on the proviso that grant funding be successfully applied for. The Clerk advised that the council would have to go out to tender if they were to go ahead with this project due to the fact that the quote provided was over the tender threshold. Members felt that officers should go back to the company that provided the quotation to thank them for putting together such a comprehensive proposal and inform them that the council was actively seeking funding for the project. It should also be included that the council will contact them again when they were ready to go out to tender.

Recommendation 1: Officers to investigate obtaining grant funding towards installing outdoor gym equipment at the Bowerhill Sports Field.

Recommendation 2: Officers to go back to the company who provided the quotation to thank them for the proposal, and advise that the council was actively seeking funding for the project.

h) To note current issues with waste collections and consider future action

Held in closed session.

The Finance & Amenities Officer informed members that over the past few months there have been some issues with waste collections at the sports field.

The Clerk explained for background information that this company had knocked on the pavilion door while she was at site and asked whether they could provide the council with a quotation to collect the waste. When the council looked at the quotation provided, it was much cheaper than the council's existing contract; therefore, the council approved appointing them.

Unfortunately, since the contract agreement was signed, there have been constant issues with service. The Finance & Amenities Officer reported that there had been times when collections were missed, and when this was chased up, she had been informed that the contractor had attended site but was unable to gain access, despite being given the gate access code. Initially, she thought this may have been caused by the fact that hirers had been helpfully putting up the bollards outside of the gate without her knowledge or instruction; however, this was quickly rectified, and this issue was still occurring. She had even asked the company to contact the office for assistance if they arrived on site and were unable to access the bins. Due to the missed waste collections, the rubbish from the bins have overflowed into the car park, and the Caretaker has had to spend a considerable amount of time clearing up the mess.

The Finance & Amenities Officer was able to arrange for a catch-up collection, which did successfully take place; however, she was then contacted by the contractor and asked whether the bins could either be put out outside of the gate or on the concrete veranda. This was because the bins were located on gravel surfaces, and when full, the wheels dug into the ground. This made it difficult for the bins to be lifted into the truck to be emptied, which resulted in them having to be emptied by hand. She had replied to them to say that the bins were unable to be stored outside the entrance gate or located on the veranda, as this would be a fire risk to the pavilion building. It was also pointed out that the sales representative was fully aware of the situation when he knocked on the door to offer a quote for this service.

The contractor has since come up with a solution of providing the council with smaller bins, which would be the same equivalent to what the council was receiving now, but would be emptied weekly. When the Clerk had received the agreement for this, she compared it to the existing agreement and found that although the weight may be the same, the capacity was much smaller. It was noted that it was the bin capacity that was the issue, not the weight; therefore, the Clerk did not sign the agreement. Subsequently, the bins have appeared without the officers' knowledge; however, it does appear that more bins have been provided, which may match up with the council's previous capacity. Members discussed this and felt that as the contractor had come up with a solution, this way forward should be trialled to see whether it met the council's requirements. Another issue that officers have encountered is the fact that the company has requested that dog mess not be put into the general waste bins. The Finance & Amenities Officer had replied to them to say that they were not made aware that dog messes could not go in the bins at the time of signing the agreement.

Members felt that an arrangement should be made to meet the sales representative at the site to discuss the current issues further.

Recommendation: Officers to set up a meeting with the sales representative to attend site and inform the Chair and Vice Chair of council when this meeting is, so that a councillor can be in attendance.

111/23 Trees:

a) To review tree inspection report and approve quotations for required works

Held in closed session.

The Clerk advised that officers had obtained quotations for work on any tree that was rated as either high or medium risk in the inspection report. This is because trees rated as high-risk required work to be undertaken within six months and medium-risk within 12 months. It was noted that the only trees that had been rated as high were at Shurnhold Fields, which was jointly owned with the town council. The Clerk advised that this report had been sent to the amenities manager at Melksham Town Council, and had asked whether their amenities teams were monitoring the trees identified. She had not received a response back, so would chase this up again. It was noted that any expenditure for Shurnhold Fields would need to be agreed upon by both councils and would come out of the maintenance contribution fund held in reserves by the parish council.

The Clerk advised that any trees on Shaw Playing Field were managed by the Shaw Hall Management Committee, and the report had been sent over to them for their perusal. When the council was carrying out tree work for the parish last time, any trees at Shaw that had been identified as requiring action were included in the work order and invoiced back to the committee. The Finance & Amenities Officer had been in contact with the committee's secretary, who confirmed that the committee was able to undertake the work themselves.

The public open space at Hornchurch Road is owned by Wiltshire Council; however, the trees located around the MUGA and play area were inspected, as there was potential for these to cause damage to/on parish council-owned assets. This report will be sent to Wiltshire Council for action. It was noted that a separate quote had been sought for this area in case Wiltshire Council informed officers that they would not be undertaking the work. The parish council could then make a decision as to whether to pay to do the work instead.

It was noted that five contractors were approached to provide quotations, with three contractors submitting quotations. The quotations were as follows:

Quotation A

Parish trees	£1,000.00 + VAT
Shurnhold Fields high risk	£ 440.00 + VAT
Shurnhold Fields medium risk	£ 250.00 + VAT

Quotation B

Parish trees	£2,745.50 + VAT
Shurnhold Fields high risk	£1,689.00 + VAT
Shurnhold Fields medium risk	£ 872.00 + VAT

Quotation C

Parish trees	£1,310.00 + VAT
Shurnhold Fields high risk	£ 595.00 + VAT
Shurnhold Fields medium risk	£ 575.00 + VAT

Members considered each quotation and were satisfied that each contractor had quoted for the same works. It was noted that the council had used the contractor who submitted Quotation A before and they did a good job. Members felt that as all quotations were like for like with each other Quotation A should be approved.

The Clerk queried whether members wished for the contractor to leave the chipped tree at the allotments, to be used as mulch, which was agreed.

Recommendation: The council approve the quotation of £1,000 + VAT from Acer Tree Surgeons (Quotation A) to undertake the medium risk tree work required on the parish council owned trees.

21.20pm Councillor Pafford left the meeting for a short time.

b) To consider way forward for tree growing into play area fence at Shaw Play Area

The Clerk explained that a tree has grown into the play area fence at Shaw, which had also been identified on the tree inspection report. Members felt that this should be left for now as long as the tree was not likely to cause damage to the fence. It was noted that it was not unusual for trees to grow into fences and, this tree was not causing any health or safety concerns.

21.23pm Councillor Pafford returned to the meeting.

Recommendation: The council take no further action on the tree growing into the Shaw Play Area fence.

c) To note response from T W Landscapes with regard to planting of the Jubilee Trees

The Clerk had been in correspondence with the tree planting contractor with regards to the planting of the jubilee trees. They have suggested that this should be looked at again in the autumn, as now was not the right time to undertake this work.

112/23 Village Halls:

a) Shaw Village Hall and Playing Field: To note current situation with lease and consider any requests for the new lease following meeting with Shaw

Management Committee

The Clerk reported that she had a positive meeting with the Secretary and Chairman of the Shaw Management Committee, with Councillor Patacchiola also in attendance to discuss the lease. Notes from the meeting had been circulated to members to read prior to this evening. The Clerk explained that a lot of the things that were discussed were more about the day-to-day stuff, such as whether correspondence could be sent by email rather than letter, etc. It had been suggested at the meeting that a tenant's handbook could be produced to run alongside the lease. This could then include the types of things that don't specifically need to be specified in the lease and could easily be amended without having to change any type of legal principle. The Finance & Amenities Officer had contacted the Wiltshire Village Hall Association to ask whether they had a template handbook. They have replied to say that they haven't come across one before but thought that it was a good idea. The other main things that were discussed were as follows:

Insurance- Currently, the Shaw Committee insures the building and forwards the documents to the parish council to prove that adequate insurance is in place. The new lease would be a change to this, as the parish council would insure the building and charge the cost back to the committee. The Shaw Committee were concerned that this may increase their insurance costs as they would have to get separate contents cover. The Clerk agreed to get costs for the village hall building insurance and ask Berryfield Village Hall how much their contents insurance was.

The Shaw Committee has also asked that the council undertake a building condition survey at their own cost to ascertain the building's condition before the lease was signed. It was also agreed that an energy audit should be undertaken at the hall to be informed on what things could be done for energy savings.

Recommendation: The council agreed with the actions detailed in the notes and was happy for the lease to move forward on this basis.

b) To note upcoming new legislation 'Martyns Law'

The Clerk explained that there was pending new legislation that will place a requirement on those responsible for certain publicly accessible locations to consider the threat from terrorism and implement appropriate and proportionate mitigation measures. She explained that there had been some scaremongering from national newspapers stating that this new legislation would cause village halls to close down, which was inaccurate. This new legislation would have a tiered model that would be proportionate to the capacity of the building and was more about having a plan for what to do in case an incident ever occurred.

Members noted the information but felt that no further action should be taken at this time as it was not yet in legislation.

Recommendation: The council take no further action at this time.

113/23 Office Equipment

a) Photocopier: To note advice from photocopying engineer regarding replacement repair parts and consider way forward

Councillor Baines explained that the council's photocopier was quite old now and that some replacement parts were no longer being made. It was noted that this machine was still going; however, the risk was that if a part that was no longer available needed to be replaced, the office would be without a photocopier.

Members discussed whether leasing a new photocopier may be more cost effective than purchasing one. It was felt that officers should obtain costs for both leasing a copier and purchasing one so that the most cost-effective way could be determined. The print per copy for both of these options should also be investigated.

Recommendation: Officers to investigate costs for leasing and purchasing a new photocopier so that both options can be compared to determine the most cost-effective solution.

b) To consider purchasing microwave for office kitchen area

The Clerk explained that a fire alarm engineer had attended the office to undertake the maintenance of the alarms and mentioned that a microwave would not affect the fire alarms; a toaster though would necessitate a change in heat detection system Officers had requested whether they could have a microwave in the office kitchen area. Members agreed that this was a good idea, and a suitable microwave should be purchased.

Recommendation: The council purchase a 900W microwave for the office kitchen area.

114/23 Approved contractors and suppliers: To consider current list of approved contractors and suppliers

The list of approved contractors was reviewed by members. The Clerk reported that the council received really good service from most of the contractors and supplies on the list. In particular, the electrician who has been helpful with providing officers with advice on the installation of the new defibrillator due to be installed on Pathfinder Way. The water testing contractor was also very helpful and was a great asset to the council, giving officers help and advice, as well as flagging up any issues relating to the pavilion.

It was noted that the pavilion and office line rental and WIFI were currently with Plusnet; however, as of 5th September they no longer provided this service commercially. This means that the council would need to transfer over to a new supplier before this date.

Recommendation: The council continue with the current list of contractors and suppliers.

115/23 Bins:

a) To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers

The Clerk explained that this was a standing item on the Asset Management agenda, as she had delegated powers to replace missing or damaged bins. She reported that she had not replaced any bins since the last meeting.

b) To consider bin request for Semington Road

The Clerk explained that she had received some correspondence from a resident requesting that some additional bins be installed along the stretch of Semington Road. They had also explained that there were three bins in quite close proximity to each other in the Bowood View estate and queried whether one of these could be moved. Members were reminded that if the parish council replaced a Wiltshire Council bin that had been damaged, Wiltshire Council would empty it on their bin emptying schedule. If the council were to install a new bin that was not a replacement, Wiltshire Council would not empty it, so the cost of emptying it would be for the parish council. Councillor Holt highlighted that in the email sent by the resident, there seemed to have been some confusion regarding the bins inside Whitworth Play Area and the ones outside. It was noted that the bins outside of the play area were emptied by the management company, so it would not be so easy to relocate this bin. Members felt that it wouldn't be suitable to relocate one of the bins inside the play area onto Semington Road because this would mean the council's contractors would have to go to another location to empty it.

Members discussed the fact that the more bins that were around, the more litter there was. The committee felt that if they approved this request, they would be setting a precedent by purchasing additional bins, for which they would have to bear the cost of emptying them. There was anecdotal evidence, including from assessment from Wiltshire Council, that an increase in bins did not necessarily mean less litter as some residents will take litter home to dispose of if no bin is provided, and others will litter regardless of bin provision. It was felt that the council should have a policy of not purchasing additional bins unless they are replacing damaged ones, which would be emptied by Wiltshire Council.

Recommendation: The council have a policy of not providing additional bins around the parish.

Meeting closed at 21.50 pm

Chairman, 24th July 2023



MELKSHAM WITHOUT PARISH COUNCIL

Memorial Bench and Donations Policy

1. Sponsorship of Commemorative/Memorial Benches Policy

- 1.1 To add to the quality of parish council parks and open spaces, seating is provided to allow visitors to enjoy the environment and the outdoor space. Melksham Without Parish Council believes that seating is an essential element of the out-door offer and something that all well-maintained and managed parks should accommodate. Seating encourages parents to bring children to parks and watch them play in comfort, seating also offers the less able and older people a welcome rest.
- 1.2 The parish council offers opportunities which enable members of the community to sponsor benches (at approved locations) in memory of a loved one. It is envisaged that donated memorial benches will be placed in the parish's parks and open spaces and other agreed (in advance) locations.
- 1.3 Applications for benches in locations other than on the council's approved list will be considered and if they meet the requirements of Highways and parish council's terms, approval may be granted.

2. Principles

- 2.1 Through this policy the council will try to ensure that donations and sponsorship at such facilities are appropriate, regulated, and managed. This policy will be reviewed periodically and will be made available to the public and to all applicants for bench donations.
- 2.2 The council will ensure a clear, measurable, and sympathetic approach to the provision and management of bench donations and will take into account the sometimes, contrasting needs of a variety of users.
- 2.3 The policy will also seek to ensure that donated benches have a common appearance, style and size which are appropriate for their location and will not cause offence to others.
- 2.4 The parish council will not permit third parties to provide their own benches for installation.

3. Locations

- 3.1 **Donated Benches:** Suitable locations within the parish where people are likely to make good use of the bench will be considered. Whilst the council will consider any

reasonable requests for placing a donated bench, we ask prospective donors to be mindful of requesting locations that are accessible and where it can be demonstrated that the bench will be used. Likewise, the council will have to be mindful that to maximise the lifespan of the bench, locations with high levels of vandalism and that offer poor access for maintenance may not be suitable.

Once a bench is erected in a public area, it becomes available for anyone to use.

- 3.2 **Existing Benches:** The council recognises that in some areas of the parish that have a special significance for the donor/person being remembered there may already be a sufficient supply of seating. In this instance, the council may be able to offer the opportunity to replace an existing bench that is coming towards needing to be replaced OR allow the donor to adopt an existing bench for the placement of a suitable plaque with the council being able to use their donation to supply a bench in another area of the parish where the council feels it would benefit the community.

4. **Conditions of Scheme**

- 4.1 The parish council will arrange for the choice, specification and procurement of the bench, its installation and suitable memorial plaque.
- 4.2 A quote for the bench will be obtained from the parish councils' supplier, so that the full cost can be communicated to the donor. This will include installation, regular maintenance, a stainless-steel plaque, 100mm x 50mm (with an approved inscription), naming the loved one to be remembered. Purchase of a memorial/commemorative bench will be for the expected life period of the bench only, after which time it will be removed.
- 4.3 Once a donated bench has been installed, it becomes the parish council's property. When the bench has reached the point of needing to be replaced as it is no longer economically repairable, the council will attempt to contact the donor and offer them the opportunity to replace the memorial bench at whatever the current cost at that time is. If they choose not to replace the bench the donor accepts that any replacement bench will not continue to display their plaque and may be sponsored by someone else and have a different plaque displayed.
- 4.4 It will be the responsibility of the donor to notify the council if their address or contact details change.
- 4.5 Memorial/commemorative benches may not be used for advertising or commercial purposes.
- 4.6 Benches dedicated in memory of someone will require the agreement of the next of kin, personal representative and/or executor.
- 4.7 The inscribed plaque will be sourced and installed by the parish council.
- 4.8 Plaques may contain the name of the person and date of birth and death and must be approved by the parish Clerk. Any additional personal inscriptions/dedications must also be approved by the parish Clerk, but such requests would not usually be declined. Where the Clerk recommends a request is rejected, the donor may appeal and request that the matter is considered by the council or any committee of the council that such responsibilities have been delegated to.

- 4.9 Dedications and donated benches will only be available to remember deceased people (not pets).
- 4.10 Donated benches become the property of the parish council and will be included in the council's standard insurance cover. However, the parish council reserves the right to remove any bench which in its opinion is damaged or beyond economic repair, where it's replacement or repair is not possible through the council's insurance. In this event, the council would follow the procedure set out in 4.3.
- 4.12 The parish council open spaces are there for the enjoyment of everyone and as such are not considered to be 'memorial' gardens. Therefore, no additional mementoes e.g., vases, statues, balloons, or other ornamentation etc., will be permitted on or around the bench. These will be removed by the council without reference to the original applicant.
- 4.13 Notwithstanding clause 4.12 above, the council does recognise that at anniversaries or other significant dates the donor or other individuals may want to place appropriate floral tributes. Such tributes should not prevent the use of the bench and should be removed within seven days. The parish council reserves the right to remove any floral tributes/wreaths left by a bench after ten days without further reference to the donor.

5. Contact

To arrange for a memorial/commemorative plaque to an existing bench or to donate a new bench, contact the parish council by email admin@melkshamwithout-pc.gov.uk or telephone the parish council on: 01225 705700.

Recommended by Asset Management Committee 10th July 2023 for adoption at Full Council 24th July 2023.

Lorraine McRandle

Subject: FW: Blackmore Farm

From: Way, David <David.Way@wiltshire.gov.uk>
Sent: Monday, August 7, 2023 9:38:55 AM
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Blackmore Farm

Hi Teresa,

I hope you're keeping well. Hoping the weather improves a bit this week...

You can send in additional comments if you want to. Maybe contact the case officer Steve Sims to ask if this is acceptable? I don't know what the decision will be on the Blackmore Farm application and can't speculate on that. But I expect there will be an acknowledgement in the officers report that the Reg 19 draft Plan has been approved through Full Council, that there is a site allocation at Blackmore Farm, but that the application isn't for the same site area and doesn't meet the requirements of the draft allocation. It's also the case that the Local Plan is still at a relatively early stage of preparation and so doesn't attract great weight at this stage.

David.

David Way
Senior Planning Officer
Spatial Planning

Wiltshire Council

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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Friday, August 4, 2023 12:00 PM
To: Way, David <David.Way@wiltshire.gov.uk>
Subject: Blackmore Farm

Hi David

A quick question for you.....

Now that the Blackmore Farm site is allocated in the draft Local Plan, what happens to the planning application for there?

Not sure what the process is? Does it stay regardless? Do WC refuse as not in line with the application?

I am sure I will be asked at our next planning meeting, so thought I would see what the answer is!

Or do we send in further comments to the applicaiton relating to the Local Plan?

So many questions 😊

Many thanks, Teresa

Blackmore Farm (Planning Application PL/2023/01949) – Outline permission with some matters reserved for demolition of agricultural outbuildings and development of up to 650 dwellings; land for primary school; land for mixed use

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Lorraine McRandle

From: Mark Harris
Sent: 12 July 2023 17:20
To: Teresa Strange
Cc: Lorraine McRandle; Marianne Rossi
Subject: Re: quick question.....

Hi Teresa,

Out of hours the main school gates are closed, but not locked. Access is also available via the side gate (also not locked) and the pedestrian gate in front of the village hall (also not locked).

I have had a discussion with Andy Russell about this and will support his proposal. However, this would need to be approved by the village hall management committee. If this were to be approved (and I have no reason to think it wouldn't be) I would suggest relocating the current BVH defib to the school as they are the ones who seem to use it the most.

Regards,

Mark.

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 12 July 2023 16:14
To: Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>
Cc: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: quick question.....

Hi Mark

We have an agenda item for full council for a community access defib for outside Bowerhill Village Hall – can you confirm for me please if the gates are

- a. Closed out of school hours – and so an assumption could be made by a panicked person that they are locked/difficult to access?
- b. Locked at all

Many thanks, Teresa

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Marianne Rossi

From: Marianne Rossi
Sent: 13 July 2023 15:53
To: office@communityheartbeat.org.uk
Cc: Teresa Strange
Subject: Bowerhill Village Hall defib

Hi Vickie,

I wonder whether you are able to give me some advice, please. The defibrillator at Bowerhill Village Hall is an inside one, and we have received a request from the Bowerhill Village Hall Committee to install a defibrillator outside the hall. The reason why the parish council did not put a defib on the outside of the hall was because we understood that outside of hours the entrance gates were locked. We have queried this with the committee, and they have replied to say that the main gate is closed but not locked. There are also pedestrian access gates that are not locked, so people can access the village hall through them.

If the council did agree to install a defibrillator outside of the hall, do you think that it may cause time delays/ confusion for people accessing the defib if the main gate is closed? I know that the gate isn't locked, but I am just concerned that if the gate is shut, people may have the perception that they can't get in.

Also, I just wanted to double check something if that was ok. I am under the impression that the current defib at the village hall is an inside one and therefore could not be relocated outside if the council did decide to locate a defib on the outside of the hall. Is this correct? The current model is: HeartStart HS1

Many thanks

Best Wishes,
Marianne

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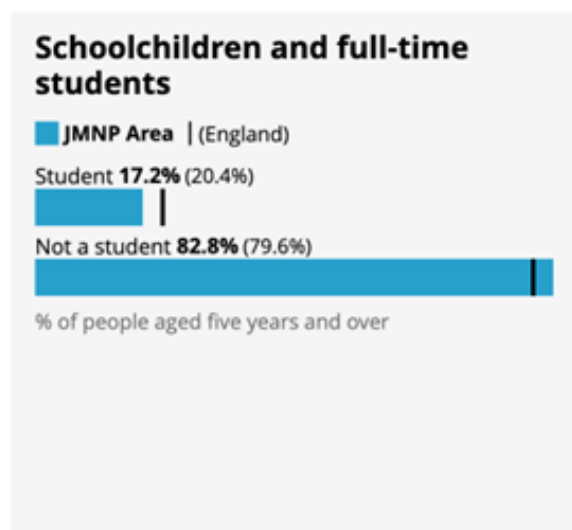
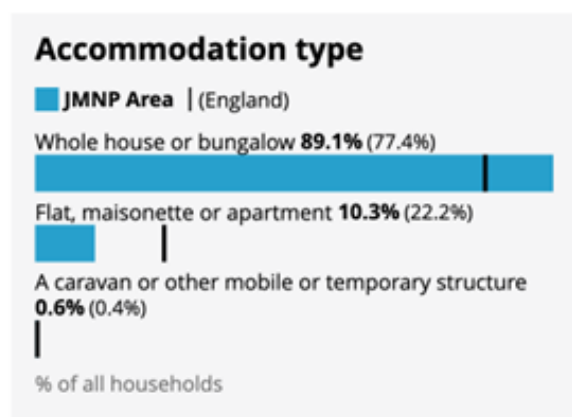
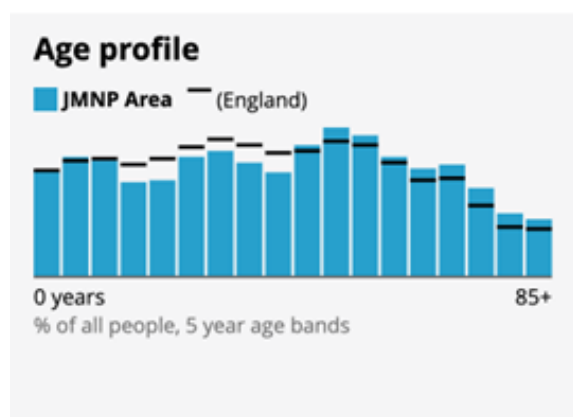
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MELKSHAM NEIGHBOURHOOD PLAN POPULATION FIGURE

JMNP Area



Source: Office for National Statistics - Census 2021

variable. [Read more](#)

- Number of cars or vans (i)
- Number of households (i)
- Occupation (i)
- ! There are pandemic-related quality considerations for this variable. [Read more](#)
- Population (i)
- Tenure of household (i)
- Central heating (i)
- Country of birth (i)
- Employment history (i)
- Legal partnership status (i)
- Length of residence in the UK (i)
- National identity (i)
- Number of bedrooms (i)
- Occupancy rating for bedrooms (i)
- Passports held (i)
- Proficiency in English (i)
- Provision of unpaid care (i)
- Religion (i)
- Schoolchildren and full-time students (i)
- Second address indicator (i)
- Sex (i)
- Socio-economic Classification (NS-SeC) (i)

[Show fewer](#)

Looking for another topic?

Due to technical constraints, not all Census 2021 topics can be included in this tool.

Data for a wider range of topics can be found on [Nomis](#). Multi-variate data can be found via the [Create a custom dataset](#) service.

Melksham Without

Area map



Population

7,800

people

56,490,000 people in England

Rounded to the nearest 100 people

Number of households

3,200

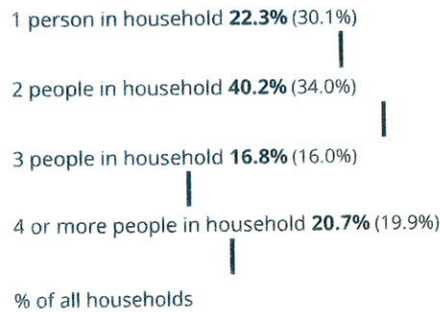
households

23,436,100 households in England

Rounded to the nearest 100 households

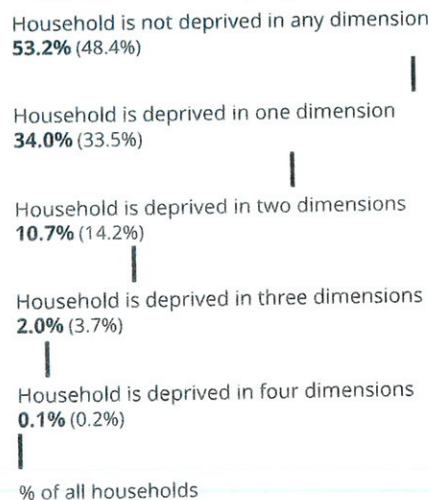
Household size

Melksham Without (England)



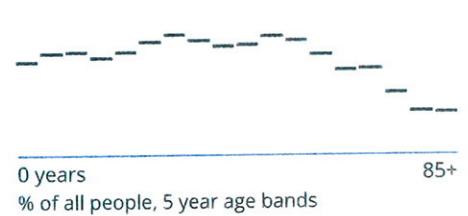
Household deprivation

Melksham Without (England)



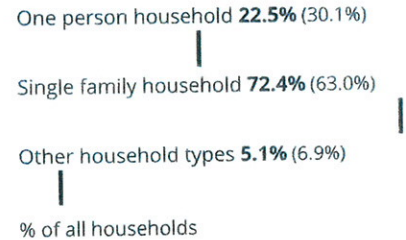
Age profile

Melksham Without (England)



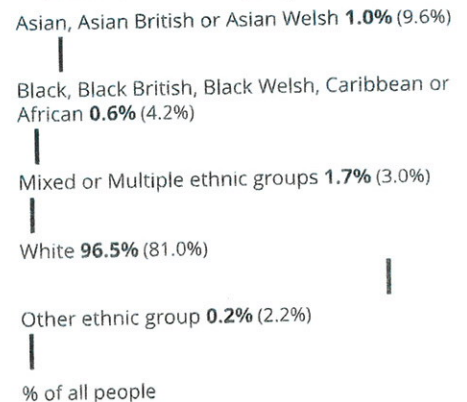
Household composition

Melksham Without (England)



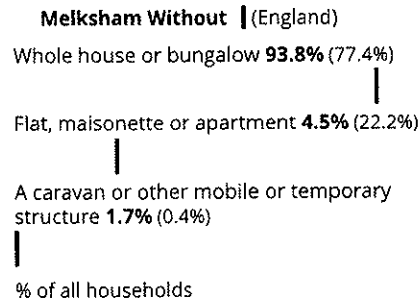
Ethnic group

Melksham Without (England)

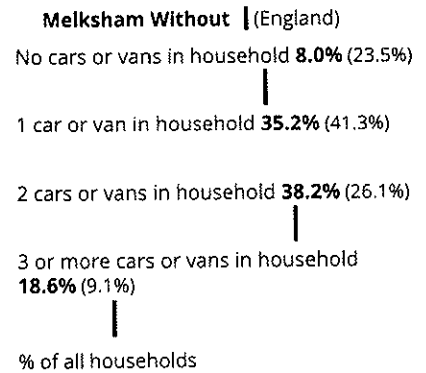




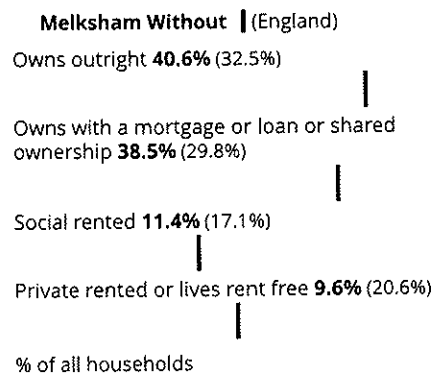
Accommodation type



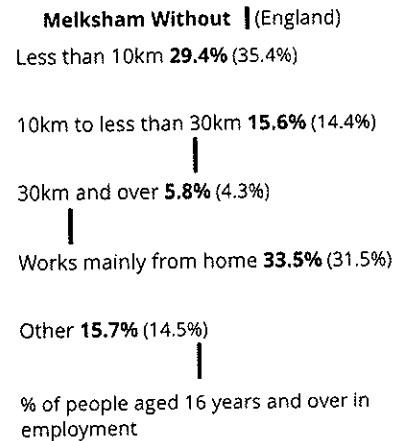
Number of cars or vans



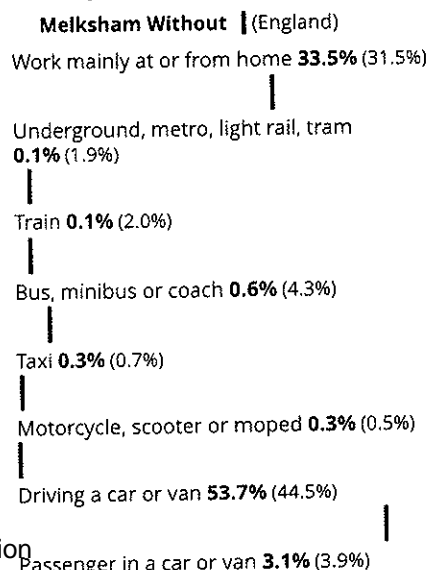
Tenure of household



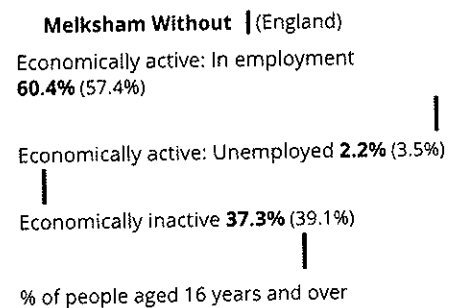
Distance travelled to work

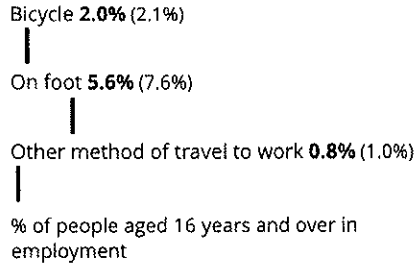


Method of travel to workplace

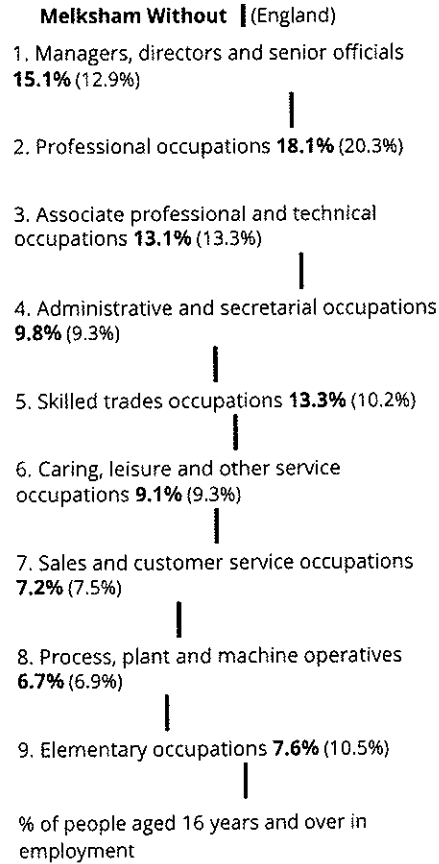


Economic activity status

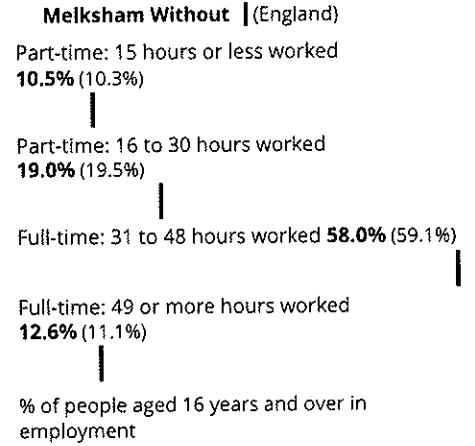




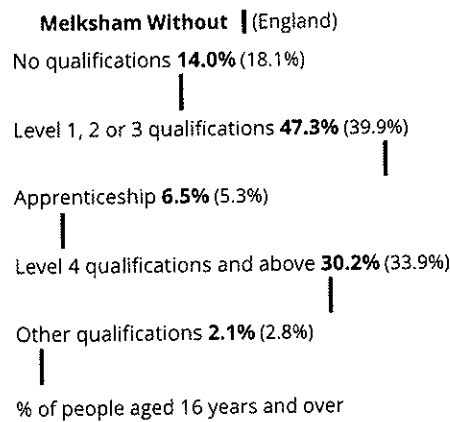
Occupation



Hours per week worked



Highest level of qualification



Lorraine McRandle

Subject: FW: Elector & Dwelling Totals for Melksham Without and Melksham Town

From: Elections <elections@wiltshire.gov.uk>

Sent: 15 June 2023 14:02

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Cc: Linda Roberts (<linda.roberts@melksham-tc.gov.uk> <linda.roberts@melksham-tc.gov.uk>

Subject: RE: Elector & Dwelling Totals for Melksham Without and Melksham Town

Hello Teresa

Thank you for your e-mail. I have updated the electorate and property figures as below. These figures are based on the current electorate. With regard to the population and census queries, this is not something we hold information on in the Electoral Services Team. There is a section on the Wiltshire Council website regarding the population census which may be of help to you: [2021 Census - Wiltshire Council](#)

Melksham Town Council	Total Electorate = 13792
Melksham East Ward	3837
Melksham Forest Ward	3993
Melksham North Ward	2112
Melksham South Ward	3850
Melksham Without Parish Council	
Total Electorate = 5894	
Beanacre, Shaw, Whitley and Blackmore Ward	1536
Berryfield Ward	916
Bowerhill Ward	3442

PROPERTY FIGURES:

Melksham Town Council	Total properties = 8306
Melksham East Ward	2263
Melksham Forest Ward	2400
Melksham North Ward	1269
Melksham South Ward	2374
Melksham Without Parish Council	
Total properties = 3280	
Beanacre, Shaw, Whitley and Blackmore Ward	806
Berryfield Ward	554
Bowerhill Ward	1920

Best wishes

Tracey Clements
Electoral Services Officer
Democracy, Governance and Customer Services



Our guide to energy saving improvements for occupiers of these particular house types

Many park homes are vulnerable to temperature fluctuations, damp, and noise due to the way that the homes are constructed. They can be poorly insulated and difficult to heat in winter and to keep cool in summer.

Choosing an installer

If you live in park home and are planning to make improvements, it's very important to choose the right installer. We strongly recommend that you consider only Trustmark approved contractors who are also members of an insulation accreditation body. This will mean that they will use approved installation methods and the work will meet the accreditation standards set by the United Kingdom Accreditation Service (www.ukas.com). It is also important to check that the company offers guarantees.

Grants

There are many grants available to help improve homes and make them more energy efficient and cheaper to heat. Some of these grants are provided by central government and others from your local council. And they can be paid directly to the householder or to a chosen contractor.

The types of grants, the amount of money available, what it can be used for and the eligibility criteria changes all

the time. And even if you've applied before and been rejected, it's worth trying again as things may have changed.

External wall insulation

Park homes lose most of their heat through the walls as they are often made from thin plywood without much insulation. Adding better insulation to the outside of the home will make it much warmer, and also help it stay cool in the summer. There are a variety of insulation products available for this.

If you go ahead with an installation, the first step for most systems will be to remove any external fixings such as lights, aerials and guttering. For some homes, the roofline may need extending to ensure it overhangs the new insulation layer which will add 2-4 inches to the width of your walls. A starter rail is usually fixed to the lower edge of the wall to support the insulation, and sill boards are fitted to the bottoms of windows. Insulation board is then fixed to the outside, with corner beads fitted at exposed edges.

A commonly used insulation board is expanded polystyrene (EPS). Render is then applied to the insulation board and a glass fibre mesh is set into the surface to

strengthen the system. An additional layer of render is added, followed by a top coat of render which provides an attractive, durable finish and which can be painted.

Whatever insulation system you choose, ensure that the installer fits a consistent layer of insulation around the entire home; gaps and breaks in the insulation layer can cause condensation issues internally and reduce the performance of the insulation. Ensure also that your chosen installer has also done a thorough investigation of the condition of the original walls before starting work. Any damaged timbers should be replaced and any leaks addressed before work starts.

Insulating wallpaper

Insulating wallpaper products such as Sempatap are occasionally used to internally insulate park home walls and ceilings. This is often a cheaper method, but the reductions in heat loss are less than with traditional wall and roof insulation methods. Installation should be carried out by a professional to ensure there are no gaps in the insulation layer where condensation could occur, and a thorough ventilation assessment and strategy should accompany this work.

Under floor insulation

Park homes with suspended timber floors are susceptible to high levels of heat loss and cold draughts through gaps in the flooring and skirting boards. So insulating underneath the home will make a difference.

Floor insulation is relatively easy to install because of the ease of access. One common method for insulating the floor is to fix sheets of quilted multifoil insulation to the underside of the floor joists. Spray foam insulation can also be used but this is difficult to remove from the floor joists and wires and pipework so it can present a problem if maintenance work is needed in this area in future. Before insulating the floor, ensure the skirting, chassis and jacks are in good condition. If the chassis and jacks are heavily corroded it is advisable to restore these prior to insulating.

Park home skirting

Skirtings made of brick, wood or plastic cladding run along the entire length of the home between the floor and the ground. These conceal the chassis, jacks, cables and pipes underneath the home and protect the underside from the elements, so it's important that these are in good

condition. After insulating the walls and floors, the skirtings can also be insulated too if needed.

Roof and loft insulation

Not all park homes have easy access to the loft cavity, so insulating the roof can be complicated. It is definitely not a DIY job. An ideal time to install insulation is when the roof is being replaced or repaired.

Any contractor insulating the roof should check the condition of the joists and rafters before starting, and ensure adequate ventilation is installed – for example vents in the ridge, soffits or gable ends – to reduce risk of condensation in the loft space. Sections of the roof will likely need to be removed to lay mineral wool batts between and over the joists. There are less disruptive methods of insulating the roof, such as spraying in cellulose or foam insulation, but this method carries a higher risk because it is harder to ensure adequate ventilation for the loft space.

Windows and doors

Because of the way park homes are constructed, there are often issues with poor quality glazing and blown panels. Replacing all windows with double glazing can be expensive, so it may be more cost effective to repair rather than replace the windows. An alternative for single glazed windows is secondary glazing. This comes in multiple forms from permanent hinged panels to sliding panels on a track, and removable perspex panels. You can also use a thin film that is taped to the window frame and shrink-wrapped to create a seal.

If you're having external wall insulation fitted, consider at the same time replacing windows and doors which are old or in poor condition. Once the external wall insulation is done, it'll be harder to replace windows and doors without damaging the insulation in the process.

Draught proofing

As well as installing as much insulation as possible, it is also worth draughtproofing to prevent heat loss and to make the home feel more comfortable. There are several popular options:

Doors and windows

These can be made more airtight using letterbox draught excluders and key hole covers. Rubber or foam strips can

be inserted along the inside door and window frames, and sealant can be used on the outside of the frames. Consider also using thermal curtains for the windows and doors.

Floors

Cut out the cold air entering the home through gaps between the floorboards and around the skirting boards with sealant, self adhesive strips, foam strips and wooden trim. Adding carpet or extra rugs are great options too.

Damp and mould

Damp and mould are common in park homes, and ventilation is key to reducing condensation and moisture build up.

It's important to check that any work completed on the home does not block up ventilation and additional vents and extractor fans may be required.

Following these basic rules will help reduce the risk of damp and mould

- Ensure the heating is turned on regularly. It doesn't have to be on all day, every day, but often enough for the home to be warm.
- Open the kitchen and bathroom window either during or after producing steam.

- Install extractor fans in kitchen and bathrooms. Check existing extractor fans are clean and are working correctly. Make sure they turn on automatically or are turned on every time steam is being produced.
- Install trickle vents on the windows if they are not already built in, make sure that these are kept open.
- Make sure that the vents and airbricks in the property are not blocked or covered up. If the vent has a cover, move it to the open position.
- Never dry laundry inside. A bucket full of water evaporates into the home every time this is done.
- Treat the visible mould and an area at least 1m wider than the mould patch with a spray containing bleach. Allow to dry, then repeat.

Heating options

Many park homes have no mains gas so use oil or LPG boilers to heat their homes. These work in a similar way to mains gas boilers, and will need to be installed by a regulated heating engineer.

Electric heating is not very common in park homes. Some may have panel heaters, though these can be expensive to run. Heat pumps are unlikely to be installed because of the

The residents of park homes have to think differently about their energy use and the steps they take to reduce it.



lack of insulation in most park homes. And night storage heaters can only be installed in properties that have a direct connection to the electricity grid and their own Economy 7 meter.

Some park homes have log burners that may have a back boiler to run hot water to radiators. These will need to be installed by a HETAS registered installer and permission from the site owner may be needed.

Buying fuel like logs or oil for park homes can be difficult to budget for as it may need to be bought in bulk, supplies can be difficult to find, and prices can vary. It may be cheaper to buy heating oil in summer, and it's worth looking online for price-comparison websites. Local heating oil suppliers may have price match options and there are local buying clubs that offer discounts.

Meters

Some park homes have a direct energy supply from the electricity or gas network. These will have their own meter and are billed for their energy usage from an energy supplier.

Other homes are sub metered. This is where there is one main meter for the entire park and one bill is sent to the park owner. Each home on the park has a smaller sub-meter that measures how much each home has used and how much of the total they need to pay. Residents on sub meters can't choose their energy supplier or tariff, or their payment method.

Park Home Warm Home Discount

Park home residents that do not have their own meter may be eligible for the Park Home Warm Home Discount payment. It will need to be applied for each year and applications usually open in September. For details, see <https://charisgrants.com/partners/park-homes>.

Renewable energy

It may be possible to put solar PV panels on the roof of a park home, but the installer will need to check that the roof is strong enough to withstand the weight. Homes will need to have a direct connection to the electricity network and their own meter. Permission may need to be gained from the site owner.

► This factsheet was updated in June 2023, using information, including energy prices, current at that time ◀

Tips for lower energy bills

Give your clothes a day in the sun and give your tumble drier a break. Clothes dried in the fresh air feel great, and there are drying days in winter, too.



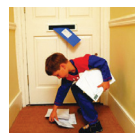
Catch 'em young. Encourage your children to switch off electric toys and lights that they're not using. They'll soon get the hang of saving energy.

Be a friend to your freezer. Defrost it regularly to help it run more efficiently.



Buying a new appliance? Check the energy label, and buy A-rated goods for the most efficient.

Don't over-fill the kettle (but make sure you cover the metal element at the base).



Dodge the draught! Fit draught-excluders to your front door, letter box and key hole, and draw your curtains at dusk to keep the heat in.

Turn your heating down by 1 degree. You'll hardly notice the change in temperature, but it'll make a big difference to your heating bill.

Sleep tight. Make sure all the lights are turned off when you go to bed. If you want to light a child's room or a landing, use a low-wattage night light.



St James Court,
St James Parade,
Bristol BS1 3LH

0117 934 1400

www.cse.org.uk
info@cse.org.uk

Charity: 298740
Founded: 1979

The Centre for Sustainable Energy is a national charity supporting people and organisations across the UK to tackle the climate emergency and end the suffering caused by cold homes.

Our Home Energy Team offers free advice on domestic energy use to householders in central southern and southwest England.

Contact us:

PHONE
0800 082 2234

EMAIL
home.energy@cse.org.uk

WEB
cse.org.uk/how-we-help-you

TWITTER
@HelloCSE

Lorraine McRandle

From: Teresa Strange
Sent: 14 June 2023 18:38
To: Lorraine McRandle
Subject: FW: Notice of Motion

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

From: Terry Chivers <terrychivers@icloud.com>
Sent: 14 June 2023 18:32
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Re: Notice of Motion

Just parish at mo next month agenda is fine

Sent from my iPhone

> On 14 Jun 2023, at 18:27, Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote:

>
> Hi Terry
> The Full Council agenda has already been published so this will have to go to a future meeting.

>
> I just want to check, is it for info for one that has gone to Wiltshire Council or is it for the parish council? We don't have any public toilets in the parish?
> Or just to support a general campaign.

>
> All the best, Teresa

>
> -----Original Message-----

> From: Terry Chivers <terrychivers@icloud.com>
> Sent: 14 June 2023 18:23
> To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
> Subject: Notice of Motion

>
>
> Notice of Motion

>
> Council notes Prostate Cancer UK's campaign of "boys need bins" which highlights the growing numbers of those who suffer with incontinence issues as a result of prostate treatment. Prostate Cancer UK cites that 1 in 8 men will get prostate cancer and that 1 in 3 men over 65 are estimated to have a urinary incontinence problem.

> Council believes that it is important to make life more comfortable and dignified for those who suffer such problems. Council supports the provision of sanitary bins in all toilets so that waste products can be disposed of in a discreet and hygienic manner.

> Council requests that the Clerk to Council to work with Officers of the Wiltshire Council to roll out a programme to provide sanitary bins, in line with current Council guidance, in Council owned or managed male toilets by the end of 2023. Council calls upon Wiltshire Council to make the funding available to achieve this in toilets own by them.

> Council further requests that the Leader writes to our local MP to ask her to publicly back the campaign, as found on the Prostate Cancer UK website.

>
> Councillor Terry Chivers



Consultation on changes to ticket offices

We are consulting on proposals to move ticket office staff into other areas of the station where they can help more customers, as transactions from ticket offices drop below 15%.

The consultations are happening as part of an industry-wide set of proposals that would mean ticket office staff would instead work on station platforms and concourses where they can be closer to customers. Subject to consultation, ticket offices could be phased out over a number of years.

Digital tickets have made it easier for customers to buy and manage tickets online or use products like smartcards or pay-as-you-go. As fewer people than ever are using ticket offices, we must respond to what our customers are doing and review how we look after customers at our stations.

No station is closing, and station operating times remain unaffected by these proposals. Train services would be unaffected by the changes.

Our Passenger Assist programme – which helps disabled and mobility-impaired customers navigate stations and board trains – will not be affected by the changes. The proposals are designed to increase the number of staff trained and available to help customers at stations across the network, including those with additional accessibility needs.

Before we make any decisions, we are consulting with our staff and their trades unions, and with the public about each individual station. The public consultation is being run by industry watchdogs Transport Focus and London TravelWatch. You can find out how to take part in the public consultation at www.gwr.com/haveyoursay or see the details below.

Transport Focus

For more information:

www.transportfocus.org.uk/ticketoffices

Email:

TicketOffice.GWR@transportfocus.org.uk

Post:

Freepost RTEH-XAGE-BYKZ,
Transport Focus
PO Box 5594
Southend-on-Sea SS1 9PZ

London TravelWatch

For more information:

www.londontravelwatch.org.uk/great-western-railway-ticket-office-consultation.

Email:

GWR.Consultation@londontravelwatch.org.uk

Post:

Freepost RTEH-XAGE-BYKZ,
London TravelWatch,
PO Box 5594,
Southend-on-Sea, SS1 9PZ.

Overleaf is a summary of how these changes could affect this station.

Chippenham

Current Ticket Office times		Proposed Staffing Times	
Sunday:	07:40 - 19:50	Sunday:	07:40 - 19:50
Mon-Fri:	05:50 - 20:00	Mon-Fri:	06:30 - 19:30
Saturday:	05:50 - 19:30	Saturday:	07:00 - 19:30

Customer access to station facilities such as waiting rooms and toilets is unaffected by these changes

All tickets sold and collected - Financial Year 2022/23

Ticket sold at Ticket Office:	105,754	15.0%
Bookings collected at Ticket Office:	16,077	-
Ticket sold at the TVM(s):	81,651	11.6%
Bookings collected at the TVM(s):	101,528	-
Journeys from this station booked online:	518,566	73.5%
Cash payments received:	19,598	18.5% of total transactions
Warrant / voucher payments:	240	

Less common tickets sold - Financial Year 2022/23

Product	Issues	Alternative customer options		
Season Tickets	3,183	Online	Telesales	-
Rovers/Rangers	21	Online	On-Train	Telesales
Excess Fares*	806	Online	On-Train	-
Car Parking	0	App	-	-
Disabled discounts (D34/D50)	29	On-Train	-	-
Railcards sold	1,301	GWR App	Online	-
Refunds processed:	219	Call Centre	-	-

Retailing facilities at this station

Current ticket office windows:	3
Number of TVMs:	3
TVM payments accepted:	Card only

Proposed changes - Oct 2023-Jun 2024

Colleagues move closer to customers in other locations at the station to support and assist with ticket purchases. Ticket Office windows close.

Proposed changes - Jun-Sep 2024

-

Proposed changes - Sep-Dec 2024

-

Notes:

*- Date changes to Advance Purchase tickets will not be possible after windows are closed

Lorraine McRandle

Subject: FW: Consultation on Proposed Closure of Ticket Offices
Attachments: Changes to Ticket Retailing at Chippenham Station.pdf

From: graham [REDACTED]
Sent: 17 July 2023 13:39
To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: Re: Consultation on Proposed Closure of Ticket Offices

Firstly, note that the consultation closes on Wednesday 26th July so you'll need to be quick after your meeting (but you usually are ;-). I have absurd amounts of information I could forward. I will probably share the following online

The proposal is that all 79 staffed ticket offices in the GWR franchise be closed - most over the next 12 months, but some at larger stations in two stages with residual services available until late next year. No change is proposed at the other 120 or so stations that GWR operate, which account for only round 1 in 10 passengers (guess) as they're mostly tiny places like Avoncliff, Dilton Marsh, St Keyne Wishing Well, Thornford ... and Melksham.

The current situation is that we have a ticket vending machine at Melksham, which can be complex to use to get the right ticket, only offers a limited range of products, and is not helpful in sorting out which product is the best value. It's useful for the knowledgeable, confident, regular traveller but off-putting for others. There's a big poster warning that you may be "fined" £100 pounds if you board without a ticket; you won't be fined if you want to make a purchase the machine's not able to accommodate - you can buy from the train manager instead - but that is unclear from the signage. You have to read between the lines to be aware of that option.

As a result of nervousness of using Melksham (and other issues such as poor service), many people who can drive to Chippenham, Trowbridge, Bradford-on-Avon or Westbury, park and bus tickets from the chap in the booking office who is a font of knowledge and a wonderful spokesman for the railway.

The consultation is asking for inputs on a station by station basis, even though the issues involved are more systemic right across GWR land and indeed England. The proposals for Chippenham are as in the attached .pdf - linked from <https://www.gwr.com/haveyoursay> (and other stations available from that page). The three ticket office windows will close between October this year and June next year, leaving just three ticket vending machines which it's noted are card only. It is stated that staff member(s) will roam the station during the hours that the ticket office was open and be available and "closer to the public" who can ask questions of them. They will have iPads or similar to look up current advice, but will not have a printer to issue tickets. It is stated that if you are unable to purchase the ticket you need at the station, you will be able to board the train and purchase from the train manager.

Currently, Chippenham sells 106,000 tickets at the staffed ticket office each year, which represents 15% of the journeys from that station. Almost 20,000 are cash transactions. John Glen MP, in the Assembly Hall on Friday told us that things have to change because the days are gone when 80% of tickets were bought at the office. However things HAVE changed and ticket offices are still busy - friends who work in ticket offices tell me of each taking £3000 a day, and answering very large numbers of questions and helping people make changes too. Thangam Debbonaire MP asked what's to happen to the traveller who can't use the electronic means currently available because of physical, sensory or mental limitations, including nervousness. Katherine Bennett pointed out that it is "just" a consultation at the moment, Stats above

Here are some general issues that apply to CHIPPENHAM and many / most other stations

- * Ticket machines don't have counters to put your handbag / paperwork on to give hands free machine use
- * Ticket machines are high level and not suitable for those of limited stature or in wheelchairs
- * Ticket machines don't (yet?) have AI which allows them to answer questions
- * The fare and ticket system is so complex and needs reform so that people know what they are buying

- * Security and safety are perceived to be better when there's someone around in or by a fixed public place
- * Many ticket types will be harder if not impractical to purchase - some are not even available online

And some specific issues to bring out at CHIPPENHAM

- * The station has four entrances and it's going to be a nightmare to find the ticket expert if you need to
- * The station is barriered and you may need to be let through to find the expert
- * Apart from the ticket office, there is no obvious safe place for the expert to lurk if a crowd is waiting on him
- * Many of our local ticket machines offer higher cost and less often needed tickets on the "quick ticket" option and you have to dig to find the best value fare. Product descriptions are poor and people sometimes end up paying more than they should because there's nothing to recommend by the machine, or because they fear having too restrictive a ticket.

I'll also mention TROWBRIDGE - a couple of extra specifics

- * The Station waiting room is integral with the ticket office and is that likely to close?
- * There are two ticket machines across the step-only footbridge and if one is out of use the other is hard to access

So - basically, this is a station by station consultation on detail when the whole system needs looking at. Simplifying the fare system to that it's understandable, swipe in / swipe out charging perhaps, a single button machine (a "Permit to Travel Ticket Issuing System" - PERTIS) machine that allows anyone to get easily and unworried onto the train to sort it out with the train manager, and you may have a system that would work. It's not ideal - it won't answer questions at the station; I would have thought that in this day and age something like a Zoom session on the screen of the ticket machine where you get immediate help from someone with regional and industry knowledge would help.

Not sure what you (MWPC) will want to do in response, or indeed if it will make any difference. With a wide thinking view, there could be an opportunity to do something really good here - such as sort out the current system to that getting your ticket didn't seem like climbing a mountain. I would love to have a better interface at Melksham with a PERTIS option, and a "Station Ambassador" (who could have been the cafe employee when we had a cafe) to help ease people on their way. But that is "out the box" thinking.

Graham

Graham Ellis - 

- * Melksham South Ward Town Councillor
- * Webmaster, Coffee Shop Rail Passenger Forum
- * Acting Chair, Melksham Transport User Group
- * Option 24/7 rep for Melksham
- * West Wilts Rail User Group (Committee)
- * Ukraine2UK Webmaster and Facebook Group Admin

> On 17 Jul 2023, at 12:09, Lorraine McRandle <office@melkshamwithout-pc.gov.uk> wrote:

>

> Hi Graham

>

> Teresa is away this week and has messaged to asked if we can add an agenda item to our Full Council agenda for next week, the consultation on the proposed closure of train ticket offices, including Chippenham.

>

> Apparently you asked the question on the radio on Friday.

- >
- > Do you have any information you can forward please, so we can include in the agenda papers.
- >
- > Look forward to hearing from you.
- >
- >
- >
- > Thanks
- >
- >
- >
- >
- > Lorraine McRandle
- > Parish Officer
- > Melksham Without Parish Council
- > First Floor
- > Melksham Community Campus
- > Market Place, Melksham
- > Wiltshire, SN12 6ES
- > 01225 705700
- > office@melkshamwithout-pc.gov.uk
- > www.melkshamwithout-pc.gov.uk
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- > 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
- >
- >
- > This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk
- > Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#).
- > We do not guarantee that any email is free of viruses or other malware.

MINUTES of the Staffing Committee of Melksham Without Parish Council held on Monday 26th June 2023 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 8.35pm

Present: Councillors John Glover (Chair of Council), David Pafford (Vice Chair of Council), Alan Baines, Robert Shea-Simonds, and Shona Holt.

Officers: Teresa Strange (Clerk), Marianne Rossi (Finance & Amenities Officer)

Housekeeping: Councillor Baines as outgoing Chair welcomed everyone to the meeting.

88/23 Apologies: Councillor Patacchiola JP tendered his apologies due to work commitments, this reason for absence was accepted.

Councillor Hoyle was not present at the meeting.

89/23 Chairman & Vice Chair of Staffing Committee for 2023/24:

a) Election of Chair of Staffing Committee for 2023/24:

Resolved: That Councillor Baines be Chair of the Staffing Committee for 2023/24.

b) Election of Vice-Chair of Staffing Committee for 2023/24:

Resolved: That Councillor Shea-Simonds be Vice- Chair of the Staffing Committee for 2023/24.

90/23 Declarations of Interest

The Clerk and Finance & Amenities Officer declared an interest in all staffing matters related to them as staff members. The Finance & Amenities officer will leave the room as appropriate when the meeting goes into closed session.

91/23 Items to be held 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 the consideration of the following items of business (Agenda items 10, 13, 14 & 15) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

Resolved: Agenda items 10, 13, 14 & 15 to be held in closed session for reason 3d (a) engagement, terms of service, conduct and dismissal of employees.

92/23 Public Participation

There were no members of the public present.

93/23 Good Councillor Guide to employment:

Members noted the 'Good Councillor's Guide to Employment.' The Clerk clarified that this was not the NJC¹ "Green Book" but a guide produced by NALC (the National Association of Local Councils), which she felt was useful for members.

94/23 To note guide to DBS checks and agree what check is appropriate to be undertaken on parish council staff bearing in mind the eligibility criteria set out by law

It was noted that the council had previously recommended that all staff undertake an enhanced DBS check and a List 99 check. This was because it had been identified that all employees of the council came into contact with either children or vulnerable adults in their roles. Unfortunately, when officers tried to undertake this check on the Caretaker, they were advised by Wiltshire Council that the role needed to meet a criterion in law. Following investigations by officers, it was discovered that no staff member qualified for an enhanced check because no job-related activities met the eligible criteria set out in legislation. As a result, this means that the only DBS check that can be conducted on council employees is the basic check. This change would need to be amended in the DBS policy, which was the next item to be discussed on the agenda.

It was noted that the council had previously wished to sign up all of their employees to the DBS update service. Although not at the meeting, Councillor Patacchiola had sent through prior comments on this item and advised that the council, as an employer, was not able to sign the employee up for the service. It would need to be the employees themselves at a cost of £13 per month, and suggested that if the council wished to implement this, they could reimburse the cost to the employees. Members considered this but felt that it was not necessary to do so as the council could renew staff DBS checks when they felt it was necessary and understood that this option was not available for basic DBS checks.

Recommendation: The council undertake a basic DBS check on their employees and do not sign up to the DBS update service.

95/23 Policies:

a) DBS Policy

Following the discussion earlier on in the agenda, the council was unable to carry out enhanced DBS checks on their employees, so this change had been reflected in the policy. The Clerk queried how often members felt employees' DBS checks needed to be renewed, as currently the policy detailed that the council would

¹ National Joint Council for Local Government Services National Agreement on Pay and Condition of Services (known as the "Green Book")

validate all DBS checks on an annual basis by using the updated service. As discussed under agenda item 8, the committee are unable to use the DBS update service and felt that it was more than adequate to renew the DBS for all staff members every three years.

The Clerk highlighted that under point 6 in the policy, it referred to the council having a written policy on the recruitment of ex-offenders. She explained that this wasn't clear as it implied that the council had a separate policy, which was not the case as this subject formed part of the DBS policy. Members agreed that this clause needed to be made clearer to reflect the fact that the recruitment of ex-offenders was included in this policy.

Recommendation: The council re-adopt the DBS policy with the amendments discussed above.

b) Habitual & Vexatious Complainants Policy

The Clerk drew members' attention to clause 2c, which related to methods of contact with the complainant. The clause stated that the council should 'decline contact with the complainant, either in person, by telephone, by fax, by letter, by email or any combination of these, provided that one form of contact is maintained.' She explained that this included fax as a method of contact, which the council no longer did, so this would need to be taken out. Councillor Holt queried whether social media needed to be included under this clause, as this was a form of communication that the council could be contacted on. It was also noted that the council had an out-of-hours mobile phone and, therefore, could be contacted by text, so this should be added to the policy.

Members discussed this clause in further detail and felt that the wording wasn't very clear. It was agreed that it needed to be amended so that it clearly set out the council's position relating to a complainant repeatedly contacting the council.

It was also queried who would make the decision with regards to deciding what form of contact needed to be maintained. The Clerk advised that as the council met on a regular basis, she would bring this issue to the council's attention. It was felt that the Chair of the council and Chair of the staffing committee should be made aware of any developing situation that occurs so that a decision on how to move forward can be jointly agreed upon. It was felt that this would need to be added to the policy as a separate clause.

Recommendation: Officers to make the wording clear on this policy under schedule C clause 2 of the document, as discussed above. A new clause should be added to the policy to identify who makes the decision on the form of communication the council will use to communicate with the complainant and bring this back to the full council for approval.

c) Disciplinary Policy

The Clerk advised that this policy was the current NALC (National Association of Local Councils) standard template and confirmed that there had been no changes since the council had adopted the policy. Councillor Glover queried what the

difference was between the terms 'negligence' and 'insubordination' and 'gross negligence' and 'gross insubordination'. He explained that the difference between 'misconduct' and gross misconduct had been defined with examples in the policy, but this hadn't been defined for negligence or insubordination. He felt that this needed to be made clear in the policy as it is open to interpretation on what constituted as 'gross'. Members agreed that NALC should be contacted for clarification on this.

Recommendation: The Clerk contact NALC for clarification on what constitutes as 'gross negligence' and 'gross insubordination' so that this can be clearly defined in the policy.

d) Equality and Diversity Policy

The Equality and Diversity Policy is a standard template policy from NALC, and no alterations have been made since the council last adopted it. The Clerk drew members' attention to the training section of the policy, as the council hasn't provided equal opportunity training to those members who were likely to be involved in recruitment. She explained that there may be an online training course that she could take; however, she was not the only person who was involved in the recruitment of staff. Councillor Pafford suggested that when the council is at the time of recruitment, those members who are involved in the selection process should undertake the awareness session so it is fresh in their minds at the time. He felt that there would be no benefit to the staffing committee undertaking this training now, as it could be some time before the council needed to undertake the recruitment process. Members agreed with this way forward and felt that this training should be undertaken as and when necessary.

Recommendation: The council re-adopt the Equality and Diversity Policy with the inclusion of equal opportunity training being undertaken at the time of recruitment for those members involved.

e) Health & Safety Policy

The Clerk advised that she had updated the policy in line with the council's actual procedures. She highlighted that the policy stated that health and safety should be a permanent item on the staffing agenda, but this is currently not being done. She explained that any immediate issues regarding health and safety were reported at the next appropriate meeting, as the staffing committee was not held very often. It was felt that health and safety should be a standard item on the staffing committee agenda even if there were no issues to report, and an addition should be added to the policy to state that any urgent matters should be reported to the next appropriate meeting.

It was noted that there was an old fire safety emergency plan at the end of this policy that would need to be replaced with the current plan for the campus. The Clerk advised that officers needed to be aware of what the fire evacuation plan was when holding a meeting at other venues, so this should be included in the policy.

Members were happy with the amendments made.

Recommendation: The council re-adopt the Health and Safety Policy with the amendments made as discussed above.

f) Learning and Development Policy

Members reviewed the learning and development policy and felt that no changes were required to be made to this policy.

Recommendation: The council re-adopt the learning and development policy.

g) Safeguarding Policy

It was noted that the council did not have a safeguarding policy in place; however, at the annual council meeting, it was resolved that one should be implemented. The Clerk had investigated as to whether the council's professional bodies had a template model for this, and it didn't appear that there was one available. She had asked on the Clerks Facebook forum page whether any councils had a safeguarding policy and had obtained an example policy from there. CAWS (Community Action Whitley and Shaw) had also sent their policy, as they had to provide it when they applied for grants. She had also asked AI (artificial intelligence) to produce a policy and included it in the agenda packs for members to review. Councillor Patacchiola had sent in his thoughts on the policies prior to the meeting, stating that he felt the policy produced by AI was the most relevant policy to the council.

It was noted that the policy from Hedge End Town Council was a good policy; however, it covered other activities such as youth clubs, which the council didn't do. Members felt that the council needed a simple policy that could be developed over time, and the AI policy was a good starting point as it included all of the necessary information for this council. The Clerk suggested that members should appoint a safeguarding officer in line with the suggested policy, with members agreeing that the Clerk was the most appropriate person for this role.

Recommendation: The council adopt the safeguarding policy as discussed above and appoint the Clerk as the safeguarding officer for the parish council.

96/23 To approve standard model for Staff contracts:

Councillor Baines explained that it had been previously acknowledged that the staff contracts needed to be updated as each one was slightly different. It was noted that the council currently follows the National Joint Council Green Book (NJC)² as they detail and regularly update employee working conditions and pay however that was not documented anywhere recently. The Clerk had provided members with the NALC/SLCC 2011 model contract and guidance and explained that she was aware that the council professional bodies were currently negotiating a new model. She contacted the SLCC (Society of Local Council Clerks) and NALC to ask when the new model would be available, and the SLCC responded to say that they were no

² National Joint Council for Local Government Services National Agreement on Pay and Condition of Services (known as the "Green Book")

further forward with agreeing it and advised that the council used the 2011 model as it had been updated with the latest legislation.

The Clerk had gone through everyone's contracts with the guidance from NALC to see whether everyone's contract met the basic requirements. She reported that the conclusion from this exercise was that the council was not clear enough on following the NJC Green Book. She went on to explain that some employees had reference to it included under staff sickness but not for pay, for example, and all contracts needed to be made clearer to clearly state that they come under the remit of the NJC Green Book for all sorts of policies covering maternity, adoption pay etc.

It was noted that the Finance & Amenities Officer's contract had an end date, as this was her contract when she was employed as an apprentice. The Clerk advised that she would have had letters detailing her salary and her new role at the council, but she would need a new contract issued. Likewise, the Clerk had a new contract issued to her when she became Clerk to the Council; however, the start date detailed on the contract is the date of when she became Clerk and not when she was actually employed by the council.

Members reviewed the standard model contract and acknowledged that there were some clauses that may have implications for the council and employees, so they needed to be carefully considered. It was felt that a small working group needed to be put together to go through the model contract and look at what the implications would be of any changes made to staff contracts.

Recommendation: A small working party is formed to look at refreshing the staff contracts, to consist of Councillor Pafford, Councillor Baines, and the Clerk.

97/23 To approve job descriptions following amendments made after staff appraisals (Nov 2022):

The Clerk explained that she had brought the staff job descriptions back to this committee as there were some changes that had been made following staff appraisals in November 2022. Members looked at the amendments made to each job description one by one and were as follows:

Allotment Warden: No changes had been made to the Allotment Wardens job description.

Recommendation 1: The council approve the Allotment Warden's job description.

Parish Caretaker: The Clerk explained that Id Verde was undertaking the quarterly written play area inspections and queried with members whether they were happy that this was taken out of the Caretaker's job description as he no longer needed to undertake this task. Members confirmed that they were happy for this to be taken out of the job description. It was noted that all other amendments/ additions reflected what the Caretaker actually did, which members were happy with.

Recommendation 2: The council approve the amended Caretaker job description with the removal of the quarterly inspections for play areas as he no longer undertook this task.

9.45pm the Finance & Amenities Officer left the meeting.

Finance & Amenities Officer: It was noted that all amendments/ additions reflected what the Officer actually did, in particular the addition of the maintenance and monitoring of the defibrillators; which members were happy with.

Recommendation 3: The council approve the amended Finance & Amenities Officer job description.

Parish Officer: It was noted that amendments/additions reflected what the Officer actually did, in particular the addition of the SID (Speed Indicator Device) scheme; which members were happy with.

Recommendation 4: The council approve the amended Parish Officer job description.

Recommendation 5: The Clerk to discuss with the two officers the movement of the Community Resilience/Emergency Planning work from the Parish Officer to the Finance & Amenities Officer and update the Job Descriptions accordingly.

Clerk & Responsible Financial Officer: It was noted that amendments/additions reflected what the Clerk actually did, in particular more details of the Neighbourhood Plan work and the appointment of as the Council's Safeguarding Officer; which members were happy with.

Recommendation 6: The council approve the amended Clerk job description.

98/23 To note latest update on pay increase negotiations (nationally)

The National Employers have made a full and final offer in response to the pay claim received from the NJC Trade Unions, with a flat amount of £1,925 (as per the current year) for scale points under SCP43, and 3.8% for those on SCP44 and above. The National Employers are also seeking "without prejudice" discussions with the NJC Unions on how to restructure the pay spine, bearing in mind the current and future increases to the National Living Wage. All other aspects of the unions claim – annual leave, a reduction of the working week etc have been declined.

99/23 To consider any requests for staff training and to note current training log

The training log for both staff and councillors was noted.

Recommendation: To approve the list of staff training requests at a total of £345 excluding VAT, from the Staff Training budget of £200 with the remainder to come from the Staffing Contingency Reserve.

Allotment Management: Site Facilities and Health & Safety	SLCC Webinar	6 th July	£30
Allotment Management: Tenancy Agreements and Policies	SLCC Webinar	Previously run, none available to book at present	£30
Managing Anxiety	SLCC Webinar	Previously run, none available to book at present	£30
Creating a Strategic Vision for Shaping the Future	SLCC Webinar	7 th September	£30

People Management	SLCC Webinar	Next time run – not available for July option	£60
Practical Compliance for CCTV by Parish Councils	SLCC Webinar	20 th July	£30
Finance Summit	SLCC Virtual Event	13 th September	£60
How to use ChatGBT: Use AI (Artificial Intelligence) to do Council Tasks Faster	SLCC Webinar	3 rd October	£15
Agendas and Minutes	SLCC Webinar	2 nd & 9 th August	£60
ACT Action Counters Terrorism	Protect UK E-learning	Own Timescale SLCC advise Clerks to undertake before “Martyn’s Law” passed	Free
		TOTAL	£345

Not to attend the Planning Summit on 5th July as the speakers cover the changes to the NPPF (National Planning Policy Framework) which are still not confirmed by the Government yet but look to see if there is training in the future.

100/23 To note staff additional hours for 2022/23 and Q1 2023/24 and consider workload levels.

Members and the Clerk discussed the current workload levels, and the impact of joint projects such as the Age UK project worker and in particular the Neighbourhood Plan, on some parish council projects and the Clerk’s wellbeing.

Recommendation: The Chair and Vice Chair to discuss joint working with the Town Mayor.

101/23 To note the Finance & Amenities Officer has passed her FILCA (Financial Introduction to Local Council Administration) qualification and consider any scale increment as a result. Members noted the increased responsibility that the Officer was taking in undertaking more finance aspects, such as preparing all the information for the internal and external audit, and running the amenities.

Recommendation: To award a scale point increase to the Finance & Amenities Officer, to reflect the increased responsibility and the qualification obtained.

Meeting closed at 22.13pm

Signed.....
Chairman, Monday 24th July 2023



MELKSHAM WITHOUT PARISH COUNCIL

Safeguarding Policy

1. Introduction and Purpose:

The purpose of this safeguarding policy is to outline the commitment and responsibilities of Melksham Without Parish Council in ensuring the welfare and protection of children, young people, and vulnerable adults who engage with or are involved in the activities, programmes, and services provided by the parish council. This policy aims to create a safe and supportive environment for all individuals, preventing any form of harm or abuse.

2. Scope:

This policy applies to all members, employees, volunteers, and individuals engaged in activities, events, and services organised or supported by the Parish Council.

3. Legal Framework:

Melksham Without Parish Council is committed to complying with all relevant legislation and guidance pertaining to safeguarding, including but not limited to:

- a. Children Act 1989 and 2004
- b. Protection of Freedoms Act 2012
- c. Safeguarding Vulnerable Groups Act 2006
- d. Data Protection Act 2018
- e. Equality Act 2010

4. Roles and Responsibilities:

4.1 Parish Council:

- a) Melksham Without Parish Council will appoint a designated safeguarding officer who will be responsible for overseeing the implementation and compliance of this policy.
- b) The council will provide the necessary resources, training, and support to promote safeguarding within the parish council and its activities.

- c) The Council will promptly respond to any concerns, allegations, or incidents related to safeguarding and follow the appropriate reporting procedures.

4.2 Safeguarding Officer:

- a) The designated Safeguarding Officer will be the primary point of contact for all safeguarding matters and provide advice, guidance, and support to individuals within the parish council. The Clerk is the designated Safeguarding Officer for Melksham Without Parish Council.
- b) The Clerk will stay updated on relevant legislation, guidance, and best practices in safeguarding and ensure their implementation within the council.
- c) The Clerk will receive concerns, allegations, or incidents related to safeguarding, maintain accurate records, and follow the council's reporting and escalation procedures.

4.3 Members, Employees, and Volunteers:

- a) All members, employees, and volunteers engaging in activities or events involving children, young people, or vulnerable adults shall undergo appropriate recruitment processes, including obtaining relevant references and clearances.
- b) Individuals will receive safeguarding training and guidance, ensuring they are aware of their responsibilities and how to respond to concerns or disclosures appropriately.
- c) Individuals shall report any safeguarding concerns, allegations, or incidents to the designated safeguarding officer or follow the established reporting channels.

5. Code of Conduct:

- a) All members, employees, and volunteers must adhere to the Parish Council's Code of Conduct, which emphasises the respectful and safe treatment of children, young people, and vulnerable adults.
- b) Individuals must maintain appropriate boundaries and avoid engaging in behaviour that may be deemed abusive, exploitative, or discriminatory.
- c) Individuals shall report any suspicions, concerns, or disclosures promptly and in accordance with the reporting procedures outlined in this policy.

6. Confidentiality and Information Sharing:

- a) All safeguarding concerns, allegations, or incidents will be handled in a confidential manner, with information shared only with those who have a legitimate need to know.
- b) Melksham Without Parish Council will comply with relevant data protection legislation when handling personal information related to safeguarding matters.

7. Reporting Procedures:

- a) Any safeguarding concerns, allegations, or incidents should be reported immediately to the Clerk who is the designated safeguarding officer or the appropriate authority, as defined in the reporting guidelines.
- b) Individuals reporting concerns shall provide accurate and detailed information, maintaining confidentiality to the extent possible.

8. Review and Monitoring:

This policy will be reviewed annually to ensure its continued effectiveness and compliance with any changes in legislation or best practices. Melksham Without Parish Council will monitor the implementation of the policy and take appropriate measures to address any shortcomings or areas for improvement.

This safeguarding policy will be made available to all members, employees, volunteers, and stakeholders of Melksham Without Parish Council. It will be regularly communicated, reviewed, and reinforced to ensure the ongoing commitment to safeguarding within the parish council and its activities.

Recommended at Staffing committee 26th June 2023 (min. 95g) for adoption by Full Council 24th July 2023.



MELKSHAM WITHOUT PARISH COUNCIL

HABITUAL OR VEXATIOUS COMPLAINANTS POLICY

1. Background

- 1.1 This document sets out guidance and procedures to help deal with people who repeatedly complain to the council or who complain in an unreasonable way.
- 1.2 There are times when nothing further can be done to solve a real or perceived problem and continual contact with the person complaining is time consuming and costly for the council.
- 1.3 This document explains how to decide if a complaint should be classed as habitual or unreasonable. It then gives advice about how the complaint should be recorded. Finally, options are listed to help process such complaints or cease contact with particular complainants.

2. Introduction

- 2.1 This policy identifies situations where a complainant or complainants, might be considered to be 'habitual or vexatious' and ways of responding to these situations.
- 2.2 In this policy the term habitual means 'done repeatedly or as a habit'. The term vexatious means 'irritating, annoying or causing distress'. This policy is intended to assist in identifying and dealing with persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.
- 2.3 It is recognised that complainants can use repeated FOI or Subject Access Requests as a means of perpetuating a complaint which has been determined and therefore the term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 as well as those made under the Council's complaints procedure.
- 2.4 Habitual or vexatious complainants can be a problem for Council staff. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer time and displace scarce human resources that could otherwise be spent on other Council priorities. Whilst the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times

when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.

3. Habitual or Vexatious Complainants

3.1 For the purpose of this policy the following definition of habitual or vexatious complainants will be used:

The repeated and/or obsessive pursuit of:

- (i) unreasonable complaints and/or unrealistic outcomes; and/or
- (ii) reasonable complaints in an unreasonable manner.

3.2 Where complaints continue and are considered to be habitual or vexatious in accordance with the criteria set out in Schedule A, the Clerk or Chairman will inform the individual informally that his/her behaviour is considered by the Council to be unreasonable or unacceptable, and request a changed approach.

This is stage 1.

Stage 2

After taking into account the considerations set out in Schedule B and if there is no improvement in behaviour the Council will consider the matter, and, if considered necessary, will inform the complainant in writing that his/her behaviour falls under the terms of the habitual and vexatious complainants policy.

A copy of the Policy will be sent to the individual with a letter giving details of any restrictions which will apply. Schedule C details the options available for dealing with such complainants.

The letter should also state the length of time the restrictions are to apply and that any **legitimate** new complaint made in an acceptable manner will always be considered.

Once a complainant has been determined to be habitual or vexatious, their status will be kept under review for one year. If a complainant subsequently demonstrates a more reasonable approach then their status will be reviewed.

Stage 3

Where there is dispute about action taken or not taken by the Council the complainant may refer the matter to the Local Government Ombudsman.

Habitual & Vexatious Complainants Policy

Schedule A - Criteria for Determining Habitual or Vexatious Complainants

Complainants (and/or anyone acting on their behalf) may be deemed to be habitual or vexatious where previous or current contact with them shows that they meet any of the following criteria:

Where complainants:

1. Persist in pursuing a complaint where the Council's complaints process has been fully and properly implemented and exhausted.

2. Persistently change the substance of a complaint or continually raise new issues or seek to prolong contact by continually raising further concerns or questions whilst the complaint is being addressed. Care must be taken, however, not to disregard new issues which are significantly different from the original complaint as they need to be addressed separately.

3. Are repeatedly unwilling to accept documented evidence given as being factual or deny receipt of an adequate response in spite of correspondence specifically answering their questions or do not accept that facts can sometimes be difficult to verify when a long period of time has elapsed.

4. Repeatedly do not clearly identify the precise issues which they wish to be investigated, despite the reasonable efforts of staff to help them specify their concerns, and/or where the concerns identified are not within the remit of the Council to investigate.

5. Regularly focus on matters which are not sufficiently serious to an extent which is out of proportion to their significance and continue to focus on these points. It is recognised that determining what is 'not sufficiently serious' can be subjective and careful judgement will be used in applying this criterion.

6. Have threatened verbally, or used physical violence towards employees at any time. This will, in itself, cause personal contact with the complainant and/or their representative to be discontinued and the complaint will, thereafter, only be continued through written communication. A complainant who threatens either verbally or in writing or uses actual physical violence towards an employee will be regarded as a vexatious complainant. The complainant will be informed of this in writing together with notification of how future contact with the Council is to be made.

It should also be noted that Melksham Without Parish Council in consultation with the affected individuals will refer any actual or threatened verbal or physical abuse to Wiltshire Police for investigation.

7. Have, in the course of addressing a registered complaint, had an excessive number of contacts with the Council – placing unreasonable demands on employees. A contact may be in person, by telephone, letter, email or fax or any other means. Excessive contact will be determined taking into account the specific circumstances of each individual case.

8. Have harassed or been verbally abusive towards employees dealing with the complaint. Employees recognise that complainants may sometimes act out of character in times of stress, anxiety or distress and will make reasonable allowances for this. Some complainants may have a mental health issue and there is a need to be sensitive in circumstances of that kind.

9. Are known to have recorded meetings or face-to-face/telephone conversations without the prior knowledge and consent of other parties involved.

10. Make unreasonable demands on the Council and fail to accept that these may be unreasonable, for example, insist on responses to complaints or enquiries being provided more urgently than is reasonable or within the Council's complaints procedure or normal recognised practice.

11. Make unreasonable complaints which impose a significant burden on the resources of the Council and where the complaint:

- clearly does not have any serious purpose or value; or
- is designed to cause disruption or annoyance; or
- has the effect of harassing the Council; or
- can otherwise fairly be characterised as obsessive or manifestly unreasonable.

12. Make repetitive complaints and allegations which ignore the replies which have been supplied in previous correspondence.

Schedule B - Considerations prior to taking action under the policy

Different considerations will apply depending on whether the investigation of the complaint is ongoing or whether it has been concluded. To some extent the latter is easier to deal with. It is in effect the complainant simply refusing to take no for an answer, and the Council has the option of ending all communication with the complainant, and where appropriate referring the complainant to the Ombudsman. However, where the complaint is ongoing there needs to be some continuing contact with the complainant.

The decision to designate someone as a habitual and vexatious complainant is onerous and could have serious consequences for the individual. Before deciding whether the policy should be applied Councillors should be satisfied that:

- the complaint is being or has been investigated properly;
- any decision reached on it is the right one;
- communications with the complainant have been adequate; and

- the complainant is not now providing any significant new information that might affect the Council's view on the complaint;
- or that the way in which the complainant has acted is unreasonable.

Schedule C - Options for Dealing with Habitual or Vexatious Complainants

The options below can be used singularly or in combination depending on the circumstances of the case and whether the complaint process is ongoing or completed.

1. A letter to the complainant setting out responsibilities for the parties involved if the Council is to continue processing the complaint. If terms are contravened, consideration will then be given to implementing one or more actions as indicated below.

2. Decline contact with the complainant, either in person, by telephone, ~~by text, by fax,~~ by letter, by email, by social media or any combination of these, provided that one form of contact is maintained. This may also mean that only one named person will be nominated to maintain contact (and a named deputy in their absence). The complainant will be notified of these persons.

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3. The Clerk should inform both the Chair of the Council and the Chair of the Staffing Committee of any developing situation that occurs that may constitute as a habitual or vexatious complainant. This is so that a joint decision can be made on what form of communication the council will use to communicate with the complainant.

4.3. Notify the complainant, in writing, that the Council has responded fully to the points raised and has tried to resolve the complaint but there is nothing more to add and continuing contact on the matter will serve no useful purpose. The complainant will also be notified that the correspondence is at an end, advising the complainant that they are being treated as a habitual or vexatious complainant and as such the Council does not intend to engage in further correspondence dealing with the complaint.

4. Temporarily suspend all contact with the complainant, in connection with the issues relating to the complaint being considered habitual or vexatious, while seeking advice or guidance from its legal advisers or other relevant agencies. This temporary suspension of contact may include the blocking of e-mails from the complainant to those who may have been subjected to harassment.

Staffing & Resources Committee 30th January 2017 Recommendation Min. 346/16

Approved at Full Council 6th March 2017 Min 386/16

Recommended for Re-adoption by the Staffing Committee on 16 March 2020 (Min 489c/19)

Reviewed at Staffing Committee 26th June 2023

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