

24.10.22 Full Council agenda _____	3
AGENDA ITEM 03(c) - Report from Cllr Seed _____	7
AGENDA ITEM 08 - 3.10.22 Full Council Minutes FIN _____	11
AGENDA ITEM 08(a) - 17.10.22 Planning Minutes.FIN _____	67
AGENDA ITEM 08(a) - 26.9.2022 Planning Minutes FIN _____	83
AGENDA ITEM 09(a) - 10.10.22 Asset Management Minutes FIN _____	101
AGENDA ITEM 09(b) - Response from Suez regarding tie in period- To go with asset management recommendation _____	121
AGENDA ITEM 09(b) Recommendation re Whitworth - Bowood View Play area _____	123
AGENDA ITEM 09(c)(i) - Bowerhill Sports Field fertilising youth pitches quotation _____	131
AGENDA ITEM 09(c)(iii) - Update from grass cutting contractor on future budget _____	133
AGENDA ITEM 09(d) - Shurnhold Fields pathway cut _____	135
AGENDA ITEM 09(g) - Avian Flu measures _____	137
AGENDA ITEM 10(e) - Defib Awareness Session Leaflet V2.01 _____	139
AGENDA ITEM 10(e) - Defib Awareness Session quote _____	141
AGENDA ITEM 10(f)(ii) - Progress on mangement committee process for Berryfield hall _____	147
AGENDA ITEM 10(g) Berryfield Village Hall suggestion to change name following death of the Queen _____	149
AGENDA ITEM 11(a) - 26.09.22 Highways Minutes FIN _____	151
AGENDA ITEM 11(c) - Shaw Traffic Lights Update _____	167
AGENDA ITEM 11(d) - School Travel Plan update _____	169
AGENDA ITEM 11(e) - Substantive Highways Scheme Fund Bid (Email) ____	175
AGENDA ITEM 11(e) - Briefing_Note_22-20_The_Substantive_Highways_- Scheme_Fund_Bid_Application_Process _____	177
AGENDA ITEM 12(a) - Correspondence re potential bookings at the Campus _____	183

AGENDA ITEM 13(a) - Quarterly income and expenditure report analysis. docx QTR 2 July, August & September 2022 _____	185
AGENDA ITEM 13(a)(i) - Detailed Income & Expenditure QTR 2 July, August, September 2022 _____	189
AGENDA ITEM 13(a)(ii) - Bank Reconciliation- Fixed Term deposit September 2022 _____	195
AGENDA ITEM 13(a)(ii) - Bank Reconciliation- Lloyds Bank September 2022 _____	197
AGENDA ITEM 13(a)(ii) - Bank Reconciliation- Unity Trust Bank September 2022 _____	201
AGENDA ITEM 13(a)(iii) - VAT Reclaim for Qtr 2 _____	203
AGENDA ITEM 13(b) - Receipts and Payments- September 2022 CB2 _____	205
AGENDA ITEM 13(b) - Receipts and payments- September 2022- CB1 _____	209
AGENDA ITEM 13(b) - Receipts and Payments-September 2022 CB3 _____	213
AGENDA ITEM -13(d) - AGAR closure letter _____	215
AGENDA ITEM 13(d) - AGAR WI0162 S1 _____	221
AGENDA ITEM 13(d) - AGAR WI0162 S3 _____	223
AGENDA ITEM 13(e) Rialtas Update email _____	225
AGENDA ITEM 13(e) - Rialtas Update _____	227
AGENDA ITEM 13(f) - RTI project can be phased over several financial years _____	233
AGENDA ITEM 13(F) CIL funding Confirmation for use of RTI and costs involved _____	235
AGENDA ITEM 14(a) - Social Media Policy _____	237
AGENDA ITEM 14(b) - Attachment to correspondence re Appointment of an Independent Person S.28 Localism Act 2011 (005) _____	241
AGENDA ITEM 14(b) - Correspondence re Appointment of an Independent Person S.28 Localism Act 2011 (005) _____	245
AGENDA ITEM 16(b) - Melksham Area Board minutes 21.09.22 _____	247
AGENDA ITEM 16(c) - Wilts & Berks Canal Agenda 18.10.22 _____	257

AGENDA ITEM 16(c) - Wilts & Berks Canal Branch Report Aug-Sept	259
AGENDA ITEM 16(d) - Wilts Swindon & Oxford Canal Partnership - update from meeting 6th October	271
AGENDA ITEM 16(e) - Notes of CAWS committee meeting 7 Sept 2022 - Final	273
AGENDA ITEM 16(f) Green Party in Berryfield	279



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

First Floor
Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

Tuesday, 18 October 2022

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 24 October 2022 at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

******PLEASE NOTE NEW VENUE******

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

Click link here:

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

Or go to www.zoom.us 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

Serving rural communities around Melksham

AGENDA

1. **Welcome, Announcements & Housekeeping**
2. To receive **apologies** and consider approval of reasons given.
3. **Invited Guests:**
 - a) Wiltshire Councillor **Nick Holder** (Bowerhill)
 - b) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold)
 - c) Wiltshire Councillor **Jonathon Seed** (Melksham Without West & Rural). Report received
4.
 - a) To receive **Declarations of Interests**
 - b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
5. To consider holding items in **Closed Session** due to confidential nature
*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required (**Agenda item 9c(iv), 10a**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7. To approve the Minutes of the Full Council Meeting held on 3 October (postponed from 12 September).
8. **Planning**
 - a) To approve the **Minutes of the Planning** Committee meetings held on 26 September and 17 October 2022.
 - b) To formally approve **Planning Committee recommendations** of 26 September and 17 October 2022.
 - c) To consider the way forward for the Town Centre Master Plan and future redevelopment of a town centre site within the Neighbourhood Plan Area.
9. **Asset Management**
 - a) To approve the **Minutes of the Asset Management** Committee meeting held on 10 October 2022.
 - b) To formally approve the **Asset Management** Committee recommendations of 10 October 2022.
 - c) **Bowerhill Sports Field & Pavilion**
 - i) To approve quotation to fertilise junior pitches now rather than reseed next Spring (due to wear on pitches) – recommendation of contractor.
 - ii) To approve quotation to relocate the middle pitch to aid goal area recovery and to prevent lost balls in the hedge line – recommendation of Asset Management Committee.
 - iii) To note update from grass cutting contractor re budget and terms of a rolling or fixed 3 year contract – recommendation of Asset Management Committee.

- iv) To consider booking update and consider next steps.
- d) **Shurnhold Fields.** To approve a quotation for grass cutting should Friends of Shurnhold Fields have difficulties in recruiting volunteers, with a suggestion they disband, following their AGM on 25 October (Full Council 3 October 2022 – Min 189(c).
- e) To note the Pavilion office space, former meeting space at Gompels, and portacabin at Berryfield village hall have all been cleared.
- f) To agree date and format for Opening Event for Davey Play Area (Pathfinder)
- g) To note avian flu measures in place.

10. **New Berryfield Village Hall project:**

- a) To consider update from solicitors on legal claim.
- b) To note revised budget vs anticipated spend report.
- c) To note new tables and chairs have been delivered following a successful grant application to Melksham Area Board by the Village Hall Committee (match funded by the parish council).
- d) To note soft landscaping planting due Tuesday 25 October.
- e) To note community access defibrillator imminent installation and to consider hosting a Defibrillator Awareness Training session at the hall; to approve quotation.
- f) To receive feedback from Village Hall representatives meeting on 19 October and to consider any actions from the meeting.
 - i) Model Charitable Trust
 - ii) Draft lease
 - iii) Progress on management committee process for Berryfield hall
- g) To consider a request from Councillor Chivers to rename the village hall in memory of Queen Elizabeth II.
- h) To agree date and format for Opening Event.

11. **Highways & Streetscene**

- a) To approve the **Minutes of the Highways & Streetscene** Committee meeting held on 26 September 2022.
- b) To formally approve the recommendations contained within the **Highways & Streetscene** minutes of 26 September 2022.
- c) **Shaw Traffic Lights.** To note update on provision of ‘shutters’ on the traffic lights and consider forwarding a request to the Local Highways & Improvement Group (LHFIG) these are installed on the ‘green’ lights only (arising from Min 176/22f)
- d) To note update from Wiltshire Council on **School Travel Plans** in the parish and consider next steps
- e) To note **The ‘Substantive Highways Scheme Fund’** Bid application process for Funding in 2023/24. Area Boards need to submit eligible bids by Friday 18 November 2022.

12. **Melksham Campus/office relocation.**

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

13. **Finance:**

- a) Quarterly Reports for Qtr 2 (July, Aug, Sept)
 - i) To note Budget vs Actual figures
 - ii) To note Bank reconciliation

- iii) To note VAT reclaim submitted
 - b) To note Receipts & Payments reports for September.
 - c) To note **cheque signatories/online authority** for October payments.
 - d) To note conclusion of External Audit and public inspection period.
 - e) To note sale of Rialtas (accounting software) to Harris Computer Corporation and Handover of Leadership.
 - f) Community Infrastructure Levy (CIL). To note options put forward by Melksham Town Council for CIL sharing and consider next steps for Real Time Information project.
14. **Policies/Procedures**
- a) To review the Council's **Social Media Policy** (deferred from Full Council 26 July 2022).
 - b) To consider request for Complaints Committee and Independent Person to be appointed.
 - c) To consider way forward for training/best practice in use of electronic agenda packs.
15. **Jubilee Tree Planting.** To note update following contact with landowners and to approve costs (deferred from Full Council meeting 3 October).
16. **Community projects/partnership organisations:**
- a) To consider update on Cost of Living/Warm Spaces initiatives.
 - b) **Melksham Area Board.** To note minutes of meeting held on 21 September 2022.
 - c) **Wilts & Berks Canal Trust.** To note minutes of meeting held on 18 October (if received) and August & September Branch Report.
 - d) **Wiltshire, Swindon & Oxfordshire Canal Partnership.** To receive verbal update and/or minutes of meeting 6 October (if received).
 - e) **CAWS meeting.** To note minutes of meeting held on 7 September and recent Connect article with proposed projects that residents are being consulted on.
 - f) To note outcome of survey by the Green Party in Berryfield.

Subject:

FW: WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

Subject: WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

I write a monthly contribution for the Parish magazines of all villages which I represent on Wiltshire council. These are Broughton Gifford, Steeple Ashton, Keevil, Great Hinton and Semington and also the message goes out via Melksham Without Parish Council to the residents of Berryfield. I write as your elected Councillor to update you on headline Wiltshire Council matters and update on my involvement in village issues. I undertake to make my articles non political in their content. I would like to say an ongoing thanks to the Editorial Committee of the Parish Magazine for allowing me to contribute to the magazine.

There are several Wiltshire Council issues which are being taken forward by the Council as matters of urgency. These include taking a lead on climate change, further funding and support for victims of domestic abuse and a commitment to more Parish

Stewards for local highways and footpath improvements. I am often involved in several local village issues at the same time and these include planning applications, footpath concerns and trying to get help for local projects.

One very critical issue is how we help those struggling in the current financial crisis. Country dwellers are often very independent and very proud people. Even the most pressed are unlikely to publicise their lack of heating in winter. If we happen to notice someone who may be struggling perhaps an invitation for a cup of tea and perhaps some cake in a warm house may really help. Alongside this personal touch Wiltshire Council is leading on a warm space initiative to encourage communities to offer warm spaces and sustenance to residents. Let's hope we can all do our bit for those that need a bit of help over the winter.

Finally I am always available to help residents with their local government issues. The easiest way to contact me is by e mail but I can also be contacted by phone. I try to attend most meetings of the

Parish Council so it may be possible to arrange a meeting in person either to coincide with a Parish Council meeting or a personal meeting to suit residents.

Jonathon Seed

E mail: [Jonathon.seed@](mailto:Jonathon.seed@Wiltshire.gov.uk)

[Wiltshire.gov.uk](mailto:Jonathon.seed@Wiltshire.gov.uk). Telephone: 07770 774463

Jonathon Seed
07770774463

This email originates from Wiltshire Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of the email is strictly prohibited. Email content may be monitored by Wiltshire Council to ensure compliance with its policies and procedures. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third 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 Full Council of Melksham Without Parish Council held on Monday 3 October 2022 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm

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

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

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

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

181/22 Welcome, Announcements & Housekeeping

In the absence of the Chair, Councillor Glover, Councillor Pafford as Vice Chair chaired the meeting and welcomed everyone to the first Full Council meeting at the Council's new office space at the Campus and advised those present of the fire procedures for the building.

Councillor Pafford explained this meeting had been postponed from 12th September 2022, due to the period of mourning for the Queen who passed away on 8th September. The agenda had subsequently been slightly updated with some agenda items no longer relevant or items added which were time sensitive.

Therefore, the Full Council meeting on 24th October would be for items arising since the 12th September agenda was originally issued.

a) To note Book of Condolence for HRH Queen Elizabeth II to be deposited at Wiltshire Archive Centre

Councillor Pafford explained the parish council could retain the Book of Condolence themselves or store it at the Archive Centre in Chippenham. As the parish council already stores documents at the Archive Centre, the Clerk had suggested arrangements be made for it to go there, if Members were in agreement.

Councillor Pafford informed the meeting that the Book of Condolence was available if members wished to sign it tonight, although it was technically closed now. It was noted that the relevant General Data Protection Regulations (GDPR) notices had been in place at the Whitley Community Store and Bowerhill Sports Pavilion where it had been available for signature.

The Clerk suggested the Condolence Book be available for Councillor

Glover, as Chair of the Parish Council, to sign on his return, prior to it being deposited at Wiltshire Archives. A letter would be sent to the Palace informing them that the Council had a Book of Condolence, it was understood this would be acknowledged by letter and this can be placed at the front of the book.

The Clerk explained whilst quite a few people had signed the book at Whitley Stores, there were not so many visitors to the Pavilion at Bowerhill and had thanked Whitley Stores for offering to host the book in the North of the parish.

b) To note rescheduled meetings for October due to postponement in September

Members noted the list of rescheduled meetings for October.

Members were reminded there would be an Open Evening on Wednesday 5th October between 4.00pm-8pm at the new village hall at Berryfield, if anyone wished to attend.

182/22 a) To receive apologies and consider approval of reasons given

Apologies were received from Councillor Glover. Councillor Chivers had also tendered his apologies as he was unwell.

Resolved: To accept and approve the reasons for absence of both Councillors Glover and Chivers.

b) To consider request for Leave of Absence of 3 months by Councillor John Glover (Chairman)

The Clerk informed the meeting of the reasons behind a request for a leave of absence of 3 months for Councillor Glover.

Resolved: To approve a leave of absence for Councillor Glover until 1st December.

c) To consider and appoint an acting Vice Chair during the Chair's absence as the Vice Chair David Pafford will be "acting up"

As Councillor Glover would be away for 3 months and Councillor Pafford as Vice Chair would be acting up as Chair, the Clerk suggested that an acting Vice Chair be put in place as several delegated powers are for the Chair and Vice Chair with the Clerk; and also to provide some support and back-up for the acting Chair.

Thanks were given to Councillor Wood, as the outgoing Chair, who had stepped in for ceremonial duties, in the absence of both the Chair and Vice Chair, to represent the council following the death of the Queen.

Both Councillor Wood and Harris were nominated as acting Vice Chair

which both declined.

Councillor Hoyle nominated Councillor Russell, which was seconded by Councillor Harris.

Resolved: Councillor Russell was duly elected as acting Vice Chair until 30th November.

CLERK'S NOTE: To clarify, for the recording of the Minutes, that reference to the Chair will now be Councillor David Pafford and the Vice Chair, Councillor Andy Russell until the return of Councillor Glover in December.

d) To consider paying Chair's Allowance to Councillor Pafford for 3 months.

Councillor Pafford declared a pecuniary interest in this item and left the meeting during this item, with Councillor Russell chairing.

The Clerk explained Councillor Glover had suggested in his absence as Chair for 3 months that the Council consider paying Councillor Pafford the Chair's allowance during his period of absence.

The Clerk explained the Chair's allowance had to go through the HMRC PAYE system, which had implications with regard to tax, with the potential to move some Chair's into the higher tax bracket.

Resolved: To suggest to Councillor Pafford the allowance is there if he wished to receive it, if not that it be given to a charity of his choice and to liaise with the Clerk.

183/22 Invited Guests:

a) Wiltshire Councillor Nick Holder (Bowerhill)

Councillor Holder updated the Council on changes to adult social care which had been approved at a recent Cabinet meeting and highlighted of the 80% of revenue spent every year by Wiltshire Council, this is spent on 20% of the population; for looked after children and adults, which puts things into perspective when people ask for funding for non-statutory items/resources.

Councillor Holder explained the changes meant making sure the appropriate type of care is delivered to the residents Wiltshire Council looks after. Historically, once an adult went into a social care setting it had been unusual for them to come out of this type of setting later on, and this was not the way to deliver independent living.

Councillor Holder explained whilst discussions were still ongoing on

how to manage the change, the first part to transform the structures around how to provide care had been approved with a much greater focus on a supported living approach rather than a residential care home approach, and tailored to an individual's needs.

Regarding the Campus, Councillor Holder explained unfortunately there were a few problems with landscaping, not helped by the dry weather experienced over the Summer and an invasion of bind weed killing those plants already suffering from the drought. A site meeting was being arranged shortly to discuss how to resolve the issues and to look at landscaping in general. As the building was less than 12 months old, this still fell under the remit of Pellikaan as 'snagging'.

With regard to his Bowerhill Ward, Councillor Holder explained he had recently attended the Bowerhill Primary School Festival which had been a great success, with over 900 people attending. The school had raised over £6,000, which was fantastic and encouraged Members of the council to attend the event the following year.

At a recent Area Board meeting, Councillor Holder explained £5,000 had been awarded to Bowerhill Village Hall to replace windows and doors which had been welcomed by the village hall committee.

Councillor Holder explained a site meeting had taken place with the Clerk and a member of the Streetscene Team to look at the work recently undertaken to the ditch to the rear of Kittyhawk Close, Bowerhill and was happy to report it would appear the newly planted hedge had survived the recent drought and the ditch was flowing well. However, it was noted some debris was collecting in it, this would hopefully be cleared later in the week. It had been noted during the site visit some indigenous plants were growing in the ditch which was good to see.

Councillor Holder noted no comments had been received from residents, which hopefully meant they were happy with the outcome and felt the scheme highlighted the benefit of various agencies working together to resolve an issue.

Pathfinder Way

With regard to the lights on the pedestrian crossings, Councillor Holder expressed frustration this issue had still not been resolved. Whilst the lights on the crossing on the A365 Devizes Road from the development were now working, having visited the site earlier that day he noted there was no audible sound emitted for those with a visual impairment.

Councillor Holder had also noted the timing of the lights on the crossing were not sufficient to allow those with mobility issues or

small children to cross in time and therefore had asked for this to be investigated.

With regard to the 3 other sets of pedestrian crossing lights, it was understood these would be commissioned later in the week and a site visit was due to take place to assist with this and to make sure any faults, including those mentioned above, are dealt with. It was hoped by Friday the following week all the crossings would be working.

Councillor Holder explained there was still an issue with street lighting and issues around the estate with footpaths which were still to be investigated, but needed to prioritise getting street lighting and pedestrian crossings working in the first instance.

On a recent site meeting with the Clerk and a representative of Streetscene, Councillor Holder explained they had walked around the public open space area to the rear of Wellington Drive and noted a very large goal post, with discussions taking place on removing this and putting in at least one set of proper sized goals in order to provide more space.

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

Councillor Alford explained that at a recent meeting of Wiltshire Council Cabinet, a new Asset Transfer Devolution Policy had been approved, if the parish council wished to go along this route.

It was hoped at a Cabinet the following week, approval would be given to a new £50M a year Highways Contract.

Councillor Alford explained with regard to the Parish Steward Scheme, a paper was due to be submitted to Cabinet the following week, to allocate a further £233,000 a year for the next 3 years, to employ a parish steward support team and additional equipment to provide extra support to the existing Parish Steward Scheme to enable them to tackle heavier jobs which required more than one person and a range of equipment.

With regard to a request for the left over grant funding to Shaw Village Hall to be used to help purchase a new oven for the hall, this had been approved by the Area Board under delegated powers.

Councillor Alford noted Members had raised a question at a recent meeting regarding proposals for a new housing support service and whether there were enough staff resources available to deal with all the enquiries.

Councillor Alford explained the reasoning behind the change was

due to the high number of people on the housing register (4000+), with a high percentage on the list whose needs could be met elsewhere. People will now be assessed by an advisor to see if they met the relevant criteria to go on the housing register or whether their needs could be met elsewhere.

With regard to staff resources, Councillor Alford explained the team consisted of 32 officers made up of existing staff, following a restructure, as well as taking on additional staff. However, there would still be specialist advisors available for more complex needs.

The Clerk explained the parish was quite large, compared to other parishes and even some towns, but was only allocated a Parish Steward 3 days per month and no Sparkle Team, as we are not a town. The Clerk understood that some parishes did not engage with the Parish Steward service and therefore sought support in trying to get additional Parish Steward allocation in the parish.

Councillor Alford explained the Parish Steward was used elsewhere, if not required by a particular parish, however, would speak to both Parvis Khansari, Corporate Director Place and Councillor Dr Mark McClelland Cabinet Member for Transport, Waste, Streetscene and Flooding on this matter.

Councillor Pafford sought assurances that Wiltshire Council would look at what support was available to village halls, community centres, scout huts etc during the cost of living and energy crisis, particularly as residential and business support was now available. Councillor Pafford also noted Action with Communities in Rural England (ACRE) were also highlighting their concerns for the future of such buildings during these difficult times.

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

It was noted that Councillor Seed was away, however, he had provided two reports, which Members noted.

184/22 a) To receive Declarations of Interests

Councillor Pile as a shareholder and the Parish Council's representative on Community Action Whitley & Shaw (CAWS), declared an interest in agenda item 15(g) relating to a request to revisit Whitley Stores/Spindles Shop & Café being listed as an Asset of Community Value.

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

There were no dispensation requests for consideration.

- 185/22** To consider holding items in **Closed Session** due to confidential nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required, as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

There were no items for consideration in closed session.

186/22 Public Participation

Councillor Pafford noted the Chair of Whitley Community Hub was no longer connected via Zoom and understood he wished to speak to item 15(g) relating to a request to revisit Whitley Stores/Spindles Shop & Café being listed as an Asset of Community Value.

Councillor Pafford therefore suggested if the Chair of Whitley Community Hub returned to the meeting, their request could be moved further up the agenda to enable him to speak to this item.

187/22 To approve the Minutes of the Full Council Meeting held on 25 July

The Clerk explained that since the last meeting Taylor Wimpey had agreed to install life buoys at both ends of the attenuation pond at Pathfinder Place.

With regard to the Town Council's Priority for People project, the Clerk stated that despite chasing, a response had not been received to the council's request for further information on this project.

Resolved: To approve and for the Chair to sign the Full Council minutes of 25 July 2022 after the meeting.

188/22 Planning

a) To approve the Minutes of the Planning Committee meetings held on 15 August and 5 September

A few minor amendments were noted in the Planning Committee minutes of 15th August, which did not change the context of the minutes.

Further to the Planning Committee minutes of 5th September the Clerk explained with regard to Recommendation 4 on page 29, this

should have been a resolution, as the Planning Committee had delegated powers to respond. This was amended.

Resolved: To approve and for the Chair to sign the Planning Committee minutes of 15 August and 5 September 2022 after the meeting.

b) To formally approve Planning Committee recommendations of 15 August and 5 September 2022

The Clerk explained with regard to the Recommendation to contact the Police following issues being raised regarding activities at Pathfinder Place, she had already contacted the Police as it was relatively time sensitive and the response had been circulated to Members at a recent meeting.

Resolved: To formally approve the Planning Committee recommendations of 15 August and 5 September 2022.

189/22 Asset Management

a) Bowerhill Sports Field & Pavilion

- i) To note remedial works were undertaken (under delegated powers) to improve cracks on one of the youth pitches due to the dry conditions over the Summer at a cost of £567.50 in order to facilitate matches over the weekend of 10/11 September**

Members noted remedial works undertaken to improve cracks at Bowerhill Sports Field, under delegated powers.

The Clerk explained several items relating to Bowerhill Sports Field which had been included on the 12th September Full Council agenda, as well as several other asset management agenda items, had now been moved to an Asset Management meeting arranged for 10th October.

- ii) To approve terms and conditions for hiring the pavilion kitchen area**

The Clerk explained she had not had an opportunity to review this and asked if the Asset Management Committee could have delegated powers at their meeting on 10th October to review and approve the hire charges for the kitchen, as several groups were wishing to hire the facility.

The Clerk felt it would be useful to have a site meeting at the Pavilion to look at the facilities, as well as the sport pitches, and wondered if there was merit in holding the Asset Management

meeting at the Pavilion but may necessitate an earlier start before it got dark.

Resolved: To give delegated powers to the Asset Management Committee on 10th October to review and approve hire charges for the kitchen/games room at the pavilion.

For the Asset Management meeting on 10th October to be held at Bowerhill Sports Pavilion at 6.30pm with a site visit at 6.00pm.

b) Shaw Village Hall

i) To note report from Shaw Village Hall on recent major repair work and due diligence legal checks undertaken as requested by the Area Board in relation to their grant towards the work.

A report had been circulated with the agenda packs from the Shaw Village Hall Committee updating Members on the recent major repair work undertaken at the hall and the due diligence legal checks undertaken as requested by the Area Board. The overall cost of the project had been reduced to £7,951 which split three ways with the parish council, area board and hall committee was only £2,650 each, and not £3,000 each as previously committed.

Councillor Baines asked that the council publish the assistance given by both Rigg and Melksham Scaffolding in undertaking the repair work, as it would appear they had undertaken the work at cost, therefore reducing the costs to the village hall committee.

The Clerk explained as part of the condition of the Area Board grant, it was asked that legal advice be sought to determine liability for the maintenance and repair costs between the council (as landlord) and Shaw Village Hall Committee (as tenant) as well as insurance liability.

The Village Hall Committee had sourced free independent legal advice locally to review how liability fell with reference to the lease and various legislation, with the conclusion that whilst there are some arguments that might have led to the council being liable for the repairs, as the landlord, these are not strong and would either likely fail in court, or lead to extremely low compensation for the tenant, given the peppercorn rent in payment. Therefore, it was concluded that Shaw Village Hall Committee were liable for the repairs and that the grant from the Area Board and parish council was valid.

Councillor Pafford noted with regard to a possible insurance claim, this had been investigated with a conclusion that a challenge through the insurance provider would have had no

realistic prospect of success and given the costs in pursuing such a challenge it had been decided not to pursue a claim against their insurance provider.

Councillor Wood, sought clarification on the parish council's responsibility with regard to the lease on the new Berryfield Village Hall and the new village hall committee, given this recent experience.

The Clerk explained she had sought some advice on this from the council's solicitor, as the lease on Shaw Village Hall was ambiguous. The solicitor advised that the tenant should have the responsibility for the major repair cost in their lease. They would have access to grants more easily than the landlord/parish council and they would have no incentive otherwise for regular maintenance of the hall, if the landlord picked up the costs for major repair work.

The Clerk explained she hoped to get representatives from other village halls within the parish to discuss what should be in a lease and hiring agreements and then get all the leases the same for both halls owned by the parish council.

The Clerk explained that whilst it was hoped a template for a lease for Berryfield and Shaw Village Halls would be available for Members to look at this evening, this was not available yet.

Resolved: To publicise the assistance both Rigg Construction and Melksham Scaffolding had provided in undertaking the repair work to Shaw Village Hall and to note the report of the Shaw Village Hall Committee.

iii) To consider request for the Village Hall Management Committee to use the surplus £350 of the £3,000 grant awarded for repairs to the village hall roof/gable wall towards the new replacement oven.

The repair work undertaken at Shaw Village Hall had come in under budget and therefore the committee were seeking approval to use the £350 surplus from the parish council grant funding for the building repairs towards purchasing a new electric catering oven costing £2,400 to replace the one which had recently been condemned.

Resolved: To approve the £350 surplus grant funding being used by Shaw Village Hall Committee to purchase a new catering oven to replace one which had recently been condemned.

c) Shurnhold Fields To note update from the Friends of Shurnhold Fields Group on difficulties in recruiting volunteers to join the

group with a suggestion they disband if none come forward following their AGM in October and consider way forward for maintenance/grasscutting.

Councillor Pafford noted correspondence had been received from the Friends of Shurnhold Fields explaining the group may have to disband for various reasons, unless new members can be found at their AGM on 25th October.

The Clerk explained the council may have to consider a way forward with regard to grass cutting of walking/desire paths as currently the Friends of Shurnhold Fields Volunteer Group undertook this task and noted the Town Council's Amenity Team were already visiting Shurnhold Fields three times a week to empty the bins and therefore could potentially add this to their schedule. Another option would be for the Parish Council to add to their grass cutting contract as they already cover the annual cut for the rest of Shurnhold Fields in their contract. To this end, the Clerk stated she had already sought a quote, which if received it time could be added to the Asset Management agenda the following week.

The Clerk explained the parish council held the £98,000 (on behalf of the Town and Without) maintenance contribution from Permission Homes who handed over the land, and funding would come from this.

Councillor Patacchiola sought an update on what effect this had on the associated costs with the installation of a water point, drainage and car parking and the Clerk confirmed that this was ring fenced as joint council spend, and not by the volunteer group.

The Clerk explained that depending on the outcome of the meeting the Friends of Shurnhold Group bank account and monies may be returned to the parish and town council and either council hold them, in case there is an interest from others in a few years' time. It was understood there would only be approximately £300 available in their bank account.

The Clerk explained she had publicised the AGM on social media in the hope of encouraging more people to attend.

It was noted the Friends of Shurnhold Fields had done a marvelous job with this project and the parish council should offer a letter of thanks for the work they have done. It was sad that they were having to stand down for health reasons, and was noted that this was the reason, and not a wider issue.

Resolved: To write a letter of thanks to the Friends of Shurnhold Fields Group, particularly thanking the Secretary and the former Chair in abeyance of the AGM on 25th October.

d) Speed Indicator Device (SID). To approve the additional amount for moving/erecting the SID as now 2no. devices

As the Parish Council now had an additional Speed Indicator Device, a quotation had been sought from the Council's contractor on additional costs associated with installing the device.

A quotation of £1,448.26 + VAT for the year had been received, which was an increase of £148.26 per annum from the original quote for one device, at £1,300. Based on the devices moving every 2 weeks, this would make it £55.70 per movement as opposed to £42.71 per movement, so some good economies of scale obtained. It was noted that this was currently funded from the Sandridge Solar Farm funding.

The Clerk reminded members the replacement for the old device, which had been vandalised, was currently being repaired under its warranty, as there was an issue with the display.

The Clerk explained that unfortunately the new device appeared to be running out of battery quicker than expected (within its two-week installation period). However, this could be because it was more active, as it had been 'flashing' at every car, not just those speeding. Officers were currently seeking a quote for recharging the batteries, with the Clerk suggesting it might be worth reprogramming the device to see if the battery lasted longer in the first instance.

Councillor Baines suggested reprogramming the device to only flash at those travelling at 28mph and above, thanking those travelling 28-30mph but warning those drivers travelling above 30mph.

Councillor Patacchiola stated whilst it was not looked at for the current devices whether solar panels could be installed to provide power.

The Clerk explained due to how such a device had to be fixed to a lamppost, this was not considered an option when investigating what type of device to purchase previously.

Councillor Baines stated approval needed to be sought from Street Lighting when installing a device and they were not keen on devices with solar panels, due to the weight involved and fixings which required drilling into the lighting columns.

Councillor Baines noted it would also be difficult due to the size, to install a device with a solar panel on the removal pole, which is

installed at some locations to hold the speed indicator device.

Resolved: To approve the I D Verde Quotation for £1,448.26 excluding VAT to provide labour for the movement of both SIDs on a fortnightly basis from 1st September 2022 to 31st August 2023; with the additional costs of £148.26 per annum to be funded from Solar Farm funding and for time to be allowed for officers to investigate solar power for the speed indicator devices.

e) Play areas in new developments: To consider final adoption of new play areas in Pathfinder Place & Bowood View following recent site visits

Pathfinder Place

The Clerk explained she had visited the play area with the Wiltshire Council Section 106 officer and most of the things listed in the RoSPA post installation report had been completed. Whilst there were a few things outstanding such as erecting signage and fixing the lock on the maintenance gate she was happy to recommend the play area be adopted by the parish council, as long as these outstanding items were completed by Taylor Wimpey.

The Clerk explained the parish council had added Pathfinder Place play area to the list of play areas to be independently inspected by RoSPA in September and therefore suggested the parish council may wish to hold off adopting the play area until the council had sight of this, it also provided an independent record of the condition of the play area prior to it being handed over to the council.

Resolved: To adopt Pathfinder Place play area, pending the completion of outstanding actions as highlighted in the post installation report by RoSPA and pending receipt of the independent RoSPA report in September, commissioned by the Parish Council.

Bowood View

The Clerk, along with Councillors Wood and Harris, had attended a site meeting with Bellway regarding the play area.

The Clerk explained the meeting had been very difficult, with Bellway not being very co-operative. It was noted Bellway had offered to replace the hoggin footpath in the play area with a tarmac one as a goodwill gesture, however, if the parish council had not accepted this offer in the timeframe they had set, the offer would have been withdrawn.

The Clerk explained there seemed to be a failing between what the parish council agrees with developers and what is in the s106 Agreement and would be discussing this at the meeting with

Councillor Botterill, Wiltshire Council Member for Finance, Development Management & Strategic Planning the following week. Another issue experienced with Bellway, as well as with other developers, which will also be discussed with Councillor Botterill, is following meetings with developers when the council have asked for things to be included within a play area specification and put in the minutes and forwarded to developers, they sometimes do not respond confirming receipt and accepting that was what was said and use this as an excuse later on, particularly if it is not included in the Section 106 Agreement, as a reason for not doing something.

The Clerk explained the play area safety surfacing does not go all around the edge as requested and weeds had formed around the edges but these have since been cleared. Also, there is a seam in front of one of the set of swings, as the surfacing was laid in sections; Bellway have stated they will not relay it.

As the Council have previously pointed out, there are a lot of stones in the grass, Bellway deny there are so many, however, some were pointed out by the Wiltshire Council Section 106 Officer at the site meeting.

The Clerk informed the meeting the post installation report by RoSPA was some 18 months old now and therefore, the Parish Council had paid for one to be undertaken in September and hopefully would be available shortly.

The Clerk reminded Members there was no maintenance contribution towards future maintenance of the play area by the parish council, as this did not get put into the Section 106 Agreement. The Clerk explained again this would be something which would be raised with Councillor Nick Botterill, particularly as the parish council always ask for this with meeting with developers and sometimes it is included in Section 106 Agreements and other times it is not, there is no consistency.

The Clerk explained that at the meeting Bellway accused the Council of just wanting money; that they were only interested in the cost impact. It was pointed out the money was only being requested by the parish council as a maintenance contribution for the upkeep of the play area, which the parish council were taking off the hands of the developer. Bellway had responded suggesting the parish council not take on the play area and they would just hand it over to their management company.

At this suggestion Councillor Wood had asked, if their management company were to take on the play area, would the path through the play area be tarmacked or left as is, to which they did not seem keen on doing this.

The Clerk reminded Members that when the Council were considering taking over the Wiltshire Council play areas some time ago, they had done so as it was felt every child using a play area in the parish should have the same level of service at each play area.

Several Members raised concern at taking on the play area in its present condition, particularly given the quality of the safety surfacing and the costs involved in getting the play area up to the parish council's standard. They also raised concern at the ongoing costs of maintaining the play area, given no maintenance contribution for the play area was attached to the Section 106 Agreement.

Councillor Hoyle sought clarification on the RoSPA report undertaken.

The Clerk explained a RoSPA report had been undertaken post installation, with the parish council paying for one to be undertaken in September, with a report due shortly.

Councillor Hoyle suggested deferring a decision on taking over the play area, pending receipt of a more up to date RoSPA report and as long as it met the requirements of the independent review from RoSPA the parish council take it on.

The Clerk confirmed RoSPA would not be looking at the play area from the point of view of future maintenance but just from safety point of view, and if the equipment and surfacing was installed to the relevant BS (British Standards).

Councillor Pafford sought clarification on what the view of the Wiltshire Council Officer was, who attended the meeting. The Clerk confirmed he had responded to say if it was a Wiltshire Council play area, they would be prepared to take it on.

The Clerk highlighted that there was a difference in the specification the parish council had asked for to what Wiltshire Council ask for and what is included in the Section 106 Agreement.

The Clerk reminded Members when considering plans for this development and the one at Pathfinder Way, the council had asked for the same specification play area and whilst the one at Pathfinder Way was to the specification of the parish council, albeit with a few minor issues, the one on this development was not.

Councillor Wood stated, from looking at the matter from the point of view of people living on Bowood View, particularly the children, that currently there is no play area available. If the parish council refuse to take on the play area, Bellway will hand over the play area to a management company and they are not going to replace the hoggin path with a tarmac one and its condition will get worse and worse. However, if the parish council take the play area on, they will make

sure the hoggin footpath is tarmacked and look after the play area, like others in the parish. Councillor Wood understood the sentiment of others in suggesting not to take it on, as Bellway have treated the Council badly.

Councillor Wood also highlighted when taking on the play areas from Wiltshire Council these did not come with a maintenance contribution and therefore, maintenance costs fell to the parish council and ultimately the tax payers in the parish.

Councillor Shea-Simonds sought clarification on the condition of the gap which had appeared in the safety surfacing.

The Clerk explained the safety surfacing was done in two sections by the contractors in very hot weather. There was not a gap there now, but the join would be susceptible to opening up in the future under changing weather conditions. Such gaps have proved difficult to fill/repair in the past and are potential trip hazard. For this reason, when the parish council resurfaced the safety surfacing at the Hornchurch Road play area, it was done in one sweep deliberately.

Councillor Baines noted the RoSPA report would only prove if the equipment was safe to use and did not cover the potential maintenance issues the council had identified.

The Clerk clarified that what the Council were concerned about was the potential for a future issue with the safety surfacing due to the join and its longevity. With regard to the cost, the parish council had previously paid £40,000 to replace the safety surfacing in the play area at Hornchurch Road.

Councillor Holt as a resident of Bowood View explained there was extreme tension between the residents and Bellway already, with Bellway using any means to cause distraction with the play area. Therefore, if the parish council took on the play area, this would alleviate some of the concerns of residents.

Councillor Holt explained residents were looking to create their own management company, given snagging issues still outstanding, which were causing concerns for residents who had received disappointing care from the developers. Therefore, the parish council needed to weigh up the concerns of residents in order to make them feel supported, but appreciated it was a difficult balance, given the play area is fit for purpose, but not up to the parish council's usual standard.

Councillor Shea Simonds sought clarification on what was hoped as an outcome from the recent meeting with the developers.

The Clerk explained it was hoped there would be a bit of

understanding from the developers and noted the management company had also refused to meet the residents' group which had been formed.

The Clerk explained at present that there was a legal claim against Bellway for the additional funding required in order to install drainage, water and electricity to the hall, as it was built with no capacity for such, despite the building being included in the plans. However, Bellway are undertaking a counter claim of £13,500 against the parish council as Wiltshire Council are not happy with the condition of the road surface, which had to be dug up after being laid, in order for the parish council to install drainage, water and electricity.

Resolved: For the parish council to adopt the play area, based on the outcome of the independent play area review by RoSPA but not sign any legal agreement until the footpath in the play area is tarmacked with a proper edging.

To inform Wiltshire Council of the issues the Council have experienced with a possibility of holding back some of Bellway's Bond.

It was noted the Chair of Whitley Hub had not arrived back in the meeting.

190/22 New Berryfield Village Hall project:

- a) **To note site meeting held on 27 July and handover meeting on 5 September with staged payments 7 & 8 made. Handover of site to the parish council on 5 Sept. To approve staged payment 9.**

The Clerk explained staged payment 9 was for half of the retention amount having held back 3%, with the other half payable in a year's time in order any snagging issues are resolved.

The Clerk explained there were a few outstanding issues, such as lighting, which Rigg Construction had been trying hard to get resolved with their contractor.

Members noted a site meeting had taken place on 27th July, with a handover of the building to the parish council on 5th September.

Members also noted staged payments 7 (£165,318.13 inc £27,553.02 VAT) & 8 (£89,877.64 inc £14,979.61 VAT) had been made.

Certificate 7	£690,039.07	
Less 3% retention	<u>£ 20,701.17</u>	
	£669,337.89	
Less previously paid	<u>£531,572.78</u>	Certificate 1 - 6
	£137,765.11	
VAT at 20%	<u>£ 27,553.02</u>	
TOTAL	£165,318.13	

Certificate 8	£767,253.53	
Less 3% retention	<u>£ 23,017.61</u>	
	£744,235.92	
Less previously paid	<u>£669,337.89</u>	Certificate 1 - 7
	£ 74,898.03	
VAT at 20%	<u>£ 14,979.61</u>	
TOTAL	£ 89,877.64	

The Clerk explained as part of the planning permission conditions (Planning application No: 20/03879/REM), no sound from the building was to be audible at the boundary of the building. Therefore, the building had been triple glazed, with double glazed velux windows and no patio doors, a sound limiter had also been installed. However, on a recent site visit it was noted the building was a bit echoey and therefore queried if Members may wish to hold back some of the payment in order to get this resolved or whether it was felt to be more of a design issue which could be resolved at a later date, with the installation of some acoustic panels. It was also noted the echo may be resolved

when all the furniture is installed as well as installing curtains/blinds if necessary.

The Clerk explained that technically the building could not be used until a planning condition had been discharged, ie the submission of a Green Travel Plan, with a meeting arranged shortly with the architect to go through this. There was a separate condition for the old hall requiring it to be demolished in a timely fashion. Whilst the parish council probably did not have to go through Building Regulations to demolish the existing hall, due to its small size, the Clerk and Rigg Construction had decided to go through Building Regulations to demolish the building as it was a community building adjacent to a play area in a public open space. Two of the existing small groups from the portacabin hall had been moved across as they needed to move out the old hall for it to be prepared for demolition. This was only 4-8 people once a week (Art group) and fortnightly (Craft group) the new building was not being used for new bookings. The Clerk explained that in terms of discharging conditions, it was demonstrating its intent by submitting the "Notice of Intended Demolition" paperwork and draft Green Travel Plan paperwork to relevant stakeholders.

Resolved: To approve staged payment 9 of £23,288.26, including VAT of £3,881.38, be paid.

Certificate 9	£775,271.88	
Less 3% retention	<u>£ 11,629.08</u>	
	£763,642.80	
Less previously paid	<u>£744,235.92</u>	Certificate 1 - 8
	£ 19,406.88	
VAT at 20%	<u>£ 3,881.38</u>	
TOTAL	£ 23,288.26	

- b) To note the Deed for the Side Agreement for the transfer of Section 106 funds from Wiltshire Council was signed and sealed on 17 August (previously approved Min. 86/22d); received 27 September and invoice raised for £425,997.78**

Members noted the Deed for the Side Agreement for the transfer of Section 106 funds from Wiltshire Council had been signed and sealed on 17 August, with the funds being received on 27 September, and noted that the funds had been sat with Wiltshire Council for a year. The Clerk explained this was something which would be discussed with Wiltshire Councillor Botterill at an upcoming meeting, particularly as the interest on this amount would have gone to Wiltshire Council.

- c) To note the Parish Council have insured the village hall in the interim, until a Village Hall Trust is in place, at a valuation of £920,000.00 for rebuild costs; with weekly inspections in place. Pro rata premium of £3,849.18 has been paid**

Members noted the Parish Council had insured the village hall in the interim until a Village Hall Trust was in place. A pro rata premium of £3,849.18 had been paid, with weekly inspections in place for fire alarm checks etc.

The Clerk explained at the July meeting it was understood the insurance premium would be at a rough indicative price of £900. However, on informing the council's insurance provider with the information that the building was unoccupied the premium had increased to £3,849.18 for cover from now until June 2023 when the council's insurance is renewed. However, the Council will get some of this premium back, once a Village Hall Committee is in place, as they will be responsible for insuring the hall and as the building will be occupied the insurance cost will be less. The Clerk had authorised the payment of the increased premium as it was time sensitive to ensure the hall was insured for the 5th September handover date.

The Clerk informed the meeting the valuation of the building for rebuild costs of £920,000 had been provided by Rigg Construction, free of charge, with the QS for the project wanting to charge £350 to do this.

- d) To note the Completion Certificate for the new village hall has been issued by Wiltshire Council Building Control on 1 September 2022**

The Completion Certificate had been issued stating:

This certificate, which is given in accordance with Regulations 17 of the Building Regulations and Section 1(3) of the Building Act 1984, shall be considered as evidence (but not conclusive evidence) that, insofar as the authority has been able to ascertain, the works described in the certificate are in compliance with the requirements of the Building Regulations.

Resolved: To note the Completion Certificate (BR/20/018789/FP) for the new village hall had been issued by Wiltshire Council Building Control on 1 September 2022 and signed by Parvis Khansari, Corporate Director, Place.

- e) To note a Public Works Loan repayment of £52,284.38 (including £2,784.38 interest) was due on 23 September 2022**

Members noted a Public Works Loan repayment of £52,284.38 (including £2,784.38 interest) had been made on 23 September 2022.

Given the current changes to higher interest rates, the Clerk had checked the terms of the loan and confirmed the Council had entered into a 5-year fixed rate loan, which was good news, given the fluctuating interest rates at present.

f) To consider draft/templates for Charitable Trust and Lease (if received)

The Clerk explained that correspondence from the council's solicitor had been circulated as a late paper, who had stated with regards to the formation of a charity for the village hall that there is no pro forma as such and advised they form a Charitable Incorporated Organisation, in respect of which there is a standard draft constitution published on the Charity Commission website.

With regards to a lease, the solicitor explained there 'was no standard form of lease and it was for the parties to decide on terms of the lease which can then be incorporated in a suitable draft. The solicitor had also suggested a lease of 25 years, with a commencing nominal rent, with the obligations for all repair on the tenant. This would mean transferring to the Charity the benefit of any guarantees given by the builder in respect of the construction of the building. All outgoings to be the responsibility of the Charity. The lease would not be capable of assignment to someone else and in the event of the Charity failing to comply with the terms of the lease the Council could revoke the lease.'

The Clerk had therefore asked if the solicitor could provide a standard lease in order for the Council to look at as a starting point.

Councillor Harris stated Bowerhill Village Hall had a Deed of Trust and was aware of a more up to date version available on the Charity Commission website and offered to forward to the Clerk, in order to compare the two documents.

The Clerk reminded Members the Council would have to charge a peppercorn rent for the lease which meant the Council could claim the VAT back on the village hall project as this was an activity undertaken as a non-commercial basis.

Resolved: That a Charitable Incorporated Organisation for the new Berryfield Village Hall be established and the Council's solicitor draw up a lease for Village Hall as per the terms advised above.

g) To receive feedback from meeting with residents as potential trustees on 6 September and next steps agreed

The Clerk explained that unfortunately not as many as was hoped had turned up to the meeting, however, it was the end of the summer

holidays and so another open evening was being held in a couple of days to encourage more potential trustees to come forward.

The Clerk explained the Council needed to formally appoint a council representative for the new Berryfield Village Committee.

Currently Councillor Wood was the Berryfield and Semington Road Action Group (BASRAG) representative with Councillor Holt as the Council representative on the portacabin village hall committee.

The Clerk stated if not enough people came forward to join the Management Trust Committee it was permissible for more Councillors to join and as more committee members came forward, they could step down. It was noted that Councillor Wood was happy to be a Committee member as the BASRAG representative.

Resolved: Councillor Holt be appointed as the parish council's representative on the new Village Hall Management Trust Committee.

h) To note Berryfield Village Hall Budget Summary vs Spent to date

Members noted £795,030.25 in total had so far been spent to date on the new Berryfield Village Hall project against a budget of £850,000.

The Clerk explained there were still a few items to be paid for, such as soft landscaping, with a separate reserve of £5,000 for the demolition of the old village hall and another £50,000 available for buying items not included in the Rigg contract, such as furniture. £4,500 was also available to put in the management committee bank account for startup funds and cash flow.

i) To approve quotation for soft landscaping planting (£2,000 omitted from Build contract for this work)

The Clerk explained that Councillors and residents had met with T W Landscapes to discuss soft landscaping planting options around the village hall, which had been excluded from the Rigg contract so that the parish council could deal with their supplier direct, without a mark-up. The advice at the site meeting had been that in order to provide a decent scheme, the cost would be more than the £2,000 available in the budget.

Therefore, T W Landscapes had provided a quote of £2,780 + VAT for 300+ shrubs (3 per metre) including supply and spreading of bark mulch, which was £780 over the budget set.

The Clerk explained it had also been agreed to plant a Jubilee Tree at the village hall and a space will be left to plant one, with the money for this coming from the Jubilee Tree budget.

Councillor Wood sought guidance whether the new village hall committee would be responsible for maintaining the planting or whether volunteers would be able to do it.

The Clerk understood the new village hall committee would be responsible for maintenance.

Resolved: To approve the quotation of £2,780 + VAT from TW Landscapes for soft landscaping around the village hall.

j) To approve quotation for new noticeboard for village hall use

The following quotation had been received from Arien Designs Ltd for a new noticeboard for the village hall. The Clerk noted that this was for the use of the village hall, and would be blue, whereas the one already on order was for the use of the parish council, and was dark green; with the appropriate header boards.

Noticeboard:	£475
Headerboard:	£ 87
Delivery:	<u>£110</u>
TOTAL	£672

Resolved: To approve the quotation of £672 excluding VAT for a new noticeboard for the village hall.

k) To receive notes/feedback from meeting of BASRAG/Berryfield Village Hall Committee (existing portacabin hall) and Parish Council on 1 September

The Clerk explained that unfortunately she had not had time to produce the notes from the meeting yet and therefore provided a verbal update instead and would be forwarding what was minuted at this meeting to the existing village hall committee for their information.

The Clerk explained as it had been difficult for the current village hall committee to arrange a meeting for various reasons, the parish council had arranged one and agreed to minute it, in order to assist.

The meeting included representatives from the current village hall committee/BASRAG (Berryfield and Semington Road Action Group) – Richard Wood, Shona Holt and Gill Arbery; and from the Parish Council Councillor David Pafford, Councillor John Glover and Councillor Mark Harris with the following points agreed.

- The parish council arrange for the demolition of the existing portacabin hall and making good on site; at the cost to the parish council. This includes informing all the relevant stakeholders, including the landowner Wiltshire Council and adjacent landowner Selwood Housing.

- The parish council receive the donation of the existing tables and chairs from the old village hall to use at the Bowerhill Sports Pavilion as a community facility.
- The parish council will donate 7no. folding tables from their old meeting space in 1 Swift Way, and have matched funded the new hall committee representatives who have made a grant application to the Area Board for 54 chairs, a chair trolley, 7 folding tables and a table trolley.
- The date of closure for the existing village hall will be Weds 14th September to give time for packing over the next few days with Monday 19th September booked for a van and lorry to transport equipment and furniture, and the art and craft group to commence from the new hall on Tuesday 20th September. Due to the Funeral for HRH Queen Elizabeth II on Monday 19th September, this was rescheduled for Monday 30th September.
- Any equipment/furniture/crockery/art and craft supplies not relocated to the new hall on the Move Day will be cleared with the demolition works, unless they can be reused elsewhere.
- The bank account currently operated for the existing portacabin village hall is actually called “For and on behalf of Berryfield New Village Hall” and the Clerk has the bank account details. The cheque signatories are Gillian Arbery, Richard Wood and Sue Whyborn. The existing hall committee agreed that the bank account would be available for use by the new hall committee, with the funds in it, circa £800. The parish council were able to use the account to put funds in for the new management committee. The cheque signatories would be amended to the new trustees when appropriate.
- It was noted that the temporary planning permission for the existing portacabin hall expired on 29th August 2022 and that the parish council would submit the relevant information to inform Wiltshire Council of their intention to demolish the existing hall. They had been made aware of the time delay of the new hall being constructed, to enable the old hall to be demolished.

I) To note quotation for fire signage and extinguishers as identified by Risk Assessment approved under delegated powers and installed 26 September

A quotation of £357.00 + £71.40 VAT (approved under delegated powers) had been received from Radcliffe Fire & Security for 6 fire extinguishers and 1 fire blanket and various notices, which had all been installed on 26th September.

The Clerk asked if members were happy the extinguishers from the old village hall be given to Rigg Construction to use on their building sites as they were still useable; they would do this as part of the clearing of the building before demolition.

Resolved: For the fire extinguishers at the old village hall to be given to Rigg Construction to use on their building sites.

l) To note costs associated with relocation of equipment and furniture from old village hall to new, and other furniture movements, work undertaken Friday 30 September

Members noted the cost of £500 + £100 VAT associated with the relocation of equipment and furniture from the old village hall to the new and other furniture movements, which had been undertaken on Friday, 30th September.

m) To consider what aspects of the hall the parish council supply at this stage (wifi, projector screen etc)

The Clerk explained that a 'phone line had already been installed and sought a steer from members what else they were prepared to install prior to a village hall committee taking over the running of the hall.

Resolved: It was agreed that Wifi be installed in the village hall by the parish council. Other equipment such as projector screen, CCTV etc to be installed by the new management committee.

o) To note "Intention for Demolition" paperwork submitted to Wiltshire Council Building Regulations for portacabin village hall, for w/c 31 October.

The Clerk explained the relevant Intention for Demolition paperwork had been submitted to Wiltshire Council and were waiting the requisite 6 weeks for approval. It was being suggested demolition takes place week commencing 31 October, which was still to be confirmed.

The Clerk asked if Members wished the Asset Management Committee to look at the Method Statement for the demolition work.

Members agreed for officers to carry on without the need for the Asset Management Committee to review. It was noted that a leaflet drop informing neighbouring hall residents of the council's intention to demolish the old village hall would take place when a date had been confirmed.

191/22 Melksham Campus/office relocation

a) To note the Campus Lease was signed and sealed, under delegated powers, (approved Min. 97/22) on 1 August

Members noted the Campus lease had been signed by Councillor Pafford on 1st August 2022.

Councillor Mary Pile left the meeting.

b) To consider a request for “desk space” and for meeting space from various organisations and a charge rate if applicable

The Clerk explained she had received enquiries from various groups to use the Council’s meeting space and sought a steer from Members on a way forward.

Enquiries had been received from the following:

- Wiltshire Council North Wilts Flood Operational Group for occasional regular meetings; these move around the county
- The Clerk to Broughton Gifford Parish Council to use as office space.
- Melksham Oak School Council for meetings

Resolved: To allow both North Wilts Flood Operational Group and Melksham Oak School Council to use the parish council’s meeting space. To charge North Wilts Flood Operational Group a nominal fee of £10 per hour for use of equipment and refreshments and give a 50% discount to the Melksham Oak School Council, subject to the Clerk checking the conditions of the Campus lease. A legal agreement to be signed before use, to include a clause related to additional charges to be made if any damage was caused to the AV equipment during use.

To suggest the Clerk of Broughton Gifford Parish Council use one of the meeting rooms Wiltshire Council have available within the Campus.

c) To consider purchasing additional equipment in order to access Rialtas accounting software remotely and note donation of computer to run AV equipment

The Clerk explained officers had no access to the Rialtas accounting software remotely at present; this was not installed on a laptop to retain access by more than one officer as part of the risk assessment protocols.

Councillor Patacchiola explained on talking to the Council’s IT consultant that there was a possibility in using the second-hand modem in providing remote access, however, if this did not work a new modem would cost in the region of £75.

Members confirmed they were happy with this approach.

The Clerk wished the Council to note Councillor Patacchiola had donated the small computer device to help run the AV equipment. The members thanked Councillor Patacchiola for his donation and support of the council’s IT requirements.

d) To note details of tenancy operational details (A to Z document)

Members noted the information contained within the A-to-Z document.

The Clerk explained a Campus cleaner had still not visited the offices but would keep pursuing. Currently the offices were being cleaned by the occasional life guard and officers.

e) To note budget/spend to date on office relocation project

Members noted the total spend to date on the office relocation of £7,055.72, which included items yet to be invoiced.

Councillor Pafford stated he wished to put on record his thanks for all the hard work officers had put in, on getting the Berryfield Village Hall project completed, as well as the Council offices relocated to the Campus and keeping Members fully updated on both projects.

Councillors also reiterated their thanks.

192/22 Finance:

a) To note Receipts & Payments reports for July and August.

Resolved: To note the receipts and payments for July and August.

b) To note cheque signatories/online authority for September Payments

Resolved: To note Councillors Pafford and Shea-Simonds were cheque signatories and online authority for September payments.

c) Community Infrastructure Levy (CIL). To consider projects for joint CIL sharing with Melksham Town Council

The Clerk explained that Melksham Town Council were also considering this item at their meeting tonight in order that both Council's consider projects for Community Infrastructure Levy funding sharing, prior to a meeting taking place to prioritise the schemes put forward.

It was noted that Councillor Wood had previously suggested the construction of a footpath from Berryfield along Western Way to the new Pathfinder Place School, to enable children to access it more easily, which would also help children get to Aloeric School.

Councillor Glover had also previously suggested Real Time Information be installed in bus shelters.

Resolved: To put forward Real Time Information in bus shelters and the construction of a footpath along Western Way as projects for CIL sharing with the Town Council.

d) To consider opting out of the next round of 5-year audit appointments

It was noted the advice from professional bodies was not to opt out of the next round of 5-year audit appointments, as the costs would be much higher without economies of scale.

The Clerk explained in the last round that this was looked at, some 5 years ago, not one town or parish council had opted out.

Resolved: Not to opt out of the next round of 5-year audit appointments.

e) To note receipt of £5,936.98 in Community Infrastructure Levy (CIL) funding from planning applications 20/03543 & 15/09689 and 2nd precept payment £117,842.52

Members noted receipt of £5,936.98 in CIL funding from planning applications 20/03543 & 15/09689 and the second precept payment of £117,842.52.

f) To note NALC briefing on comparative Precept levels. Parish Council precept is £235,689.05 with Band D equivalent of £84.71

Members noted the information contained in the National Association of Local Council's (NALC) briefing on comparative precept levels across the country.

193/22 Local Highway & Footpath Improvement Group (LHFIG). To consider and approve costs and priorities of recent requests submitted to LHFIG by the parish council

The Clerk explained the minutes of the last Highways & Streetscene meeting held on 26th September 2022 would be an agenda item at the next Full Council meeting for approval. However, the Council needed to approve their 50% contribution and priorities to be submitted to the Local Highways & Improvement Group (LHFIG) in a timely manner and so this Recommendation had been brought forward to this meeting:

ISSUE & ISSUE NO	COST	Melksham Without Parish Council's 50% contribution	PRIORITY
Bus Shelters – Bowood View Issue 9-22-10	Section 106 funding available		High
Berryfield Village Hall Signs Issue No: 9-2-16	(Costs to come via Area Board as under £500)		High
Falcon Way, Bus Shelter Issue No: 9-19-9	Deferred to enable discussions with land owner.		Not a priority until land ownership issues resolved.
Pony and Trap Barrier, Bowerhill Lane Issue No. 9-22-18		0	Not to proceed with this request as barriers need to be in place for safety reasons.
Halifax Road East, Bowerhill dropped kerbs Issue No. 9-22-12	£3,500	£1,750	Medium
Portal Road, Bowerhill Village Gates (one gate	£4,500-£5,000 For 2.	£1,500	Medium

between Dick Lovetts and first hangar) Issue No: 9-19-11	Following site meeting agreed only 1 was required, therefore, costs £2,250-£2,500		
Cheshire Close, Bowerhill dropped kerb Issue No: 9-22-13	£2,500	£1,250	Medium
Parking Restriction Request Fees Issue No. 9-22-16	£3,000	£750 estimated share	Low. Need other councils to agree their priorities, in order costs of advertising the legal orders can be split between the various councils in the Melksham Area Board area.
TOTAL		£5,250	

Resolved: To approve the parish council's 50% share of the costs for the above projects and priorities, to be forwarded to the Local Highways & Footpath Improvement Group (LHFIG) for consideration, with the funding to come from the £5,500 budget available for LHFIG contributions from Community Infrastructure Levy funding (CIL).

194/22 Policies/Procedures

- a) **To consider protocols with regard to invitation from Melksham Independent News for Members to take turns in contributing to an article in the paper highlighting the Council's activities**

The Clerk explained that the Melksham News had invited Members of both the parish and town council to contribute to a 300-word article in

the paper, highlighting their council's activities; called "Councillor's Corner". This would be done on an alphabetical basis with each council taking it in turns.

The Clerk had provided a list of Members with an issue date against them, as well as providing a list of possible topics Members may wish to cover, but noted Members may have their own ideas on topics they wished to cover.

The Clerk reminded Members, as the Press Officer for the Council, if she could have sight of the articles to be submitted to Melksham News, in order to check they were within Council policy guidelines.

Several Members highlighted a preference in topics they wished to cover as follows:

Councillor Wood:	Planning
Councillor Shea Simonds:	Commitment of a councillor – in terms of time, being a volunteer etc
Councillor Patacchiola:	Speedwatch and Broadband roll out

The Clerk noted Councillor Chivers would be providing the next article for Melksham News and sought a steer from Members if they wished to suggest a topic for him to cover or to ask that he come up with a topic of his own.

It was noted there were various issues relating to his ward and perhaps he may wish to cover those, such as flooding in Whitley, the assistance the parish council gives to Community Action Whitley & Shaw (CAWS), as well as the village shop campaign.

The Clerk noted Councillor Pile attended the Flood Warden meetings and therefore she may like to cover this issue. Therefore, it was suggested Councillor Chivers may like to cover the village shop campaign.

Resolved: To accept the Clerk's offer of help in assisting Members with their articles for Melksham News.

b) To consider signing up to Positive Conduct equals Positive Democracy Charter

The Clerk explained this was part of the whole Respect and Civility agenda, with quite a few campaigns both locally and nationally taking place.

Resolved: It was agreed the Parish Council sign up to the Positive Conduct equals Positive Democracy Charter.

195/22 Community projects/partnership organisations:

a) To consider options for providing support given current Cost of Living crisis

Information had been circulated to Members from both Wiltshire Wildlife Trust regarding their Keeping Warm This Winter Project, as well as Action with Communities in Rural England (ACRE) concerning the energy crisis and the impact for village halls.

The Clerk explained conversations had started to take place about what councils could do to help in the current cost of living crisis and had recently been approached by a representative of Wiltshire Wildlife Trust. Wiltshire Wildlife have picked Melksham to undertake a pilot scheme, as there are some areas of deprivation, but not necessarily in the parish.

The Clerk explained that they will be running 4 energy workshops for higher needs households to help with ideas on how to reduce energy costs and making sure residents are getting the right benefits. It is also proposed to have 4 energy café sessions to provide useful information on energy saving ideas.

A meeting had already taken place with the Community Development Officer at the Town Council, Age Friendly Melksham and Richard Rogers, Strategic Engagement and Partnership Manager, Melksham Area Board and Wiltshire Wildlife on coordinating an approach.

The Clerk explained it was proposed to hold a workshop at Shaw Village Hall after their Wednesday Friendship Group, Bowerhill Village Hall after a Community Free Dining Session, Forest Community Centre and another session at the Film Club at the Assembly Hall and one at the Meeting Place, Market Place (former Art House Café).

Discussions had taken place with the Library, as they would be a useful place to provide a central point for people to get information, as well as informing people of the various benefits available, such as pension credit. It was understood there was £1m in unclaimed pension credit in Wiltshire. Melksham News had also been asked to run an article on where people can get advice and suggestions on energy savings.

With regard to Warm Spaces, it was understood Wiltshire Council were pulling together a register of warm places where people can go.

The Clerk highlighted that if village halls were opened as a Warm Space, they needed to provide something for people to do, such as a quiz or volunteers on hand to provide refreshments and hopefully the workshops would encourage some people to volunteer to help people filling in forms, as some residents often struggled with this.

The Clerk explained with regard to the budget that the parish council will not be looking at this until January, particularly as things keep changing so quickly of late. As the parish council usually look at providing village halls grant funding in April, she suggested the parish council could consider providing some reassurance to village halls over the coming weeks on potential support in the interim period, particularly as it was understood the recent energy cap announced by the Government was for businesses and not for village halls, community centres etc.

Members stated they were happy the Clerk and staff continue their involvement in this item.

a) Melksham Community Support. To receive update following recent meeting and to note a grant application to SSEN Resilient Communities Fund for £8,361 to promote and operate a local emergency response telephone line has been successful

Members noted a grant of £8,361 had been awarded by Scottish & Southern Electricity Networks to promote and operate a local emergency response telephone line in Melksham and surrounding villages.

The Clerk explained she had applied as the Parish Council on behalf of Age Friendly Melksham who run the Melksham Community Support volunteer scheme and the Town Council in order to keep the legacy of Melksham Community Support going. Melksham Community Support had been set up during Covid and the legacy idea was that the infrastructure, database and volunteers and users could be contacted in a local Emergency triggered by the Emergency Plan.

The Clerk explained the idea was to retain the number of Melksham Community Support and provide an alternative way to retain/publish the number for those not online with a fridge magnet with the phone number on (funded via the grant) which will be delivered via the Melksham News, with a leaflet which on one side will say if you need help and the number to ring and on the other side the same number but if people wish to volunteer in an emergency.

The funding will also help with the advertising costs in the local paper, as well as the following two years, leaflet printing costs and pay for the phone number and the database (Lamplight) licence for 3 years.

The Clerk explained there had been discussion on how Melksham Community Support functions moving forward, whether it stays dormant and is only resurrected if there is an emergency and is triggered by the Emergency Plan and in the meantime if you ring the number, it provides a list of useful numbers of where to get support or places where people can get advice or support. The Clerk explained there was also a grey area about who makes the decisions about Melksham Community Support.

The Clerk asked if Members were happy she accepted the grant and that work continued on this as part of the Emergency Plan and how Melksham Community Support move forward.

Councillor Baines thanked the Clerk for her comprehensive application.

Resolved: The Clerk to accept the grant from Scottish and Southern Electricity Networks of £8,361.

b) To note response regarding broadband speeds in Berryfield from Councillor Ashley O'Neill, Cabinet Member for Governance, IT, Broadband, Digital

Following a request from a resident of Berryfield for an upgrade in broadband speeds, Wiltshire Councillor Ashley O'Neill, Cabinet Member for Governance, IT, Broadband, Digital had responded to say 'from March 2020, Ofcom had introduced a universal service obligation that where customers could not get a download speed of 10 Mbit/s they could request an upgraded connection. However, having looked at postcodes for Berryfield had noted that Berryfield received speeds of 10 Mbit/s and therefore were unable to request an upgrade via these means.

Councillor O'Neill had also stated in terms of additional provision that the majority of broadband infrastructure is funded privately, and Wiltshire Council had limited influence on these decisions. Moving forward, public funding to upgrade infrastructure will be through Project Gigabit. Under this scheme, it appears Berryfield is in a "White" area, where there are no privately funded plans and therefore public funding may come forward to enable a connection.

Councillor O'Neill stated Wiltshire Council anticipated the results of the Project Gigabit market reviews and procurement exercise in the Autumn/Winter, which would set out where investment would take place and whether Berryfield is included.

It was explained Wiltshire Council has always sought to maximise the value of public funding to the benefit of residents and have advocated this position to BDUK, who manage the programme and stated if Berryfield were not included in the main programme, there may be other opportunities to secure an upgrade connection, including through the Gigabit Voucher scheme.'

Councillor Patacchiola stated with regard to the Gigabit Voucher Scheme it came up repeatedly on Wiltshire Online, advising we are an area already covered by other schemes, but we are not eligible, and therefore keep going around in a loop whenever its mentioned.

The Clerk sought clarification from Councillor Patacchiola if a 10Mbit/s speed was good or otherwise. Councillor Patacchiola stated this speed was an eighth of the speed currently being used in the Campus.

c) Wilts & Berks Canal Trust. To note minutes and reports of Branch meeting held on 5 July & 2 August

Members noted the latest information received from the Wilts & Berks Canal Trust; including the removal of the Town Weir from the planning application for the canal route restoration from Berryfield to the Town Centre.

d) Hornchurch Road Public Open Space. To note update on works to the ditch to the rear of dwellings on Kittyhawk Close, Bowerhill (Site visit 28 Sept)

Correspondence had been received from the Drainage Engineer stating he was happy to sign off the works undertaken to the ditch to the rear of Kittyhawk Close in the public open space at Hornchurch Road.

Councillor Holder had also provided an update earlier in the meeting.

e) Realtime Information in Bus Shelters. To note update from Wiltshire Council on replacing real-time information on its bus shelters in Wiltshire

Correspondence had been received from the Bus Network Manager regarding Wiltshire Council's proposal to go out to tender to upgrade existing Real Time Information (RTI) on bus shelters, with confirmation the tender would incorporate provision for additional displays to be purchased in areas where there is currently none.

The Clerk expressed frustration as having previously requested Wiltshire Council's RTI specification, in order the parish council could install their own, which they had been unable to provide Wiltshire Council were now updating RTI in their own shelters at a cost of approximately £600,000. Therefore, clearly Wiltshire Council had a specification and were still planning on updating their system, having previously been told they were not.

The Clerk explained Melksham Town Councillor Graham Ellis was a member of Option 247, a transport group that meets regularly with Wiltshire Council and he would be raising it, as will Wiltshire Councillor Phil Alford.

f) Whitley Community Hub. To consider the principle of revisiting the listing of the Whitley Store/Spindles Shop & Cafe, Top Lane as an Asset of Community Value with Wiltshire Council

Whitley Community Hub had written to the Parish Council, having established themselves in the premises for nearly a year, stating that they felt they had a good case to request a revisit of their application for the premises to be listed as an asset of community value.

The Clerk explained that there was a report in the agenda papers from the Chair of the Shaw and Whitley Community Hub. Members had also been provided with the Decision Notice from Wiltshire Council dated August 2020, not to list these premises as an Asset of Community Value.

For those Councillors who were relatively new to the parish council, the Clerk explained the Parish Council had previously requested the former village shop on this site be listed as an asset of community value several years ago, however, they were persuaded at that time by a Ward Member that it would not be helpful to the family who ran the shop at that time and therefore the Council had decided not to pursue this request.

Subsequently, a request had been made in 2020 by Whitley Community Hub for the Parish Council to support their request for it to be listed as an Asset of Community Value. However, at the time, whilst the parish council supported the village shop venture, it did not feel the village could support a village shop, as the village had not supported the "Toast Office", which had closed just before 'lockdown' in 2020 as it was not profitable, the village had also not supported the previous village shop at the same location.

Correspondence had also been received from the three other businesses who use the building, stating they felt the building did not meet the relevant criteria to qualify for an asset of community value, as part of the building is residential and the implications this would cause, if the premises were listed as an asset of community value. They had also stated the community store is not the main use of the building.

Clarification was sought as to why Whitley Community Hub wanted the premises listed as an asset of community value.

The Clerk explained listing the building as an asset of community value only meant that if the building were put up for sale, Whitley Community Hub had 6 months to ascertain if they could buy it, including the residential part of the building.

It was noted the reasons for Wiltshire Council turning down the previous request were still valid ie inadequate on-site parking and the number of supermarkets only a 5 minutes' drive away from Whitley, meaning people will not do their main shop there. It was noted in the original Decision Notice that it had stated there was also no requirement for a Post Office, as there was one in Atworth, which was open 7 days a week and this has not changed; at the Bear Garage.

During discussion, Members hoped there was an opportunity for all the tenants of the building and the landlord to work together to find a workable solution and until that is in place any application to Wiltshire Council would be premature.

The Clerk stated as the Local Plan Review was currently underway with housing proposed for Shaw & Whitley there could be opportunities for elsewhere in the village, as part of community benefit.

It was felt, even if the Parish Council were to support the request, the reasons Wiltshire Council had turned down the original request were still valid, therefore, it was:

Resolved: To inform Whitley Community Hub, whilst the parish council support a community shop venture, that they feel a request to make 116 Top Lane an Asset of Community Value is premature and hope some agreement can be reached with the landlord without having to take the route of listing the building as an Asset of Community Value.

g) CAWS meeting. To note minutes of meeting held on 28 July 2022

Members noted the Community Action Whitley & Shaw minutes of 28th July.

h) To note a Non-Material Amendment Planning Application for the Campus has been submitted to Planning and note refurbishment works have started on Melksham House

Members noted a Non-Material Amendment planning application for the Campus had been submitted to Wiltshire Council, as well as noting the refurbishment work to Melksham House had started.

i) Age Friendly Melksham CIC. To note results of Age Friendly Community Baseline Survey 2021 – Report on findings, next steps and action planning

Members noted the information contained within the Age Friendly Melksham Community Baseline Survey 2021, which included some really useful information.

The Clerk sought the views of Members on what their thoughts were on Age Friendly Melksham and noted within the document there were discussions regarding stakeholder forums and whether the parish council wished to be involved.

It was noted there was already a Health & Wellbeing Group in Melksham, which included various health professionals and whether it was worth working with this group rather than another group duplicating work.

Members agreed they were happy to continue working with Age Friendly Melksham.

196/22 Meeting the Climate Friendly Objective:

a) To consider how the parish council moves forward with paperless agenda packs

The Clerk reminded members that at a previous meeting it had been resolved once the Council moved into the Campus, that the Council would conduct a full review of the Council's IT provision with a view to having access to agendas/papers via electronic means.

Councillor Pafford stated whilst he had asked for a paper copy of the agenda papers, as he was chairing the meeting this evening, he recognised it was inevitable the Council would have to move to providing an electronic version of the agenda/papers eventually.

Councillor Wood stated he felt having the agenda in hard copy was useful, but could print this off at home.

The Clerk explained the agenda papers were currently sent in a PDF format and also with links via Office 365 and understood Members may have difficulties if accessing the agenda papers on Office 365 at the same time in a meeting, however, using the PDF version was more user friendly.

Councillor Patacchiola explained it was useful to have a separate agenda at the meeting to follow, as well as having access to the papers electronically via PDF on which you can write notes, including handwritten notes.

Several Members felt it would be useful to have some form of training in order to navigate electronic agendas and papers more effectively.

Resolved: For the Council to move to having electronic agenda packs and to only deliver hard copies to Councillor Baines and Chivers who had previously indicated a preference for hard copies. To arrange suitable training on accessing agenda/papers electronically.

b) Planting of Jubilee Trees: To note indicative costs of trees

The Clerk stated the Council had previously agreed to plant trees to commemorate the Queen's Platinum Jubilee in November.

T W Landscapes had provided quotations for various tree species 10-12ft high of between £210-£225. Therefore, the Clerk sought a steer if Members wished to plant trees as opposed to whips.

Resolved: For the Clerk to get the permission of the landowners of the other sites previously suggested and to place this, along with the cost of planting trees on a future agenda for approval.

c) Verbal Report following Melksham Climate Fest Sunday 2 October

The Clerk explained she had attended the event which had been well supported and had collated several leaflets which could be useful for residents.

Meeting closed at 10pm

Signed:.....
Signed by the Chair, 24 October 2022

Date: 01/09/2022

Melksham without Parish Council Current Year

Page: 158

Time: 11:54

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 5

Receipts for Month 5**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 :		808,803.23					808,803.23	
V2829-BACS	Banked: 08/08/2022	60.00						
V2829-BACS	Steeple Ashton	60.00			1210	210	60.00	Inv.292- Pitch hire 7th Aug 22
V2830-BACS	Banked: 08/08/2022	200.00						
V2830-BACS	FoF FC	200.00			1210	210	100.00	Inv. 288- Blanket Book-7&8 May
					1210	210	100.00	Inv.288- Blanket Book14&15 May
V2831-BACS	Banked: 08/08/2022	60.00						
V2831-BACS	Staverton Rangers	60.00			1210	210	60.00	Inv.291-Pitch hire 6th August
V2833-BACS	Banked: 19/08/2022	1,290.00						
V2833-BACS	Future of Football	1,290.00			1210	210	720.00	Inv.289 June Training sessions
					1210	210	570.00	Inv.290- July Training session
V2834-BACS	Banked: 22/08/2022	5,936.98						
V2834-BACS	Wiltshire Council	5,936.98			1420	350	4,596.36	CIL Income-20/03543-27 Beanacr
					1420	350	1,340.62	CIL-15/09689-Frogditch Farm
V2870-BACS	Banked: 23/08/2022	1.34						
V2870-BACS	John Glover (British Girlguidi	1.34			1130	110	1.34	Inv.294- Girlguiding photocopy
V2871-BACS	Banked: 30/08/2022	60.00						
V2871-BACS	Staverton Rangers	60.00			1210	210	60.00	Inv.293-Pitch hire 27th Aug 22
Total Receipts for Month		7,608.32	0.00	0.00			7,608.32	
Cashbook Totals		816,411.55	0.00	0.00			816,411.55	

Continued on Page 159

Date: 01/09/2022

Melksham without Parish Council Current Year

Page: 159

Time: 11:54

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 5

Payments for Month 5			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2022	Water 2 Business	V2825-DD	76.73			4323	320	76.73	Briansfield Allotments Water
01/08/2022	Water 2 Business	V2826-DD	108.21			4323	320	108.21	Berryfield Allotments Water
01/08/2022	Grist Environmental	V2827-DD	180.39		30.08	4770	220	150.31	Inv.P76482-B'hill Waste away
01/08/2022	Water 2 Business	V2828-DD	200.96			4322	220	200.96	Bowerhill Pavilion water usage
15/08/2022	HM Land Registry	2836-6099	12.00			4680	170	12.00	Index map search for NHP
18/08/2022	Plusnet	V2832-DD	36.60		6.10	4190	120	30.50	Inv.9037-Line rental & Broadba
22/08/2022	Sirus Telecom	V2835-DD	242.29		40.38	4190	120	201.91	Inv.62324-Office phone charges
23/08/2022	Eon	V2868-DD	123.18		5.87	4302	220	117.31	Inv.0013-Pavilion Electricity
26/08/2022	Unity Bank	V2867-6098	400,000.00					400,000.00	CHQ Transfer to top up Unity B
Total Payments for Month			400,980.36	0.00	82.43			400,897.93	
Balance Carried Fwd			415,431.19						
Cashbook Totals			<u>816,411.55</u>	<u>0.00</u>	<u>82.43</u>			<u>816,329.12</u>	

Receipts for Month 4			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		807,456.57					807,456.57	
V2809-BS13	Banked: 01/07/2022	30.00						
V2809-BS13	Allotment Holder	30.00			1320	310	30.00	Relet plot 13 on Briansfield
V2810-FOF	Banked: 01/07/2022	1,050.00						
V2810-FOF	Future of Football	1,050.00			1210	210	1,050.00	Inv.287- May training and camp
V2811-DEPO	Banked: 08/07/2022	50.00						
V2811-DEPO	Steeple Ashton FC	50.00			550		50.00	Refundable deposit
V2812-MTC	Banked: 12/07/2022	500.00						
V2812-MTC	Melksham Town Council	500.00			1480	170	500.00	Inv.274- NHP Support-Plan appe
V2813-VAT	Banked: 13/07/2022	1,104.76						
V2813-VAT	HM Revenue & Customs	1,104.76			105		1,104.76	VAT Refund-1.6.22-30.6.22
V2815-DEPO	Banked: 19/07/2022	50.00						
V2815-DEPO	Staverton Rangers FC	50.00			550		50.00	Refundable deposit
V2816-BS16	Banked: 20/07/2022	30.00						
V2816-BS16	Allotment Holder	30.00			1320	310	30.00	Relet- Briansfield plot 16 ren
Total Receipts for Month		2,814.76	0.00	0.00			2,814.76	
Cashbook Totals		810,271.33	0.00	0.00			810,271.33	

Continued on Page 159

Date: 02/08/2022

Melksham without Parish Council Current Year

Page: 159

Time: 14:59

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 4

Payments for Month 4			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2022	Grist Environmental	V2808-DD	122.24		20.38	4770	220	101.86	Inv.P71354-B'hill Waste away
04/07/2022	Royal Mail	V2782-6093	216.00			4352	120	216.00	3 month post redirect
18/07/2022	SSE	V2814-DD	712.65		33.93	4312	220	678.72	In.0001-Pav gas- 26 Feb-18 May
21/07/2022	Eon	V2817-DD	125.88		5.99	4302	220	119.89	In.0012-Pavilion electricity
21/07/2022	Sirus Telecom	V2818-DD	242.33		40.39	4190	120	201.94	Inv.61735-Office phone charges
22/07/2022	HM Land Registry	V2819-6094	14.00			4250	120	14.00	Land search for SHELAA 3742
22/07/2022	HM Land Registry	V2820-6095	14.00			4250	120	14.00	Land search SHELAA 1024
22/07/2022	HM Land Registry	V2821-6096	14.00			4250	120	14.00	Land search SHELAA 3743
22/07/2022	HM Land Registry	V2822-6097	7.00			4250	120	7.00	Land search SHELAA 3744
Total Payments for Month			1,468.10	0.00	100.69			1,367.41	
Balance Carried Fwd			808,803.23						
Cashbook Totals			810,271.33	0.00	100.69			810,170.64	

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		223,249.16					223,249.16	
V2869-25	Banked:23/08/2022	42.00						
V2869-25	HM Land Registry	42.00			4250	120	42.00	Reimburse for Land search fees
Banked:26/08/2022		400,000.00						
V2867-6098	Current Account & Instant Acc	400,000.00			200		400,000.00	CHQ Transfer to top up Unity B
Total Receipts for Month		400,042.00	0.00	0.00			400,042.00	
Cashbook Totals		<u>623,291.16</u>	<u>0.00</u>	<u>0.00</u>			<u>623,291.16</u>	

Continued on Page 143

Payments for Month 5				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2022	Teresa Strange	V2838-S/O	5.30		0.88	4190	120	4.42	Inv.227-Out of hours phone rei
03/08/2022	Rigg Construction	V2823A-BAC	150,000.00		25,000.00	4582	142	125,000.00	Inv.698000709222- BYF V Hall b
03/08/2022	Wansbroughs	V2824-BACS	1,460.00		240.00	4390	120	1,220.00	Inv.145479-Fees for Campus Lea
05/08/2022	Rigg Construction	V2823B-BAC	15,318.13		2,553.02	4582	142	12,765.11	Inv.698000709222-BYF V H Build
16/08/2022	Unity Trust Bank	V2837-BACS	977.46		122.68	4352	120	299.85	Rental Crates for office move
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	3.00	Land Registry Search for NHP
						4680	170	3.00	Land Registry Search for NHP
						4680	170	3.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	3.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	4.75	NHP Letters to landowner posta
						4680	170	10.90	NHP Letters to Landowner post

Continued on Page 144

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4120	120	20.00	Highways and Planning agenda p
						4680	170	3.00	Land Registry Search for NHP
						4680	170	3.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4351	120	141.78	Cables for Campus IT Equipment
						4150	120	8.55	Replacement keys for cupboards
						4490	142	24.66	Graffiti Remover x2
						4250	120	3.00	Land Registry Search for NHP
						4175	120	68.40	Office 365 Subscription
						4352	120	-11.76	Refund for IT screen protector
						4250	120	6.00	Land Registry Search for NHP
						4250	120	6.00	Land Registry Search for NHP
						4250	120	6.00	Land Registry Search for NHP
						4250	120	3.00	Land Registry Search for NHP
						4250	120	6.00	Land Registry Search for NHP
						4250	120	3.00	Land Registry Search for NHP
						4120	120	6.60	Full Council agenda packs
						4120	120	33.00	Full Council Agenda packs
						4175	120	1.00	Web hosting MWPC Website
						4175	120	35.00	MWPC SSL Certificate-Website
						4120	120	7.25	Notices and posters
						4200	120	11.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
						4150	120	19.74	Cable trunking for office desk
						4150	120	14.07	A3 Paper
26/08/2022	Agilico	V2839-BACS	327.66		54.61	4130	120	273.05	Inv.465- Office photocopying
26/08/2022	Agilico	V2840-BACS	351.96		58.66	4130	120	293.30	Inv.387-Office photocopying
26/08/2022	Community Heartbeat Trust	V2841-BACS	907.20		151.20	1190	142	756.00	Inv.13296- Annual Support
26/08/2022	Elan City	V2842-BACS	2,755.34		459.22	4540	142	2,296.12	New Speed Indicator device

Continued on Page 145

Payments for Month 5				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
26/08/2022	Whitley Reading Rooms	V2844-BACS	158.12		26.35	4560	142	131.77	CAWS CEG Broadband & Line rent
26/08/2022	Aquasafe Environmental Ltd	V2845-BACS	1,062.00		177.00	4212	220	115.00	Inv.220802-Aug PPM Visit
						4212	220	375.00	Pavilion Legionella Risk asses
						4212	220	395.00	Pavilion Clean & Chlorination
26/08/2022	Arien Signs and Graphics	V2846-BACS	752.40		125.40	4590	142	627.00	7840-New noticeboard BYF V Hal
26/08/2022	Jens Cleaning	V2847-BACS	159.00			4381	220	159.00	1065-Pavilion cleaning-May/Ju
26/08/2022	JH Jones & Sons	V2848-BACS	264.00		44.00	4490	142	220.00	Inv.2959-Carson R'about grass
26/08/2022	JH Jones & Sons	V2849-BACS	504.00		84.00	4590	142	420.00	Inv.2978-Noticeboard installat
26/08/2022	JH Jones & Sons	V2850-BACS	1,604.65		267.44	4402	320	60.15	Inv.2960-Allotment grass cutti
						4400	142	221.90	Inv.2960-Play Area grass cutti
						4780	142	52.50	Inv.2960-Play Area bin emptyin
						4781	220	79.58	Inv.2960-JSF Bin emptying
						4401	220	692.17	Inv.2960-JSF Grass cutting
						4400	142	34.66	Inv.2960-Kestrel Shrub Mainten
						4409	142	163.33	Inv.2960-Hornchurch grass cutt
						4820	142	32.92	Inv.2960-SHF Grass cutting
						347	0	-32.92	Inv.2960-SHF Grass cutting
						6000	142	32.92	Inv.2960-SHF Grass cutting
26/08/2022	Wansbroughs Solicitors	V2851-BACS	25.00			4390	120	25.00	Land Registry search fee
26/08/2022	JH Jones & Sons	V2852-BACS	630.00		105.00	4405	220	525.00	Inv.2489-BSF Hedge cut
26/08/2022	Radcliffe Fire Protection Ltd	V2853-BACS	216.00		36.00	4212	220	180.00	BSF Fire risk assessment
26/08/2022	HM Revenue & Customs	V2854-BACS	2,140.36			4041	130	723.37	Period 5- August 2022
						4000	130	404.00	Period 5- August 2022-T
						4000	130	295.92	Period 5- August 2022-NI
						4020	130	165.40	Period 5- August 2022-T
						4020	130	124.98	Period 5- August 2022-NI
						4010	130	131.00	Period 5- August 2022-T
						4010	130	100.69	Period 5- August 2022-NI
						4460	142	151.20	Period 5- August 2022-T
						4800	320	11.40	Period 5- August 2022-T
						4070	120	32.40	Period 5- August 2022-T
26/08/2022	Wiltshire Pension Fund	V2855-BACS	1,757.69			4045	130	1,324.05	Period 5- August 2022
						4000	130	213.29	Period 5- August 2022
						4020	130	115.49	Period 5- August 2022
						4010	130	104.86	Period 5- August 2022
26/08/2022	Wiltshire Council	V2856-BACS	1,733.57			4270	140	1,733.57	Office rent-1.8.22-30.9.22
26/08/2022	Teresa Strange	V2857-BACS			2.24	4000	130		August 2022 Salary
						4390	120	5.00	Statutory declaration Campus I

Continued on Page 146

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4150	120	77.58	Envelopes
						4352	120	55.00	Mugs & Cutlery for office
						4352	120	1.92	Teatowels for office
						4352	120	8.00	Plastic storage boxes
						4120	120	55.15	Purchase of stamps
						4351	120	59.98	2x TV Wall Mount brackets
						4351	120	-183.32	REFUND- TV Wall brackets
26/08/2022	Lorraine McRandle	V2858-BACS	████████			4020	130	████████	August 2022 Salary
						4352	120	7.50	Kitchen items for office/meeti
						4120	120	14.35	Postage for planning agenda pa
26/08/2022	Marianne Rossi	V2859-BACS	████████			4010	130	████████	August 2022 Salary
						4352	120	3.00	Washing up bowl-For kitchen
						4370	120	3.00	Dishwasher tablets
						4250	120	42.00	Land Registry Search NHP-Town
						4120	120	5.05	Postage-S106 Side agreement
26/08/2022	Terry Cole	V2860-BACS	████████			4460	142	████████	August 2022 Salary
						4050	142	47.50	August 2022 Travel Allowance
						4051	142	41.85	Mileage x93 miles
26/08/2022	David Cole	V2861-BACS	████████			4800	320	████████	August 2022 Salary
26/08/2022	John Glover	V2862-BACS	49.20			4070	120	49.20	August 2022 Chairs Allowance
30/08/2022	Radcliffe Fire Protection Ltd	V2863-BACS	300.00		50.00	4582	142	250.00	6671-BYF V Hall Fire risk asse
30/08/2022	Office Right Business Solution	V2864-BACS	306.00		51.00	4351	120	255.00	Inv.95877-Bisley Filing cabine
30/08/2022	Office Right Business Solution	V2865-BACS	1,032.00		172.00	4352	120	500.00	Office move
						4351	120	40.00	2x Whiteboards
						4351	120	320.00	4x pop up data power points
30/08/2022	Custodes Ltd	V2866-BACS	318.00		53.00	4351	120	100.00	Inv.02051-UniFi UDM Pro
						4351	120	145.00	Inv.02051-UniFi 16W PoE Switch
						4351	120	20.00	Inv.02051-2x UniFi AP
31/08/2022	Teresa Strange	V2872-S/O	5.30		0.88	4190	120	4.42	Reimburse Aug out of hour phon
Total Payments for Month			191,394.26	0.00	29,834.58			161,559.68	
Balance Carried Fwd			431,896.90						
Cashbook Totals			623,291.16	0.00	29,834.58			593,456.58	

Total Salaries
August 2022

£6,028.12

Receipts for Month 4

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 :		394,978.66					394,978.66	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>394,978.66</u>	<u>0.00</u>	<u>0.00</u>			<u>394,978.66</u>	

Continued on Page 143

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/07/2022	Rigg Construction	V2781A	150,000.00		25,000.00	4582	142	125,000.00	Inv.079 part-Certifivate 6 BYF
06/07/2022	Rigg Construction	V2781B	295.48		49.25	4582	142	246.23	Inv.079- Part Certifiate 6 BYF
18/07/2022	Unity Trust Bank	V2807-DD	275.47		34.55	4120	120	6.15	Planning agenda postage
						4120	120	3.95	Full Council agenda packs
						4120	120	39.50	Full Council agenda packs
						4175	120	68.40	Office 365 subscription
						4680	170	61.88	Postage and subscriptions
						4200	120	11.99	Online meeting subscription
						4120	120	2.65	Planning agenda packs
						4120	120	5.30	Planning agenda packs
						4120	120	7.60	Notices and Posters
						4190	120	30.50	New Campus phone line
						4140	120	3.00	Monthly fee
26/07/2022	Martin Pickard	V2783-BACS	1,200.00			4582	142	1,200.00	Inv.475/04-QS Services BYF V H
26/07/2022	JH Jones & Sons	V2784-BACS	264.00		44.00	4490	142	220.00	Inv.2905-June Carson R/about
26/07/2022	JH Jones & Sons	V2785-BACS	1,604.65		267.44	4402	320	60.15	Inv.2900-Allotment Grass cut
						4400	142	221.90	Inv.2900-Play area grass cut
						4780	142	52.50	Inv.2900-Play area bin empty
						4781	220	79.58	Inv.2900-JSF Bin emptying
						4401	220	692.17	Inv.2900-JSF Grass cutting
						4400	142	34.66	Inv.2900-Kestrel Shrub Mainten
						4409	142	163.33	Inv.2900-Hornchurch Grass
						4820	142	32.92	Inv.2900-SHF Grass cut
						347	0	-32.92	Inv.2900-SHF Grass cut
						6000	142	32.92	Inv.2900-SHF Grass cut
26/07/2022	Cardinus Risk Management	V2786-BACS	156.00		26.00	4490	142	130.00	Inv.28S1-Shaw Village Hall
26/07/2022	Office Right Business Solution	V2787-BAC	90.97		15.16	4352	120	75.81	Inv.95541-Data destruction bag
26/07/2022	Office Right Business Solution	V2788-BACS	95.95		15.99	4150	120	79.96	Inv.95527-A4 Copier paper
26/07/2022	Whitley Reading Rooms	V2789-BACS	105.60		17.60	4560	142	88.00	Broadband & Line rental CAWS C
26/07/2022	Tollgate Security Ltd	V2790-BACS	42.00		7.00	4721	220	35.00	Inv.49368-New pav alarm codes
26/07/2022	Aquasafe Environmental Ltd	V2791-BACS	348.00		58.00	4212	220	290.00	In.220604-June PPM visit & TMV
26/07/2022	Complete Weed Control	V2792-BACS	1,660.80		276.80	4500	142	1,384.00	Inv.573-Spring weedspray
26/07/2022	HM Revenue & Customs	V2793-BACS	2,131.26			4041	130	716.09	Period 4- July 2022
						4000	130	388.00	Period 4- July 2022-T
						4000	130	284.65	Period 4- July 2022-NI
						4020	130	157.60	Period 4- July 2022-T
						4020	130	119.37	Period 4- July 2022-NI
						4010	130	145.80	Period 4- July 2022-T

Continued on Page 144

Payments for Month 4				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4010	130	111.15	Period 4- July 2022-NI
						4460	142	151.20	Period 4- July 2022-T
						4800	320	24.60	Period 4- July 2022-T
						4070	120	32.80	Period 4- July 2022-T
26/07/2022	Wiltshire Pension Fund	V2794-BACS	1,745.25			4045	130	1,315.01	Period 4- July 2022
						4000	130	207.76	Period 4- July 2022
						4020	130	113.04	Period 4- July 2022
26/07/2022	CPRE	V2801-BACS	36.00			4010	130	109.44	Period 4- July 2022
26/07/2022	John Glover	V2800-BACS	48.80			4650	170	36.00	Annual membership
27/07/2022	Teresa Strange	V2803-BACS	3,126.78		521.12	4351	120	1,831.67	2x Samsung TV Screens
						4351	120	183.32	2x Tv brackets
						4351	120	207.50	Beko Dishwasher
						4351	120	274.17	Bosch Fridge
						4175	120	109.00	Gov.uk registration
28/07/2022	Best4Systems	V2802-BACS	1,020.00		170.00	4351	120	800.00	Jabra Pancast 50 conference ba
						4351	120	50.00	Jabra PanCast 50 remote contro
28/07/2022	Teresa Strange	V2795-BACS	████████			4000	130	████████	July 2022 Salary
						4048	130	27.00	Mileage x60 miles
						4120	120	30.40	First Class Stamps
28/07/2022	Lorraine McRandle	V2796-BACS	████████			4020	130	████████	July 2022 Salary
28/07/2022	Marianne Rossi	V2797-BACS	████████			4010	130	████████	July 2022 Salary
28/07/2022	Terry Cole	V2798-BACS	████████			4460	142	████████	July 2022 Salary
						4050	142	47.50	July Travel Allowance
						4051	142	34.20	Mileage X76 miles
28/07/2022	David Cole	V2799-BACS	████████			4800	320	████████	Salary July 2022
						4051	142	6.75	Mileage X15
28/07/2022	Essanet (Broadband Buyer)	V2804-BACS	206.16		34.36	4351	120	171.80	Inv.1228150- Doorbell intercom
28/07/2022	BTA Architects	V2805-BACS	480.00		80.00	4582	142	400.00	Inv.2179- Architect Services
28/07/2022	Best 4 Systems	V2806-BACS	600.00		100.00	4351	120	500.00	Yealink IP Phones
Total Payments for Month			171,729.50	0.00	26,717.27			145,012.23	
Balance Carried Fwd			223,249.16						
Cashbook Totals			394,978.66	0.00	26,717.27			368,261.39	

Total Salaries
for July 22

£6,050.48

Receipts for Month 5

Nominal Ledger Analysis

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

Continued on Page 82

Date: 01/09/2022

Melksham without Parish Council Current Year

Page: 82

Time: 11:55

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 5

Payments for Month 5

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		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	

Receipts for Month 4

Nominal Ledger Analysis

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

Continued on Page 82

Date: 02/08/2022

Melksham without Parish Council Current Year

Page: 82

Time: 15:00

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 4

Payments for Month 4

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		0.00						
	Cashbook Totals		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

**MINUTES of the Planning Committee of Melksham Without Parish Council
held on Monday 17 October 2022 at Melksham Without Parish Council Offices
(First Floor), Melksham Community Campus, Market Place,
Melksham, SN12 6ES at 7.00pm**

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

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

In attendance: Wiltshire Councillor Nick Holder (Bowerhill) (for part of the meeting)

208/22 Welcome, Announcements & Housekeeping

Councillor Wood welcomed everyone to the meeting and went through the fire procedure for the building and reminded everyone the meeting was being recorded for the purposes of the minutes and would be deleted once the minutes had been approved.

Councillor Chivers queried why the recordings were deleted, as they provided an historical record, which people may want to listen to in the future.

The Clerk explained the minutes are the only official record of a meeting and it was Council policy to delete recordings of meetings once the minutes had been approved. Recordings were only undertaken to assist with the preparation of the minutes and to uplift to YouTube for residents to view until the minutes are published.

It also needed to be borne in mind that for data protection reasons as well as Freedom of Information requests, that the Minutes remain the only record of the meeting as there was the potential for people to take things out of context if they listen to a recording or read meeting notes.

The Clerk advised Councillor Chivers if he wished to change Council policy, he would need to request an item be placed on a future agenda for consideration.

209/22 To receive Apologies and approval of reasons given

Members were reminded Councillor Glover had been granted a leave of absence until 30th November 2022, at the Full Council meeting on 3rd October 2022.

Apologies for absence had been received from Councillor Pafford who was attending a funeral out of County.

Councillor Russell was in attendance as Acting Vice Chair of Council.

Resolved: To note and accept the reasons for absence of Councillor Pafford.

210/22 Declarations of Interest

a) To receive Declarations of Interest

There were no declarations of interest.

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

None received.

c) To note standing Dispensations relating to planning applications.

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

211/22 To consider holding items in Closed Session due to confidential Nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business, where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk advised that she wished to seek informal views of members following a meeting earlier in the day regarding the implications for the Melksham Neighbourhood Plan, particularly the Town Centre Master Plan, regarding the recent announcement a major employer in the town was looking to close their premises in December 2023 and therefore suggested that item 9(b)(ii) be held in closed session due to the current sensitivity of the site. The discussion was on how to move forward, which would be in the public domain as the plans were progressed.

Resolved: To hold item 9(b)(ii) regarding an update on the Neighbourhood Plan in closed session due to the sensitivity of the recent new site possibility.

212/22 Public Participation

With regard to Pathfinder Place, Councillor Holder explained all the crossings were now working. However, whilst the 3 single crossings emit an audible sound, the double crossing over to The Spa, did not, making it difficult for those who are partially sighted to know when it is safe to cross.

Having queried this, Councillor Holder had been advised that as it is a

double-crossing people may get confused on hearing the audible sound and cross the road when it is not safe to do so. Councillor Holder explained he would be following this up with Highways.

Councillor Chivers explained he was aware of a wheeled device fitted to the bottom of a pedestrian crossing control box, which vibrated to make people aware it was safe to cross.

With regard to the remote monitoring for the lights, Councillor Holder explained this had not been installed as yet, but should not cause too much of an issue as it did not require the lights to be switched off in order to be fitted.

Councillor Holder informed the meeting there were several lights on the A365 up to Melksham Oak school, which were still not working and this was being investigated.

Councillor Holder explained he had met with Councillor Nick Botterill, Cabinet Member for Development Management & Strategic Planning and the Chief Officer of Planning, along with Members of Melksham Without Parish Council and the Clerk. The meeting had been both informative and productive, with the Chief Planning Officer feeding back after the meeting that it had been helpful and would shortly be providing answers to some of the questions raised. Councillor Holder explained he had suggested a follow-up meeting in the new year.

Members welcomed the feedback and the opportunity to meet again in the new year.

Councillor Holder left the meeting at 7.10pm.

213/22 To consider the following Planning Applications:

[PL/2022/07374](#): The New Inn, Semington Road, Melksham. Demolition of existing open covered areas and construction of new lounge area serviced from existing bar.

Members noted this application was retrospective and had probably been submitted following a visit from Planning Enforcement.

The Clerk explained the Council had previously discussed the extension to the pub and whilst keen on a community facility, there had been a concern regarding building regulations, given the wooden materials used.

Whilst it was understood there was a door onto Berryfield Lane, as a means of escape in case of a fire, Councillor Baines expressed concern the only other means of escape was through the new wooden structure.

Councillor Chivers understood the Fire Authority were a consultee on such planning applications and therefore would have an opportunity to comment, if they had concerns.

Councillor Russell sought clarification where the smoking shelter was located in relation to the wooden extension.

Comments: Whilst having no objection, the parish council would like to be assured Building Regulations are happy with the extension, given it is entirely wooden and that there is adequate means of escape in the event of a fire. Assurances were also sought that any designated smoking area be located away from the wooden extension.

PL/2022/07126: 95 Corsham Road, Whitley, Melksham. Erection of outbuilding in garden to serve as Workshop, Garden room and Store.

Comments: No Objection.

PL/2022/06221: Land at Upside, Melksham. Demolition of existing buildings and structures, retention of alloy repair centre and development of 112 dwellings, 675 sqm of flexible employment/commercial space (Use class E(g)ii, iii/B2/B8), formation of public open space, foot and cycle links and associated works.

Councillor Wood reminded Members this site was not within the parish but within the town.

Councillor Wood whilst having no objection to the proposals raised a concern regarding drainage, given issues with flooding in the area previously and suggested as part of any mitigation, if a large drainage pipe could be installed under the main road.

The Clerk reminded Members of Melksham's Neighbourhood Plan Policy 3 with regard to flood risk and natural flood management:

'Particularly in the South Brook (which this site lies within) catchment area, natural flood management works to conserve and enhance the ecological flood storage value of the water environment, including watercourse corridors and catchments, are supported.

Where development proposals are in areas with known surface water flooding issues, they should include appropriate mitigation and construction methods, including where appropriate, contributions towards wider catchment projects.'

The Clerk explained given issues with flooding further upstream whether, as part of mitigation for this development, improvements are requested to drainage in Shaw & Whitley or the installation of a large pipe under the road as suggested by Councillor Wood.

Councillor Baines stated he understood the installation of a large pipe at Shurnhold would not help, as water backed up from the river and having a large pipe would not make a difference when the river is high and therefore suggested looking for mitigation in the upper catchment area of South Brook, such as Shurnhold, because of the possibility of reduced flood storage on this site.

Councillor Baines stated he also understood the developers had engaged with the Principal Drainage Engineer who was happy with proposals.

The Clerk stated as yet there was no report from Wiltshire Council's Drainage Team on the Planning Portal.

The Clerk explained Wiltshire Councillor Alford had suggested a cut through to Foundry Close to access the railway station as part of community gain.

The Clerk noted as a planning condition for the change of use for the George Ward Playing Fields (now known as Shurnhold Fields) to Public Open Space (Planning Application 15/11656), there had to be a Landscape and Ecology Management Plan (LEMP), which included the eradication of **Himalayan Balsam** and therefore suggested this be asked for as a planning condition for this development, in order to eradicate any Himalayan Balsam further downstream.

The Clerk explained the developers had asked if they could have site of the Housing Needs Assessment recently undertaken by the Neighbourhood Plan Steering Group and suggested the Town Council, as the site was in the town, forward this to the developers in order to provide information on housing mix requirements.

Comments: The parish council have no objection to this application pending Wiltshire Council's Land Drainage

Team report, given the historical flooding in the South Brook catchment area, and asked for contributions towards:

- Improved access to the railway station from communities within the immediate vicinity, such as Foundry Close, as this would help people from the parish i.e., Beanacre access the railway station more easily. And/or a footbridge from the development across the railway line.
- Improving the South Brook catchment area further upstream as per Policy 3 Flood Risk and Natural Flood Management of Melksham's Neighbourhood Plan, particularly as South Brook has been identified as a priority flood risk area by both the Environment Agency and Wiltshire Council, with South Brook and its tributaries flowing through Whitley, Shaw Shurnhold and Beanacre.

The area has seen many incidents of flooding. Bristol Avon Rivers Trust (BART) have been working in the South Brook catchment area for the delivery of the Natural Flood Management (NFM) works.

<https://bristolavonrivertrust.org/nature-based-solutions-in-south-brook-2/>

Policy 3 states:

'Particularly in the South Brook catchment area, natural flood management works to conserve and enhance the ecological flood storage value of the water environment, including watercourse corridors and catchments, are supported.

Where development proposals are in areas with known surface water flooding issues, they should include appropriate mitigation and construction methods, including where appropriate, contributions towards wider catchment projects.

Major development should include provision of Sustainable Drainage Systems (SuDs), where appropriate, as part of the Natural Flood Management approach and wider Green Infrastructure networking.'

- Improvements to public transport.

The parish council also ask that a condition be included in any planning permission for the eradication of Himalayan balsam.

214/22 Revised Plans To comment on any revised plans received within the required timeframe (14 days)

No revised plans had been received for consideration.

215/22 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

There were no new planning enforcement updates to report.

216/22 Planning Policy

a) WALPA Update

The Clerk explained there were no update to report.

b) Neighbourhood Planning

i) To note minutes of Steering Group meeting held on 28 September 2022 (if received)

The Clerk explained she was currently proof reading these and undertaking the actions and would circulate shortly.

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

The Clerk explained that the announcement at the end of last week that a major employer in the town centre planned to close their site in December 2023 had implications for the Neighbourhood Plan as the site could become available during the lifespan of the revised Neighbourhood Plan.

Discussion had taken place with both the Spatial Planning Officer at Wiltshire Council and the Neighbourhood Plan Consultants on a best way forward, with the Town Clerk, earlier in the day.

The Clerk explained that both Councils, as qualifying bodies for the Neighbourhood Plan, will have to make a decision quite quickly, given the opportunities of including this site in the Plan but bearing in mind its sensitivities as the site is not yet available with the employees currently in a consultation period. This had to be balanced with the inevitable impact of a delay in the tight programme of the Neighbourhood Plan review with the current

NPPF Paragraph 14 protection expiring in early July 2023. The qualifying bodies would need to decide on whether the Plan made no mention of the site, or a Priority Statement, a Policy or even possible allocation with the more detailed approach taking more time and resources which would delay the draft Plan currently due for consultation at Regulation 14 in Quarter 2, 2023. The Clerk wanted to bring to the attention to members quickly, as a decision would have to be made in a relatively short time on a way forward.

ii) To consider reviewed Terms of Reference dependent on consideration by Melksham Town Council

The Clerk explained the Town Council had at an Economic & Development Meeting on 10 October considered the revised Terms of Reference for the Neighbourhood Plan following the Steering Group meeting on 29 June and approved the suggested amendments:

7:4: If a Steering Group Member is a member of more than one organisation, they should declare their wider interest (removing the reference to “dual hatted” members).

10.1: The Steering Group will meet as required rather than monthly.

10.2: Meetings will convene no earlier than 6.00pm and no later than 7.30pm and last for 2 hours.”

However, the Town Council’s Economic & Development Committee had suggested a small amendment to point 10.2 to include ‘up to’ before 2 hours, to read as follows:

Point 10.2: Meetings will convene no earlier than 6.00pm and no later than 7.30pm and last for **up to** 2 hours.

Recommendation: To approve the slight amendment to point 10.2 of the Neighbourhood Plan Terms of Reference as suggested by the Town Council.

iii) Westbury Neighbourhood Plan Regulation 14 Consultation for a 12-week period commencing 12 September until Monday 4 December. To note and consider making a representation

The Clerk explained that Westbury’s Draft Neighbourhood Plan was currently going through its Regulation 14 consultation and had been sent to the parish council as a consultee. Having looked through the document the Clerk didn’t feel that any policies affected the parish and needed a response at this stage.

It was noted that the Plan had been produced by the same consultants as the Melksham Neighbourhood Plan.

However, she had noted several useful policies including Draft Policy DDH3: Housing to Meet Local Needs which was reflective of what the Melksham Neighbourhood Plan's Housing Needs Assessment highlighted, particularly with regard to housing to meet local needs.

The Clerk explained that as Melksham's Neighbourhood Plan was currently under review, she assumed the current policy on housing need would reflect a similar approach, particularly as the Housing Needs Assessment had now been completed:

'Development proposals for new homes in Westbury will be given support where they;

- a. Prioritise the delivery of affordable rented discounted market and open market two and three bedroom homes to meet local needs and in a tenure blind mix, design and layout;
- b. Increase the supply of homes including social rented and discounted market housing in conformity with adopted Wiltshire Council Local Plan affordable housing policy;
- c. Address the balance and provision of market and affordable housing to meet the specific housing needs of the Neighbourhood Plan area identified in the Westbury Housing Needs Assessment (2021) or updated evidence of housing need that has been validated by the local planning authority;
- d. Deliver supported housing that is designed to provide a high quality of life for local older people and disabled people who need to move and wish to remain within the community in appropriate locations that are within ten minutes easy walk of local facilities;
- e. Meet the Building Regulations Part M4 (Category 2)* Accessible and Adaptable Buildings standards and a proportion of larger developments should be Wheelchair user dwellings as defined by Building Regulations Requirement Part M4 (Category 3) revisions thereof;
- f. Meet the Nationally Described Space Standards set out in the Technical Housing Standards (2015) or any subsequent revisions thereof. Where possible, conversions should also seek to meet this standard;
- g. Support will be given in principle to proposals for community led development of housing and/or community facilities that

contribute towards meeting the identified housing and community infrastructure needs. *Reference to Best Practice Guidelines, Wheelchair Housing Design Guide: 3rd Edition, (or subsequent editions) Habinteg, RIBA Publishing

The Clerk explained the other useful policy, which had been raised several times with regard to provision of electric charging points, was Draft Policy TM3: Ultra Low/Zero Emission Vehicle Charging:

1. Residential

Every new home, including those created from a change of use, with associated parking must have an EV charging point.

Residential building undergoing a major renovation which will have more than 10 parking spaces must have a least one EV charging point per dwelling with associated parking, along with passive provision in all spaces without charging points.

2. Non-residential

All new non-residential buildings with more than 10 parking spaces must have a minimum of one charging point and passive provision for one in five (20%) of the total number of spaces.

All non-residential buildings undergoing a major renovation that will have more than 10 parking spaces must have a minimum of one charging point, along with passive provision for one in five spaces.'

Councillor Harris noted there was a useful explanation of housing need and who decides on housing numbers at the beginning of the document, which would be useful to include in the Melksham Neighbourhood Plan.

Members agreed this was useful information and would be included in the Neighbourhood Plan Review as it related to the Local Plan Review currently underway by Wiltshire Council, whereas Melksham's current Neighbourhood Plan had to adhere to the Core Strategy which was relevant when the plan was produced.

c) Local Plan Review. To note update on Local Plan Review timescales

Members noted with disappointment the date for publication of Wiltshire Council's Local Plan for pre-submission consultation and

preparation for submission, following consultation, had been extended to Quarter 2 2023. This is their Regulation 19 consultation stage.

The Clerk explained the change in timescales in publishing the Local Plan Review and the implications for the neighbourhood plan had been discussed with the neighbourhood plan consultants, particularly as the plan had to confirm to the Local Plan Review. The consultants had advised to keep up the momentum with the plan review up to draft at Regulation 14 stage, then to hold until the Local Plan is published, in order to review against it and see if information is included on safeguarding a route for the canal, protecting a route for the proposed A350 bypass and where strategic sites will be located in the Neighbourhood Plan area.

The Clerk also explained that the Neighbourhood Plan Steering Group, as part of their methodology in selecting sites to include in the Plan, would be looking at those sites adjacent to strategic sites put forward by Wiltshire Council in the Local Plan. Unfortunately, without sight of the Local Plan, this would prove difficult.

The Clerk stated the National Planning Policy Framework (NPPF) paragraph 14 protection afforded by the current Neighbourhood Plan would run out in July 2023 and expressed concern at any more delays in the Local Plan being published.

217/22 S106 Agreements and Developer meetings: (Standing Item)

a) To note update on ongoing and new S106 Agreements

i) Hunters Wood/The Acorns:

- **To note update on roadworks and temporary lights from Melksham Town Council.**

An update on progress of the new roundabout at the bottom of Spa Road had been received from Patsy Clover, Deputy Town Clerk, Melksham Town Council, following a site visit.

The Clerk reminded Members this development was no longer in the parish, however, residents of Bowerhill regularly used this route to access the town.

The Deputy Town Clerk explained unfortunately works had been delayed by BT due to the complexity of the works involved. It was hoped works would start in 2 to 4 weeks, if a quicker solution was found, if not, work would not start for 15 weeks.

Councillor Baines had noted over the weekend that the temporary crossing lights on Spa Road were not working, which had caused difficulties for people wishing to cross the road, particularly as the permanent crossing further up Spa Road had been closed due to the roadworks.

Concern was raised this route was regularly used by people, including children accessing both Melksham Oak School and Aloeric in town.

The Clerk explained she had previously reported these lights were not working to Wiltshire Council, to be informed the batteries kept running out and would chase this up again.

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

The Clerk explained she had contacted Wiltshire Council and asked how they were progressing with the proposed crossing on the new road which is currently being constructed.

The Clerk had also asked what provision was in place with regard to the access to the rear of the school. Would there be access via a rear gate, or were the pupils being directed back onto the A365 from this footpath, who would then spill out onto the pavement en masse and use the existing front access. Wiltshire Council had informed the Clerk there was a plan to go through a gate to the rear of the school with everyone else having to go back out onto the A365.

The Clerk explained she would be keeping the pressure on getting this resolved and had pointed out to Wiltshire Council a child had been hit by a van outside the school that day in order to highlight the need for progress to be made as soon as possible.

- **To note update on East of Melksham Community Centre**

The Clerk informed the meeting that David Sharp the Architect who the Council had used for the new Berryfield Village Hall had been appointed by Melksham Town Council to draw up plans for the East of Melksham Community Centre with a view to submit a planning application.

ii) **Bowood View:**

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

The Clerk explained the village hall needed a 'Green Travel Plan' condition discharged before it could be used and had met with the architect, David Sharp to draw this up which was now ready to be submitted to Wiltshire Council.

Whilst the Parish Council had agreed to Bellway's offer to relay the hoggin footpath in the play area with tarmac, Bellway had responded to say the tarmac for the path was out of schedule and would now have to wait 10 weeks to be done. The Clerk had replied to say a response to the offer was required by 7th October by the Parish Council, which had been confirmed on the 5th October and therefore was at a lost to understand the delay.

It was noted the Asset Management Committee had discussed the play area and the delay in getting the footpath resurfaced with tarmac the previous week and would be making a recommendation to Full Council on Monday, 24th October not to take on the play area until the path was tarmacked; whereas Bellway wanted the parish council to adopt now and then close in 10-week time for the path to be done. The concern was that this would never get done, and whilst unfortunate for the play area to remain closed, that this was quieter winter months.

Councillor Baines stated that the Asset Committee had also been concerned the RoSPA report had highlighted a fault in the design, whereby there is no safety surface underneath the teen shelter which could be climbed on.

Councillor Baines also raised a concern Bellway in their correspondence had stated there were no pressing issues for them to rectify after the RoSPA inspection and if they had been informed of the RoSPA inspector's visit, would have made sure the gate to the play area was open.

Councillor Baines noted RoSPA do not inform the parish council when inspections would take place, as they were always unannounced visits.

The Clerk pointed out Bellway had also responded to say there was nothing in the report which was a medium or high risk, to which the Clerk had pointed out the concerns RoSPA

had regarding the safety surfacing under the teen shelter; which was rated a Medium risk.

In terms of the residents and management company, the Clerk explained they wished to meet at Berryfield Village Hall in order to form a residents' association and was liaising over suitable dates.

In terms of the village hall being taken over by a management company, the Clerk explained there a meeting had been arranged on Wednesday of this week with representatives from Shaw Village Hall, Bowerhill Village Hall and those wishing to form a village hall management committee, in order to go through online booking systems, terms and conditions, leases and share best practice.

iii) Pathfinder Way:

- **To receive update on Play Area**

The Clerk explained the contractor who had installed the play equipment had been in touch and they had provided a quote for Taylor Wimpey to sign off on for the repairs to equipment highlighted in the recent RoSPA report.

The Clerk explained the Wiltshire Council Section 106 Officer was currently looking at the landscape plan for Pathfinder Place and had been in touch querying where the picnic tables should be located.

The Clerk explained these were in the play area, which had previously been agreed by the Council. The Section 106 Officer would be sending this information, along with suggestions with regard to repairs to the equipment as highlighted in the RoSPA report for approval. Once this has all be approved and repairs undertaken and outstanding signage installed, the play area will be ready for adoption by the parish council.

The Clerk explained a resident of Pathfinder Place who had attended a previous meeting had been in touch asking if he could book Bowerhill Village Hall to hold a meeting of residents of Pathfinder Place with an invite to Bowerhill Councillors with a view to arranging a residents' association. The Clerk had explained the Parish Council did not own the village hall and therefore had passed on the hall details in order for him to get in touch to arrange a booking.

The Clerk stated as the group did not have a constitution or a bank account as yet, if Members were happy to cover the

costs of the hall hire of £25, in the spirit of assisting residents in forming a residents group, as suggested previously by the council.

Recommendation: For the parish council to pay the £25 hall hire charge to use Bowerhill Village Hall.

- **To note update on pedestrian crossings and temporary lights**

An update had been provided by Councillor Holder earlier in the meeting.

b) To note any S106 decisions made under delegated powers

None.

c) Contact with developers

The Clerk stated Living Space Housing had been in touch seeking a meeting with representatives of the parish council, regarding their site to the rear of Townsend Farm, Semington Road (20/07334/OUT) prior to their reserved matters application with Sovereign Housing.

Resolved: To arrange a meeting with Living Space Housing on Monday, 24th October at 10.00am or Wednesday 26th October at 2.00pm at the parish council offices in the Campus and to forward the parish council's comments on the outline planning application to members of the Planning Committee in preparation for the meeting.

d) Limitations of Section 106 agreements. To note feedback from meeting with Councillor Nick Botterill, Cabinet Member for Development Management & Strategic Planning and Head of Planning regarding lack of clarity, consistency and enforcement on Section 106s Agreements.

Councillor Wood stated that, as Councillor Holder had commented earlier, the meeting with Councillor Botterill and the Head of Planning Nic Thomas had been very useful and highlighted how big the parish was and how engaged the Council were in the planning process.

At the meeting a lot of issues were raised, particularly regarding Section 106s and the lack of involvement of the parish council and the inconsistencies between each Section 106, planning enforcement had also been discussed.

The Clerk reiterated the frustration of the Parish Council not being involved in Section 106 discussions with the developer and Wiltshire Council, particularly as often the parish council has provided a developer with a list of things the council would like to see included on a site to find

these have not been included in the Section 106.

It was stated at the meeting that whilst it is appreciated it would be difficult for Wiltshire Council planning officers to liaise with all town and parish councils regarding Section 106 Agreements, at least those councils who have a lot of development in their area should be involved in the Section 106 process and reiterated that Melksham was due to be allocated some 2,500 houses under the Local Plan Review and that these issues needed to be addressed before new legal agreements were in place.

The Clerk explained discussion had also taken place at the need for the Council to often 'Call in' an application to committee, as this was the only opportunity for the Council to get their points across, as they are not party to the Planning Officer's recommendation prior to a decision being made, which those at the meeting had taken on board.

It was felt that some of the issues raised had been taken on board and hopefully progress had been made.

Councillor Wood explained he would like to understand what reasons Wiltshire Council consider a parish council can request a call in on as it was not clear from the meeting.

Meeting closed at 8.30pm

Signed
Chair, Full Council 24 October 2022

**MINUTES of the Planning Committee of Melksham Without Parish Council
held on Monday 26 September 2022 at Melksham Without Parish Council
Offices (First Floor), Melksham Community Campus, Market Place,
Melksham, SN12 6ES at 7.00pm**

Present: Councillors Richard Wood (Chair of Planning) David Pafford (Vice Chair of Council) Alan Baines (Vice Chair of Planning), Mark Harris & Mary Pile

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

In attendance: 11 Members of public

161/22 Welcome, Announcements & Housekeeping

Councillor Wood welcomed everyone to the meeting and went through the fire procedure for the building.

162/22 To receive Apologies and approval of reasons given

Apologies for absence had been received from Councillor Glover who was away.

It was noted Councillor Chivers was not in attendance, but had been unwell and in hospital recently.

POST MEETING NOTE: Councillor Chivers tendered his apologies the following day.

Resolved: To note and accept the reasons for absence of both Councillor Glover and Councillor Chivers.

163/22 Declarations of Interest

a) To receive Declarations of Interest

Councillor Pile declared a non-pecuniary interest in planning application: PL/2022/06846: 9 Fulmar Close, Bowerhill for proposed entrance porch as the applicant was a family member.

Councillor Wood as a resident of Semington Road declared a non pecuniary interest in reserved matters planning application PL/2022/02749 for 144 dwellings on Semington Road.

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

- 164/22 To consider holding items in Closed Session due to confidential Nature** *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting (Item 10a)ii) during consideration of business, where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk explained Members might wish to consider item 10a)ii) in closed session as it related to contact with developers. Correspondence had also been received earlier in the day from David Wilson Homes regarding planning application PL/2022/02749 for 144 dwellings on land at Semington Road and whilst it was marked confidential by them, given the content, Members might feel it should be discussed in the public domain, but this could be decided when considering the item later on in the meeting.

165/22 Public Participation

Eleven members of public were in attendance from Semington Road and Shails Lane, Berryfield regarding revised plans for the reserved matters planning application: PL/2022/02749 for 144 dwellings on land at Semington Road.

Residents raised concern with regard to the following:

- Despite raising concerns at the reserved matters application, which the parish council supported, there still appeared to be access from the development onto Shails Lane, which is a private road. The revised plans do not appear to have addressed this by providing an impermeable barrier on the Southern Boundary to stop residents accessing the lane.

Those present sought assurances residents from the development would not be able to access the lane.

- There already appears to be a lot of activity taking place at the site with regard to catching wildlife, such as great crested newts, with those involved using Shails Lane, which they should not be doing. A resident wished to highlight adders may be present as he had spotted one in the lane one previous Summer.
- Residents also raised concern at the need for some form of barrier on the Eastern part of the site to stop residents accessing the A350. This had been raised by the Coroner, following a fatality of someone accessing the A350 from Shails Lane, not long after the road opened.

Councillor Wood explained according to the Section 106 Agreement for the development the developers were required to erect some form of safety barrier and provide landscaping adjacent to the A350 to stop residents trying to cross the A350 from the development.

Councillor Wood brought the meeting back into closed session and asked to bring forward discussion on this planning application, which members agreed.

The minutes relating to the planning application are included under minute number 167.

166/22 To consider the following Planning Applications:

[PL/2022/06452](#): Upper Beanacre Farm, Beanacre. Proposed extension and associated alterations.

Comments: No Objection.

[PL/2022/05778](#): Upper Beanacre Farm, Beanacre. Listed building consent (Alt/Ext). Proposed extension and associated alterations.

Comments: No Objection

[PL/2022/06512](#): 1 Ludlow Hewitt Court, Halifax Road, Bowerhill. Convert an existing three-bedroom, ex Court Manager house into 1 no. 1 bedroomed first floor flat and 1 no. 1 bedroomed ground floor flat and a ground floor Court Manager office.

Comments: No objection.

[PL/2022/06846](#): 9 Fulmar Close, Bowerhill. Proposed Entrance Porch.

Comments: No objection.

[PL/2022/06470](#): Leekes of Melksham, Beanacre Road, Melksham. Construction of a coffee shop with drive-thru facility, with associated car parking and landscaping.

Comments: No objection.

[PL/2022/06943](#): 1 Stirling Close, Bowerhill, Melksham. Proposed bay window.

Comments: No objection.

[PL/2022/07065](#) 187 Westlands Lane, Whitley, Melksham. Erection of a 3 bay, oak framed garage with office accommodation above. Single large central dormer window to the front of the roof.

Comment: No objection, but ask that a condition be imposed that the office accommodation must be ancillary to the house and cannot be used or sold as a separate dwelling in the future.

[PL/2022/06918](#) Newtown Farm Cottage, Canal Bridge, Semington. Conversion of an existing garage to living accommodation for ancillary use.

Comments: Members object to this application as presented. Proposals represent development in open countryside. Whilst the application states the proposed living accommodation over the garage will be for ancillary use, it does not state what the ancillary use is for.

[PL/2022/07194](#) Ivy Lodge, Lower Woodrow, Forest, Melksham. Proposed two storey extension to Ivy Lodge.

Comments: No objection subject to the 'equine tie' being maintained on the property.

167/22 Revised Plans To comment on any revised plans received within the required timeframe (14 days)

[PL/2022/02749](#) Land at Semington Road. Reserved matters (following outline permission 20/01938/OUT) for development comprising the erection of 144 dwellings with informal and formal open space, associated landscaping and vehicular and pedestrian accesses off Semington Road.

Members noted the various items of correspondence received from residents objecting to the application, as well as residents' comments raised during public participation (11 members of public in attendance for this application) regarding access to Shails Lane and the need for some form of safety barrier adjacent to the A350.

Comments: The Parish Council wish to make the following comments on the revised plans, as well as reiterate their previous comments.

It was noted that the parish council met with David Wilson Homes on Tuesday 16 August at David Wilson's invitation, to review their revised plans. The notes from that meeting

are in the public domain as part of the minutes of the Planning Committee held on [5 September 2022](#).

- Despite the revised plans, there is a concern housing is concentrated in the West of the development, and the green space and play area to the East. Housing is very close together with no green space amongst the dwellings and the council feel that there could be a better distribution of green space throughout the development.
- There is a concern at the lack of 1, 2 & 3 bedroomed open market housing and the high percentage of larger homes (4 & 5 bedrooms) proposed, which was also raised by the Urban Design Officer.

The Clerk explained a Housing Needs Assessment had recently been completed by AECOM, as part of the Melksham Neighbourhood Plan Review, which included useful information on the housing type and tenure requirement for the Neighbourhood Plan area (Melksham Town and Melksham Without). It also includes the results of the recent local Housing Needs Survey.

The report was due to be put before the Neighbourhood Plan Steering Group on 28th September, with a request the report be released for publication. The Clerk asked that if the Steering Group approved the general release of this document, if the planning committee were happy for it to be submitted to Wiltshire Council as evidence to support the type of housing required in the Melksham area, which was agreed by Members.

Concern was also raised that larger dwellings with 4/5 bedrooms could have more vehicles than smaller dwellings, therefore there would be an increase in vehicles using a single access road.

- The Council had previously mentioned the lack of bungalows within the development and reiterated this at their recent meeting with David Wilson who confirmed that there would be no bungalows in the scheme. The parish council wish to draw attention to the Section 106 Agreement which details provision of two affordable bungalows within the development.
- Highway Safety. Residents and the parish council are concerned that residents from the new development will try and find a way to access the A350 as a shortcut to Bowerhill, via Shails Lane. It is important that some sort

of barrier is installed on the Eastern side of the development to stop residents accessing the A350 from the development. This well used route was closed by the Coroner following a fatality at this point from a resident crossing the road here. Whilst it is noted the installation of anti-pedestrian fencing is included in the Section 106 agreement, members felt it was imperative the developers adhere to this before occupation, in order to provide pedestrian safety. Experience has shown on other nearby developments that highway conditions that should be in place for health and safety reasons before occupation have not been addressed, some 2 years after occupation, and the parish council are very keen to not see a repeat of this inaction on this requirement.

The Section 106 Agreement states as part of highway safety works: 'anti pedestrian safety fencing be installed for 100m along the A350 Western side, 70m North and 30m South of Shails Lane parallel to the A350 continually for 100m and a landscaping scheme (alongside the fence to further discourage pedestrians from vandalizing the fence and breaking through it).'

- The Parish Council also reiterated their previous support for the residents of Shails Lane in the need for some form of impermeable barrier to be installed on the Southern boundary of the development to stop residents accessing the lane, which is a private road. 11 members of the public, all from Shails Lane or the corner of Semington Road and Shails Lane attended the parish council's Planning Committee meeting on the evening of Monday 26 September, with this specific request. There is concern that if only a hedging boundary for example is provided (as suggested by David Wilson when we recently met) that this will easily be used for access as not a physical barrier; it requires a fence and hedge at least.
- There is still no provision for a cycle route within the development, which had also been highlighted by the Urban Design Officer. David Wilson continue to state that there is no cycle network to connect to, therefore they do not need to provide a cycle way. This is despite Semington Road being designated a National Cycleway and part of the new Melksham to Hilperton Active Travel route, with recent improvements being made to the road infrastructure via Government funding over the last few months. This includes the crossing across the A350 Western Way to give safer access for cyclists

accessing Semington Road. Page 93 of the Wiltshire Local Cycling and Walking Infrastructure Plan (LCWIP) currently out for consultation shows the cycle routes etc of the Melksham area, clearly showing the National Cycle Network NCN 403 and the Hilperton to Melksham Active Travel route along the Semington Road with access to the proposed development on this road.

https://www.wiltshire.gov.uk/media/9640/Wiltshire-draft-LCWIP/pdf/Wiltshire_LCWIP_Framework_and_Interurban_Routes_Consultation_Draft.pdf?m=637947023636500000

<https://www.wiltshire.gov.uk/news/new-cycling-facility-hilperton>

https://www.wiltshire.gov.uk/media/8877/Hilperton-Melksham-active-travel-scheme-map/pdf/Hilperton_to_Melksham_Active_Travel_Map_design_PDF.pdf?m=637822513083330000

- In order to reduce surface water 'run off' Members request the provision of permeable driveways, as raised by the Urban Design Officer.
- Whilst it was noted that the Urban Design Officer had previously raised concerns that plots 4, 6 & 7 were very close to the highway with the revised plans dropping some of the plots from this location, Members felt some of the plots, including boundary walls, were still too close to the highway, next to the entrance to the site, which would be used by large vehicles accessing the sewage works. There are plots with windows only a metre from the highway, and this at the main entrance where all traffic will flow past.
- It was noted the applicant had still not taken on board that the Parish Council had expressed a wish to enter into discussions about being the nominated party for the proposed LEAP (Local Equipped Area of Play)/Play Area and a maintenance contribution to suit. On reviewing the Section 106 Agreement there is no reference to the parish council taking on the LEAP or a maintenance contribution, despite requesting this at pre app, outline and reserved matters stages of the planning application.
- Whilst provision of a teen shelter had been made in previous plans, it was unclear from the current plans if this had been provided. The Parish Council had also previously asked for outdoor gym equipment and a MUGA (Multi Use Games Area) to be installed in a

location away from the LEAP but these do not appear to be included in the plans. Members noted Nexus had written to Wiltshire Council on 5 June 2020 with regard to an updated indicative outline plan stating 'the parish council had requested community benefits such as play equipment for older children/teenagers. Therefore, the area previously identified as allotment provision has been replaced within the updated masterplan/parameter plan with a teen shelter and outdoor gym equipment.' This too was pointed out to David Wilson on 16 August.

- Whilst welcoming wildflower areas, concern was raised there was no green space provision to allow children to undertake active play, such as football which may encourage them to play in the road.

Highway Safety/Layout

Whilst the Council's and Urban Design Officer's previous concerns regarding the proposed straight spine road North to South of the site had been taken on board and the layout changed, the application still includes several dead ends with residents being expected to pull their bins to the main spine road. Refuse lorries would be expected to reverse out which was not satisfactory.

Whilst not supporting dead ends within the development, if all or some are to remain, the Parish Council ask that the bin store sites are large enough to take more than just one bin for each house, as several bins are usually collected in any one day. Members also raised a concern people could be tempted to leave their bins out permanently.

It was noted there is a crossing on the A350 from Hampton Park industrial estate to the Bowerhill industrial estate, but from the point of view of residents of this development, there will only be a single access on the north west corner.

It was noted the affordable housing element seemed to be in distinct groups which could lead to discrimination between residents, therefore, the Council ask the affordable housing element be mixed in more amongst the development.

Shails Lane

Concern was raised that it was possible residents of the site will attempt to reach the proposed new school at Pathfinder Place, Bowerhill by trying to access the A350, which is extremely dangerous.

Members supported the comments by residents with regard to the lane not being suitable for access from this development. Therefore, the Council ask a secure solid boundary be installed, running the whole length of the Southern boundary. A hedge would not be sufficient, as future residents could grub out any hedging and put a gate in, in order to access Shails Lane.

Members asked that a permanent barrier at the end of the current line of dwellings on Shails Lane (adjacent to 514d), just past the old canal bridge be installed, as this would give a clear indication the lane is not an access to the new development and will also discourage people from using the lane as a dog walking area and fly tipping spot.

Other

Where will children from the development go to school. At outline stage the Council had stated the site is a significant distance from any primary schools with the nearest school full with the proposed new primary school at Pathfinder Place not yet built.

It was noted timber play equipment was proposed with one entry gate. It is a policy of the Parish Council not to have this type of equipment (they request metal as much easier from a maintenance point of view, and has more longevity likewise a dark green powder coated fence rather than a wooden one). In line with RoSPA best practice, there should be two gates, so providing an alternative escape route, and red in colour so easily identifiable.

The Council request safety surfacing protrude outside the fencing surrounding any play area, as this allows the mowing of spaces outside the play area to be undertaken without leaving weeds growing up by around the fence. The Parish Council would welcome meeting the developers to discuss the play area in greater detail.

Whilst at outline stage allotments were proposed with the Parish Council stating there was enough provision of allotments in Berryfield (they already have 75 plots on two sites in Berryfield). It was noted whilst there appeared to be no proposals in the current plans for allotments, there was reference to allotments in one of the documents, however, there was no mention of who would run these, provision of a car park, security, access, or provision of water mentioned.

Members endorsed the comments by Salisbury & Wilton Swifts in asking for ecological measures to be included on

the site, such as bird, bat and bee bricks, reptile refugia and hibernacula.

Whilst mention had been made earlier in the meeting of Great Crested Newts, there did not appear to be information regarding the protection of bat habitats, which were understood to be located on the site.

It was noted Wessex Water had raised a holding objection as there appeared to be conflict with existing pipes.

The Parish Council ask for the following:

- Adherence to policies with the Melksham Neighbourhood Plan.
- The provision of benches and bins where there are circular pedestrian routes and public open space and the regular emptying of bins to be reflected in any future maintenance contribution.
- Connectivity to existing housing developments and the provision of a footbridge over the brook to connect to the Bowood View development 16/00497/OUT, 17/12514/REM & 17/10416/VAR This is particularly important, as the Parish Council have recently built a new village hall on at Bowood View 20/03879/REM

The current plans would require residents of the proposed new development to go out onto Semington Road and into Telford Drive to access the hall, which was less than ideal.

It was noted both the National Planning Policy Framework (NPPF) and Wiltshire Council's Core Strategy recognises the importance of connectivity with existing development. Members and residents feel that this is a useful connection to community facilities, and provides a safer walking route alternative than Semington Road which does not have pavements, or only narrow pavements, in places.

- Contribution towards improvements to public transport in the area.
- Contribution towards educational and health provision.

On reviewing the Section 106 Agreement it is noted a contribution of £297,874.00 is being requested towards early years education provision, as well as £337,644.00

towards primary education, there is no request for a contribution towards secondary education, however, it was noted this could be because there are sufficient school places available.

With regard to a contribution towards health care provision, it has subsequently been noted within the Section 106 Agreement that £137,000 is being requested towards the cost of supporting primary care capacity of the Melksham & Bradford on Avon Primary Care Network.

However, Members have raised a concern where and what this funding will be going towards and will be seeking assurances this will be spent in the Melksham area.

- A Speed limit of 20mph within the development which is self-enforcing.
- Affordable housing is tenant blind and constructed in similar materials to other properties on the site.
- The road layout is such that there are no cul de sacs or dead ends, so that the refuse lorries do not have to reverse out.
- Whilst the Parish Council are keen on trees, they ask that these are not planted adjacent to property boundaries, or adjacent to roads in order they do not cause issues later on with overhanging property boundaries or the highway respectively. They also asked that trees are set back from any ditches adjacent to properties, in order there is enough space for maintenance of any ditches to take place.
- When abutting existing houses, the design layout is garden to garden to maintain a distance between existing properties.
- Any proposed 2.5 dwellings or above be located within the centre of the development.
- There are no shared surfaces within the design, if they are included the Parish Council ask there is clear delineation between footpath and road surfaces.
- Provision of two bus shelters tall enough and with a power supply to enable real-time information, proper seating (not a perch), side panels and kerbs etc to match

that at the adjacent Bowood View development. To be located in the vicinity of the New Inn bus stops.

It was noted in the Decision Notice that one should be erected, however, the Council feel there should be two to replicate what is happening at Bowood View; the adjacent new development.

- Traffic calming this end of Semington Road.
- Rights of Way Improvements to MELW7, taking the route down to the river. It was noted the Rights of Way Officer is in support of this request and is in discussion with the landowner, with a suggestion the Parish Council ask for funding to cover the diversion order and the bridge construction. This the parish council wish to follow up as a condition of the planning application.
- Provision/contribution towards interpretation signs for the historic line of the Wilts & Berks Canal through the development. To suite with the ones being provided by the Wilts & Berks Canal Trust in the adjacent Bowood View development.

On reviewing the Section 106 Agreement a public art contribution of £43,200 (£300 x 144) is being requested.

The Parish Council have stated they would like to be involved with any art project

- A contribution towards the new Berryfield village hall for fitting out with furniture, equipment, fittings and towards future running costs.
- A contribution to the land transfer and building costs associated with the provision of a patio/terrace outside the village hall currently under construction.
- A contribution to purchase a Battery to store power from the grid and/or the solar panels for the new village hall/lighting the footpath access in the immediate vicinity. Cost £6,200 excluding VAT.

At a Planning Committee Meeting on 6 September 2022, Members reviewed the Section 106 Agreement and noted £200,000 had been requested to upgrade the double pelican crossing on the A350 to a double toucan crossing, with associated footway and cycleway improvements and

measures to reduce the attractiveness to pedestrians of the pedestrian route on the Western side of the roundabout between Old Semington Road and Melksham

Whilst it was noted improvements were still to be made to reduce the attractiveness of the pedestrian crossing on the Western side, the upgrade of the pelican crossing on the A350 dual carriageway has already taken place, as part of the Hilperton to Melksham Cycle Route improvements via Government funding and therefore it was agreed the Clerk would contact Wiltshire Council to seek clarification on this.

The Clerk stated she had contacted Wiltshire Council who had confirmed the improvements to the A350 dual carriageway crossing had been funded via Government funding. (Gareth Rogers, Principal Engineer, Traffic & Network Management)

Resolved: To request the £200,000 Section 106 highway improvement funding be handed over to Wiltshire Council to spend on highway improvements in the vicinity of the development.

- **To note correspondence regarding ownership of the adjacent brook re potential footbridge**

On reviewing the Decision Notice of September 2021, it was noted under “27 Informative”, that it mentioned promoting connectivity between developments with a request that prior to submission of a reserved matters application, the possibility of providing a pedestrian/cycle link through to the adjacent housing site to the North should be explored.

This matter had been raised with the developers who stated this was only an informative, but had written earlier that day to the Clerk stating in order to address the parish council’s concerns regarding connectivity to the new Berryfield Village Hall at Bowood View, they wished to offer a unilateral undertaking to make a contribution towards the connection point. The unilateral agreement would be for £20,000 payable to Wiltshire Council for onward transmission to the Parish Council to use the monies to facilitate the creation of the connection point.

David Wilson Homes would pay their legal fees and the costs of Wiltshire Council in concluding this agreement, capped at £2.5k (i.e. £5k in total). The Contribution would be payable on the basis that it would be paid from Wiltshire Council to the parish council for the purposes of constructing

a bridge, however if this were not feasible, for the improvement of the village hall on the adjoining site at Bowood View.

The Clerk had also ascertained the landowner of the brook is Wiltshire Council, who were happy with proposals for a footbridge (Contact Jenny Rowe, Senior Estates Manager) and the management company for Bowood View also appeared amenable (Contact Max Harris, Alexander Faulkner Partnership Ltd) as the land is being transferred to the resident management company Bowood View (Melksham) Management Company Limited.

The Clerk on receiving the offer had also contacted the Rights of Way Officer to ascertain if the £20,000 offered was enough to build a footbridge, but unfortunately had not responded as yet.

Members noted the provision of a footbridge would provide a safer walking route to the proposed Pathfinder Place school from the development.

Resolved: To welcome the offer.

- **To note that this application has been called in by Wiltshire Councillor Seed following the parish council's request.**

Councillor Wood informed the meeting Councillor Seed had 'called in' this application, which still stood and therefore would be considered at a Wiltshire Council Planning meeting, which residents, as well as representatives from the parish council will be able to attend.

[PL/2022/03132](#) 34 Shaw Hill, Shaw, Melksham. Single storey rear and side extension, internal alterations, loft conversion, garage conversion.

Comments: No objection, but ask that a condition be placed on the application that the garage conversion cannot be used or sold as a separate dwelling in the future.

168/22 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

The Clerk informed the meeting the Enforcement Officer had been chased for an update on the New Inn, Semington Road, to be informed investigations were still ongoing.

It was noted another structure on the site seems to have appeared in

recent weeks.

169/22 Planning Policy

a) Update from WALPA (Wiltshire Area Localism & Planning Alliance)

Members noted the update from WALPA with regard to a recent decision by Wiltshire Council's Planning Committee to refuse a reserved matters planning application for a site in Malmesbury due to its inferior design.

The Clerk explained the Neighbourhood Plan consultants were being kept updated on WALPA's progress.

b) Neighbourhood Planning

i) Update on the Neighbourhood Plan Review

The Clerk had provided a report on the current progress of the Neighbourhood Plan Review for the public, and explained a more detailed update would be provided at the Steering Group meeting on 28th September. It was hoped, pending approval of the group, that the public update could be circulated to those who had signed up to the mailing list and on media outlets. Wiltshire Councillor Mike Sankey had provided an update on progress of the plan at a recent Area Board meeting.

The Clerk explained that it appeared Wiltshire Council's draft Local Plan would now not be available until Q2 2023, with Members expressing frustration at this news.

ii) To note AECOM have been successful in receiving funding from Locality to undertake this work as part of their brief

Members noted AECOM had been successful in obtaining funding from Locality to undertake work on the Green Gap Landscape Buffer evidence as part of their brief for the Melksham Neighbourhood Plan.

c) Townsend Farm, Semington Road Planning Appeal (APP/Y3940/W/21/3285428). To note correspondence response from Councillor Nic Thomas, Chief Planning Officer, Wiltshire Council if received

The Clerk explained despite chasing, no response had been received as yet to recent correspondence to Nic Thomas, Chief Planning Officer, Wiltshire Council regarding the recent decision of the Planning Inspector to allow the appeal for 50 affordable dwellings on land to the rear of Townsend Farm, Semington Road and the implications of this decision.

170/22 S106 Agreements and Developer meetings: (Standing Item)

a) To note update on ongoing and new S106 Agreements

i) Hunters Wood/The Acorns: Update on Footpath to rear of Melksham Oak School, Community Centre and pedestrian safety during roundabout roadworks

The Clerk explained there was no further update since the last Planning meeting, however, Melksham News were running a story on the lack of progress regarding the footpath in their upcoming issue.

The temporary traffic crossings associated with the new road construction were also still in-situ.

ii) Bowood View:

- **To consider items arising further to site meeting with Bellway 12/09/22 re play area and village hall**

The Clerk explained the meeting on 12th September had been very difficult, with issues relating to the village hall now in the hands of the council's solicitor.

With regard to the play area, the Clerk explained there was an item on the Full Council agenda for 3rd October regarding its adoption by the council.

The Clerk reminded members at a previous meeting they had approved the installation of a tarmac path in the play area and had also made a recommendation, which would hopefully be approved at the next Full Council meeting, that hedging be planted adjacent to the car park, to prevent vehicles using the grassed area for parking.

Pathfinder Place:

- **To receive update on Play Area**

The Clerk explained the Wiltshire Council play area officer had recently inspected the site and was happy with improvements made. A recommendation would be on the Full Council agenda for 3rd October to adopt the play area.

- **To note update on commissioning of the pedestrian crossings and lights**

The Clerk explained there was no update with only one crossing being commissioned so far.

- **To choose location for replacement bench**

The Clerk explained Taylor Wimpey had previously agreed to replace the bench located on Pathfinder Way and one was currently on order and sought a steer from Members where they wished the bench to be located.

Recommendation: The replacement bench be located on the site of the current deteriorating bench.

- **To receive update on drainage issue**

The Clerk explained she had recently met with Danny Everett, Drainage Engineer, Wiltshire Council on another issue and mentioned issues of drainage at Pathfinder Place. On following this up with Taylor Wimpey they had explained they had done what was required, however, this is not the case and the Drainage Engineer will be chasing this up to make sure the work is completed.

b) To note any S106 decisions made under delegated powers

No decisions had been made under delegated powers.

c) Contact with developers

i) Feedback from Melksham Town Council meeting with Stantonbury on 14 September Re proposals for Upside Park, Bath Road, Melksham

The Clerk explained she had attended a meeting on 14th September at the Town Hall, but unfortunately no formal notes were available. At the meeting, the Town Mayor had asked for a wetland area to help with flood water coming down from Shaw and Whitley.

The Clerk explained having met with the Wiltshire Council Drainage Engineer and shown him the plans, he felt a wetlands area on the site would be feasible given drainage issues in the area in the past.

Councillor Baines stated having spoken to the Drainage Engineer at a recent Flood Ops meeting, he had suggested when commenting on the plans, the parish council should make reference to drainage and storage of flood flows of the South Brook, as when the river is high,

South Brook tends to back up and this area is where water accumulates and therefore need to make sure there is no change in the flood capacity of this area

The Clerk explained she understood the plans for the development had not yet been validated by Wiltshire Council, as the applicant was being requested to not just look at river flooding models, but also surface and ground water flooding, bearing in mind surface water has previously been an issue in this area, this was welcome news.

Meeting closed at 8.06pm

Signed.....
Chair, Full Council, 24 October 2022

MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 10th October 2022 at Bowerhill Sports Field Pavilion at 7.00 p.m. following a Sports Field & Pavilion Inspection at 6.00pm

Present: Councillors. David Pafford (Acting Council Chair), Alan Baines (Asset Management Vice-Chair), Andy Russell (Acting Council Vice-Chair) and Rob Hoyle.

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

197/22 Welcome, Housekeeping and Apologies:

In Councillor Chivers (Chair of Committee) absence, Councillor Baines as Vice-Chair of this Committee welcomed all to the meeting and explained the evacuation procedure in the event of a fire.

Apologies had been received from Councillor Terry Chivers who was ill and Councillor Holt. These apologies were accepted.

It was noted that Councillor John Glover (Council Chair) has a leave of absence.

198/22 To receive Declarations of Interest:

The Clerk, although not a voting member, declared an interest in agenda item 5k and left the room when this item was discussed, as her husband had provided a quotation and she was a director of the company.

199/22 Public Participation:

There were no members of the public present

200/22 Play Areas & Public Open Space:

a) To review and consider any actions required following receipt of ROSPA reports

Members reviewed the ROSPA reports following the annual inspections, which took place on the 23rd September 2022. The following Risk Matrix is used in the ROSPA reports, and detailed here for ease of reference.

Table 1 – Risk Score Matrix

		Severity				
		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
L i k e l i h o o d	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

The committee welcomed the new addition of a summary spreadsheet, which had been received along with these reports, detailing any items that needed monitoring or repair. Most of the items identified were either very low or low risk with only a few rated as medium.

At Beanacre Play Area it was noted that some of the wooden equipment was installed several years ago and required monitoring. The Clerk explained that following previous annual inspections some pieces of equipment, such as the overhead climber, which was a medium risk and relied on one post for its stability, had been added to the Caretaker's weekly checklist to ensure it was closely monitored for any signs of degradation. It was noted that the accessible swing at this play area was rated as an 8, which was (low) medium risk. The advice from the independent inspector was to ensure that the supporting components were dismantled and inspected according to the manufacturer's instructions. The Clerk advised that the Caretaker had a special tool for this piece of play equipment to enable him to conduct these checks on a regular basis and record. Another item rated as an 8 was the multi play unit, which was due to a crack at the bottom of the slide. The Clerk explained that as this required welding, the council may need to obtain quotes from a suitable contractor to undertake this repair.

All of the items at Berryfield play area were either rated as very low or low risk. It was noted that the self-closing gate had a violent action and needed adjusting. The Clerk reminded members that issues with the play area gate timings had previously been raised in the quarterly play area reports and this had been considered at the last asset management meeting. At the time the Caretaker had gone around to all of the play areas to time each gate, he had reported that they all appeared to be closing too fast. In particular, the gate at Berryfield Play Area did not have any adjustment on it other than using WD-40 oil to manually adjust. It was also difficult to get the timings right with the gates that could be adjusted, as when they are adjusted to a different level, they become either too fast or slow. Members felt that it was much better for the gates to be a little bit faster to keep dogs from getting into the play area.

At the Bowerhill Sports Field there were no matters of concern as all items were rated as low. During the sports field inspection Councillor Baines highlighted that there were some net pegs left on the 11 aside goal post on the middle adult pitch, which needed removing.

There were only a few low rated items identified at the Hornchurch Road MUGA (multi use games area), which were mostly missing fixings that the Caretaker could replace. At the play area it was noted that there was an agenda item later on in the meeting under 5e, for members to consider the way forward with regards to the safety surface cracking. Like with the MUGA, all items were rated as low risk at this play area, with items either needing monitoring or fixings replaced.

There was nothing highlighted as a major concern at Kestrel Court Play Area on the report. The Clerk advised members that the Caretaker had highlighted to her that where the trees were inside the play area, children with bikes were using this

area regularly leaving large dips in the ground. Each week the Caretaker was taking bags of top soil from the sports field supply to fill the holes. The Clerk suggested that the proposed picnic tables for this play area could be located in this area to stop this from happening; unless they were happy for the children to keep using the area for bikes.

Most of the items at Shaw Play Area were rated as low risk with the exception of the junior swing which was rated as a medium risk. It was identified that there was wear in the bushes on this swing and that it should be checked and replaced when necessary. The Clerk explained that the Caretaker regularly monitored the swing chains for wear and replaced when appropriate. The Clerk advised members that due to the surfacing in this play area being mulch, there was a large number of weeds coming up from the surfacing and queried with members whether they were happy for this area to be weed sprayed. Members wished to be cautious with this approach due to this being a children's play area and queried whether there was any health and safety implications in doing this. The Clerk advised that she did not feel that there was any other way to get rid of the weeds, as the area also had trees which provided the perfect conditions for them to grow. She explained that the council needed to weigh up whether they do nothing and allow the weeds to grow and become bigger which in time may pull apart the surfacing and cause a safety issue or close the play area for a day to undertake weed spraying. Members agreed that shutting the play area for at least 24 hours to undertake the necessary weed spraying would be the best way forward.

Shurnhold Fields is jointly owned by both Melksham Town and Melksham Without Parish Council. The town council undertake caretaking duties at this open space, with the parish council organising the annual independent inspection by RoSPA. It was noted that as the town council's caretaking team attended Shurnhold Fields several times a week, the Clerk had sent this report to them for all remedial work identified to be actioned.

The Clerk explained that the Caretaker had drawn to her attention that there were trip areas around the play equipment at all play areas following the very hot dry weather in the summer. This was not on the actual safety surfacing itself, but areas around the equipment, between the grass and the surface edging. The Caretaker had tried filling these hazards with soil and sand on many occasions, but unfortunately, it washes away in the rain during the winter months, so this wasn't a suitable option. The Clerk explained that this issue had previously arisen around the basketball court area at the Bowerhill Sports Field and the council arranged for some concrete to go around these edges as a trial which has worked. Members felt that officers should obtain a quotation for this work to be done at all play areas and bring back to a future council meeting.

Recommendation 1: To obtain quotations from suitable contractors to undertake the necessary welding repair on the Beanacre multi play equipment.

Recommendation 2: The parish council close Shaw Play Area for 24 hours to undertake weed spraying on the surfacing.

Recommendation 3: Officers to obtain quotations to resolve the issue of the shrinkage/separation around play equipment edging at all play areas.

b) To review RoSPA report for Pathfinder Place (Davey) Play Area in terms of trigger for being adoption ready

Members reviewed the inspection report for the Davey Play Area and noted that the council resolved to adopt this play area at the Full Council meeting held on 3rd October, pending an acceptable RoSPA report. It was noted that there were three minor items highlighted on the report which would need rectifying before the play area was adopted by the council. The Clerk explained to members that she had sent this report to Taylor Wimpey advising them that the parish council expect the necessary remedial action to be undertaken before any handover could take place.

c) To review ROSPA report for Bowood View (Whitworth) Play Area in terms of trigger for being adoption ready:

There was a number of items identified at this play area requiring remedial action, with the teen shelter being the most concerning as it was rated as an 8, which was (low) medium risk. It was highlighted that the surfacing around the shelter did not have any impact attenuating properties, which was a safety risk considering the likeness that this piece of equipment, due to its style, would be climbed on. This in turn increased the risk that someone could fall onto the surfacing, which was concrete, and injure themselves. Members felt that this was unacceptable and needed to be rectified by Bellway as the surface was not fit for purpose and posed a real safety risk. Councillor Hoyle felt that in terms of the council adopting the play area, all work identified on the independent report would need actioning before the council could take it on. Councillor Baines advised that if the council took on this play area in its current standing, there would be a considerable cost to the council associated with resurfacing around this piece of equipment to mitigate the risk.

Members agreed that following the receipt of the RoSPA reports, the parish council was unable to adopt the play area in its current form until all items identified on the report were actioned by the developer.

The Clerk explained to members that the resolution at the Full Council meeting on 3rd October was to adopt this play area, subject to the gravel hoggin path being replaced with tarmac by Bellway and a satisfactory independent inspection. Following the meeting, due to a deadline from Bellway being imposed on the offer of a tarmac path she had contacted them to confirm the council's decision. Correspondence received from Bellway earlier on in the day advised that there would now be a 10-week delay on the tarmacking as it fell out of their schedule. They advised that this should not delay the parish council adopting the play area in the meantime, as it could be temporary closed while the pathway was being tarmacked. The Clerk explained that she had replied to this correspondence as she was confused as to why the tarmacking was now out of their schedule given

that she had informed Bellway of the council's decision before the stated deadline. She had also advised them that until all of the items detailed in the RoSPA report were rectified, as well as the tarmac pathway being laid, the council would not be adopting the play area.

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

d) To approve quotation for safety surfacing clean on play areas to get ready for winter usage or to consider investing in play area repair kit and training/ with a trial

The Clerk explained that during a recent conversation with a play area contractor she mentioned that the parish council cleaned the safety surfacing at all of their play areas twice a year to prolong its life and asked their thoughts on this. They advised that the council may be better off investing in a play area repair kit instead which was around £150 to purchase. She explained that one of the ideas was that as both the Davey and Whitworth Play Areas were installed at a similar time to each other by the same supplier, a trial could be undertaken to clean only one of them and review their condition in a few years' time. This would allow the council to be able to determine how effective cleaning the surfacing was each year by comparing the condition of both surfaces.

It was noted that the council currently undertook safety surfacing cleaning on all of their play areas twice a year. Councillor Baines queried whether the council needed to clean the play areas twice a year and if not when would be the best time to get them cleaned. The Clerk explained that the council currently got them cleaned in the autumn to ensure that the algae had been removed from the surfacing to make it porous ready for the winter months, so that water doesn't sit on the surface and freeze, which could weaken the surfacing. The cleaning was also done in the spring to clean all of the debris from the winter months to ensure that it was not slippery for the summer usage. The Clerk suggested to members that they may wish to look at whether this was required, taking into consideration the advice given from a contractor who recently looked at Hornchurch Road Play Area and advised that the council should consider replacing the whole surfacing, due to the number of cracks. It was noted that this play area was refurbished in 2018 and the safety surfacing was over skimmed at the time.

The Clerk explained that the reason the council skimmed Hornchurch Road Play Area instead of installing a completely new surface at the time, was because it would need to be dug up. It was noted that the rubber was difficult to dispose of, because it cannot be recycled and would need to go to landfill which was not environmentally friendly. Councillor Hoyle queried whether there was any warranty on this surfacing as it was only 4 years old and was failing already, the Clerk advised that officers had been through all of the paper work and could not find any details about any warranty. The warranty on the original surfacing laid would have run out by now due to it being some years ago.

A quotation of £2,000 + VAT had been received from Vita Play to undertake the safety surfacing cleaning on all five of the play areas. The Clerk advised that officers were only able to obtain one quote for this, even though three contractors had been approached. Members weighed up the benefit of getting the surfacing cleaned this time ready for the winter against the cost of getting it done. It was suggested that it may be a benefit to the council to not get the play areas cleaned at this time and save the money for repair/replacement when required. It was queried whether the Caretaker had highlighted whether the surfacing required to be cleaned, the Clerk advised that he hadn't and it was not highlighted as a concern in the RoSPA reports on any of the surfacing. It was also noted that as we were entering into the winter months this cleaning was not being done for the usage, but to allow better drainage to keep it porous. Members felt that the council should not get the safety surfacing cleaned at this juncture and review again in the spring to see whether any work was required.

Recommendation 1: The Council do not undertake the autumn play area safety surfacing clean and review the surface condition again in the spring.

Recommendation 2: The Council undertake the safety surfacing clean on only one of the new play areas (Davey or Whitworth) in the spring as a trial.

e) To note large crack on the play area safety surfacing at Hornchurch Road and consider options for its repair:

Unfortunately, at Hornchurch Road Play Area, part of the safety surfacing had cracked, as a result of this the surfacing around this area had peeled away. Members reviewed as part of their agenda pack a photo of the area and agreed that it did need repairing, due to the fact that this was a trip hazard. The Clerk advised members that this issue was not around a fall area and if this was the case, she would have taken immediate action at the time of the report.

It was noted that as discussed under agenda item 5d, when one of the contractors visited the play area to quote for this repair, he noted that the whole surfacing was in poor condition due to cracking and suggested that the council consider resurfacing the whole area. As this had been highlighted, officers had asked for the contractor to provide an estimate figure to replace the whole surfacing which came up at around £36,000 + VAT. Members agreed that they were unable to consider this option due to it not being budgeted for and should consider options for its repair instead. The Clerk advised that the council did hold a reserve for the safety surfacing replacement, as when the council took over play areas from Wiltshire Council and refurbished them at the same time, that they then knew that the surfacing would need replacing on several play areas at a similar time.

The following quotations had been received for this repair:

Quotation A	£ 931.05 + VAT
Quotation B	£1,099.78 + VAT

It was noted that three contractors had been approached to quote for this work, however only two provided a quotation. Members queried whether the repair would be too big a job for the Caretaker to do. The Clerk explained that he did have a safety surfacing repair kit which was quite old now, but as detailed under agenda item 5d, these repair kits could be purchased for around £150. She didn't feel that the Caretaker would need to undertake any training to do this, as he has repaired small areas before. Members felt that as the repair kit was much cheaper than the quotes that had been provided, the council should trial this option in the first instance. It was queried how big an area the repair kit covered; the Clerk advised that when she looked at this option earlier on in the day, she didn't see this information. Members felt that as this information wasn't available, two repair kits should be purchased due to the size of the area that required repairing.

Recommendation: The council purchase 2x safety surfacing repair kits for the Caretaker to repair the damaged surfacing at Hornchurch Road Play Area.

f) To note play area leases are due to expire next year (Berryfield & Kestrel Court) and consider way forward; noting new Wiltshire Council Service Devolution & Asset Transfer Policy

The Clerk explained for background information that the parish council currently leased both Berryfield and Kestrel Court Play Areas from Wiltshire Council, as at the time when the parish council expressed an interest in an asset transfer Wiltshire Council were unable to complete the community asset transfer due to their being a long waiting list of devolved service requests. These leases were for six years and nine months and were due to expire in October next year. It was explained that the council would not be able to receive the asset transfer for Berryfield Play Area as this was due to be transferred to the Wilts & Berks Canal Trust as the protected route of the Melksham Link canal was due to cross this area. The parish council wish to continue to maintain this play area as a community asset now, and to prove that it was well used by the community, so that it was replaced when the eventual canal route is built.

The Clerk advised that no community asset transfer had been done for Kestrel Court and queried what the council wished to do. She advised that unlike most leases that continue on the same terms when they expire, Wiltshire Council's leases do not and she has previously had to sign a declaration at a solicitor to acknowledge this. Members felt that Wiltshire Council should be contacted and asked to renew the leases on both of these play areas.

Recommendation: The Clerk to contact Wiltshire Council and request a renewal of the leases at both Kestrel Court and Berryfield Play Areas.

g) To consider undertaking a public survey on the future of the parish council's recreation facilities (agenda item request from Cllr Chivers)

Councillor Baines explained that this was an agenda item request from Councillor Chivers, who noted that the Town Council were undertaking a public survey on

the future of their recreation facilities and wondered whether the parish council wished to do the same. Members did not feel that the parish council were in the position to offer anything over and above what they were already doing. It was felt that if someone requested additional equipment somewhere in the parish it would be considered on its merit.

Recommendation: The parish council do not undertake a public survey on the future of the parish council's recreation facilities.

h) To consider adding to the Grass cutting Contract to trim “maintenance strip” between watercourse ditch and newly planted hedge at Hornchurch Road Public Open Space

The Clerk explained that Wiltshire Council had recently planted a new hedge and some trees at Hornchurch Road Public Open Space a good distance away from the watercourse ditch. She explained that between the new hedge row and ditch there was already ground vegetation. During a site meeting of the area Wiltshire Councillor Nick Holder had suggested that Wiltshire Council could undertake the one-off clearance of this vegetation and the parish council could add this works to their grass cutting schedule for ongoing maintenance. The Clerk reminded members that this open space was owned by Wiltshire Council and not the parish. It was noted that the parish council had taken over the ongoing grass cutting of the space as a benefit to the residents of Melksham Without as it was previously in a poor condition. As this space was owned by Wiltshire Council members felt that the ongoing maintenance of this strip should be undertaken by them and not the parish council.

Recommendation: The parish council do not add the maintenance strip between the watercourse ditch and hedge to the grass cutting contract.

i) To consider sites for Wiltshire Council Picnic benches on wildflower areas:

The Clerk explained that Wiltshire Council had some picnic benches for wildflower areas and queried with members whether they wished to suggest any locations. The Clerk suggested that some could go in the open space behind Wellington Drive or behind Bowerhill Primary School. It was queried how many benches were available from Wiltshire Council, the Clerk advised that she wasn't sure at this stage. Members felt that BRAG (Bowerhill Residents Action Group) should be asked whether they had any suggestions of suitable wildflower locations for some additional benches to be located.

Recommendation: The parish council to ask BRAG whether they had any suggestions on suitable locations for the picnic benches.

j) To consider supply and installation of 2no. goal posts at Public Open Space behind Wellington Drive (2no. spare from Bowerhill Sports Field)

Members considered whether the parish council should supply and install a set of goal posts at the public open space behind Wellington Drive as it was such a large area. It was noted that there was already one very old goal post located there, which was larger than the normal size ones. The Clerk reported that she had not received any requests from residents for this to be replaced with some new ones, she just wanted to bring this to the council's attention as it had been suggested by Wiltshire Councillor Nick Holder whilst walking around this area with him and the Streetscene officer from Wiltshire Council. Members felt that as no request had been made by residents for a set of goal posts to be located in the area, the council should not replace the existing one.

Recommendation: The council do not replace the goal post at the open space behind Wellington Drive with new ones.

k) To consider quotations received for repairs to the gate at the entrance to Beanacre Play Area.

7.58pm The Clerk declared an interest and left the room when this item was discussed, as her husband had provided a quotation and she was a director of the company.

It was noted that this agenda item had been placed on the last asset management agenda for consideration, however members felt at the time that an alternative quotation should be sought. Councillor Baines reminded members that the post on the pedestrian gate from the layby on the A350 Beanacre had rotted away and wasn't closing properly. There was a concern that, although this wasn't the self-closing gate in to Beanacre Play Area, if a child ran down the pathway, they would head straight out onto the A350.

The quotes that had been sought were to replace both of the gate posts as it was considered that if one has rotted away, it was only a matter of time before the other one would need replacing. The following quotes had been received for these works:

Quotation A	£350.00 + VAT
Quotation B	£330.00 not subject to VAT

Due to these quotations being comparable to each other members felt that quotation B at £330 should be accepted to undertake these works.

Recommendation: The council accept the quotation from Andy Strange Property & Garden Maintenance Ltd at a cost of £330 (not subject to VAT) to undertake the replacement gate post works.

8.03pm The Clerk return back to the meeting.

201/22 QEI Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):

- a) To note response received from Future of Football following Full Council's decision regarding their request to install their own goal posts at the sports field:**

Members noted the response received from Future of Football following the decision made by Full Council to not allow them to install their own 11 aside goal posts at the sports field. Whilst members acknowledged that Future of Football were unhappy with the decision made by the council it still stood.

- b) To approve quotation to cut back hedges at sports field to mitigate the problem with lost balls following complaints from hirers:**

The Clerk explained that officers had received complaints from hirers regarding lost/popped balls due to the hedges near the 11 aside pitches. Following such complaints, the parish council have previously approved works to cut back the hedges to mitigate this issue as well as give the rabbits less places to hide following complaints of rabbit holes. Following these complaints, officers had sought a quotation for members to consider cutting back the hedges again this year. The Clerk advised that the council had previously looked at whether goal nets could be installed to stop this from happening, however at the time they required to be a permanent fixture as well as being a large expense. Councillor Baines highlighted that during the sports field inspection, he suggested that the council could consider moving the middle 11 aside pitch away from the hedge, by either moving it forward a bit, if space allowed or switching it with the 5 asides. It was noted that if the 5 aside pitches were switched around, they were landscape rather than portrait so this issue wouldn't arise for the youth teams.

Members felt that they should approve the quotation of £525 + VAT from JH Jones to cut back the hedges at the sports field and explore the option of switching the pitches around to see if this helps with the issue of lost balls.

Recommendation: The council approve the quotation of £525 + VAT from JH Jones to cut back the hedges at the Bowerhill Sports Field to mitigate the issue of lost balls. The council explore the option of either moving the pitch away from the hedges or switching it around with the youth pitches.

- c) To consider quote for longer term solution to improve the middle pitch:**

Following complaints from hirers regarding the condition of the middle pitch, a quote had been sought from the council's grass cutting contractors for a longer-term maintenance solution to improve it. During the site visit at the sports field members assessed the condition of the middle pitch and felt that it wasn't in a bad condition, bar having a few cracks in the ground which was to be expected, especially following the very dry weather we received in the summer. The Clerk explained that the middle pitch was always considered to be the worst one due to it being the one to get waterlogged before the others.

The quote received from JH Jones was £5,956.00 + VAT to supply and spread 100 ton of sand onto the pitch, it was noted that as well as filling the cracks it would also help with drainage in the winter time. Members felt that following the earlier site visit, the middle pitch was not in a bad condition at all and did not warrant this amount of spending, therefore, felt that this quote should not be accepted. It was also noted that under agenda item 6b members had recommended to explore options to move this pitch around which may also improve the issue of waterlogging.

Recommendation: The parish council do not approve the quotation of £5,956.00 + VAT to improve the middle pitch on a longer-term basis.

d) To note grass cutting and bin emptying contract is due to expire and consider way forward

The Clerk drew members attention to the fact that the parish 3-year grass cutting and bin emptying contract was due to expire on 31st March 2023. She has brought this to members' attention now because if the council wished to go out to tender again, this would need to be put into place fairly soon. The Clerk explained that when the council were looking at the contract last time it was felt that JH Jones provided a very good level of service and wished to continue with them, unless their contract price went up significantly. She went on to explain that because of this, it was the council's feeling last time that it wouldn't be the best use of public money to go out to tender, considering the time for both officers and tenderers in visiting each location. It was noted that JH Jones also took delivery for things such as noticeboards and bins and stored them in their yard until they were installed; at no cost.

At the time the Clerk had taken legal advice from the SLCC (Society of Local Council Clerks) on this, as the cost of the overall contract was over the tender threshold of 25k. She explained that the advice given was that the tender threshold was the annual amount of a contract, not the overall contract figure, therefore, legally the council did not need to go out to tender as the annual amount for this contract was under the threshold.

The Clerk queried with members what they wished to do this time and whether they felt that they should go out to test the market again, given that the council didn't go out to tender last time or ask for a renewal of the current contract. It was also suggested that the council may wish to explore the option of rolling the contract on for another year due to the current cost of inflation and review again after that. Councillor Pafford queried whether it was legal for the council to renew the contract with the incumbent contractors. The Clerk advised as per the legal advice it was, as long as the council clearly defined why they didn't go out to tender.

Members reiterated as per last time that they were very happy with the service provided by the contractors and felt that they should be asked to provide a quotation for a renewal for the council to review and compare. Members noted that due to the increasing inflation rates at this current time, this would need to be taken into consideration when reviewing any quotation. The committee agreed to

ask JH Jones to provide two quotations, one to roll the contract on for another year and the other for a 3-year contract.

Recommendation: The parish council ask JH Jones to provide two quotations for the grass cutting and bin emptying contract starting from 1st April 2023, one to roll this on for another year and the other for a 3-year contract.

e) To consider whether the panic/call Police alarm at the pavilion is still required now that the council offices have moved into the Campus:

The Clerk queried whether now that the officers had moved into the Campus there was still a requirement to have the panic alarm at the pavilion, especially when this space would now be hired out. The Clerk explained that this alarm was connected to the police and should only be pressed if someone's life was in immediate danger. She explained that in the event that this alarm was pressed, the police will be immediately dispatched and if it is a false alarm, the police would not respond for a second time. The Clerk highlighted that now that the kitchen and old meeting room space was to be hired out by different organisations, there was a concern that this may be pressed inappropriately.

Members queried whether there was a cost associated to having this alarm, the Clerk confirmed that there wasn't as it was connected to the security alarm system. Members queried with the Clerk whether she felt that it was still needed for times when members of staff had to attend the pavilion. She advised that she does have to attend the pavilion at times in the early hours of the morning when the intruder alarm is going off, but normally attends with a security officer from Security 2000. She explained that it was good piece of mind to know that the alarm was at the pavilion, but there was CCTV that the officers could review remotely in these instances. Members felt that in the interest of staff safety the alarm should be kept at the pavilion as it was considered that the location of the alarm was not easily visible.

Recommendation: To leave in situ the emergency panic alarm at the Bowerhill Sports Pavilion.

f) To consider whether WIFI is still required at the pavilion now that the council offices have moved:

The Clerk queried with members whether they still wished to have WIFI at the pavilion now that the offices had moved. She made members aware that this did come at a cost to the council if they still wished to keep it. It was queried what the monthly cost of it was, the Clerk explained that she wasn't sure as it was mixed in with the office phone charges. Members felt that it wouldn't be a huge expense to keep WIFI at the pavilion and acknowledge that it was the expectation nowadays for buildings to have it, therefore, the WIFI should be left in place.

Recommendation: The council keep the WIFI provision at the Bowerhill Sports Pavilion.

g) To consider whether the phone line for the CCTV and alarm should be moved from the current provider:

The Clerk explained that there was still a requirement for the pavilion to have a phone line for the CCTV and alarm. As the council were very shortly moving to a new phone system with a different provider, queried whether the council wished to move to a new provider for the phone line at the pavilion. It was noted that under agenda item 6e members had already recommended to keep WIFI at the pavilion, so this could be part of the same package.

Recommendation: The council move the pavilion phone line for the CCTV and alarm to a new provider.

h) To note fire risk assessment recently undertaken now that the pavilion is an unmanned building, following the office move to the Campus:

Members noted the fire risk assessment undertaken at the pavilion following the change in circumstances from it being an office space five days a week, to an unmanned building during the week. Councillor Baines highlighted that during the site visit he observed that the door on the right-hand side going into the official changing room was not latching properly. He explained that this was due to the fact that the striker plate for the catch is straight and had a burr on the edge, which was preventing the door from completely latching. He explained that he suspected that this would be the same for the internal doors to the kitchen and old meeting space as highlighted in the fire risk assessment.

20.14pm Councillor Baines left the room for a short time, in his absence Councillor Pafford took over chairing the meeting.

The Clerk explained to members that now that the office was not located at the pavilion anymore, staff were unable to scan the weekly fire alarm test sheets. It was noted that this was done in case of a fire in the building as the hard copy sheets were stored there and the insurance company would need evidence that weekly checks had taken place. It had been agreed with the Caretaker for him to take a photo of the sheets for both the pavilion and Berryfield Village Hall and send to officers via WhatsApp so that there was an electronic version copy.

i) To note legionella risk assessment report recently undertaken now that the pavilion is an unmanned building, following the office move to the Campus:

Members noted the legionella risk assessment recently undertaken at the pavilion. The Finance & Amenities Officer explained that one of the items that came up in the report was the boot wash and pump room tap should be flushed down weekly. She advised members that she had checked with the Caretaker to ensure that this was being done and confirmed that it was.

j) To review current waste contract and consider moving to alternative contractor:

The Clerk explained that when she was recently at the pavilion, someone from Suez (based on the Bowerhill industrial estate) called in and asked whether they could provide the council with a quotation for waste clearance. The Finance & Amenities Officer had put together a comparison between the current waste contract and the newly quoted one. It was noted that the council was currently having fortnightly waste collections for both the commercial and recyclable waste at a cost of £90.84 + VAT per month with any collection over the weight limit an additional charge. This price also included a daily rental charge for the bins.

The quotation provided from Suez for the same service that the parish council was currently getting was £39.00 + VAT per month plus any collection over the weight limit which would be an additional charge. The Finance & Amenities Officer had queried with Suez what the daily rental charges would be for the bins, it had been confirmed that there would be no charge for rental. Members also noted that this company had a satellite depot on Bowerhill which would cut down on the council's carbon footprint.

20:17pm Councillor Baines returned back to the room and took over chairing the meeting.

Members agreed that there was of course a cost advantage of switching contractors, but it was queried how long the contract with Suez would be for, for example if the council were unhappy with the service provided how easy would it be to change contractor. It was noted that there wasn't a binding contract with the current contractor, but officers could ask Suez what the length of their locked in period was and bring the answer back to full council.

Recommendation: The parish council move from its current waste contract provider to Suez pending the length of the tie in period.

k) To consider installing a smart electricity meter at the pavilion:

The Clerk explained that now the officers had moved out of the pavilion it was much harder to get an accurate meter reading, therefore felt it may be better to have a smart meter installed for the electricity. It was noted that the council had already installed one for the gas and there wasn't a cost associated with installing one. Members felt that as there was already a smart meter for the gas, the council should request for one to be installed for the electricity.

Recommendation: The council ask for a smart meter to be installed for the pavilion electricity.

l) Drinking water fountain – to approve cost of engineer site visit for installation inspection

The Clerk explained that there has been an ongoing issue with the installation of the drinking water fountain. It was noted that the fountain had been delivered by the supplier late last year and when the plumber came to install it discovered that it required an internal drain. There were also issues with regards to where the fountain was going to be located, as the council originally wanted it to be placed near the outside boot tap as there was already an outside drain for excess water. When the plumber assessed the location, he discovered that he would need to drill through five fire walls and felt that there wasn't a safe walkthrough in the ceiling for him to be able to undertake these works. As this was no longer a viable option, it was decided that the fountain should be located outside of the pump room area as that would be the nearest point to the water mains. Officers have been chasing the supplier for suitable solutions to these issues but to date the fountain is yet to be installed.

The Clerk explained that following several discussions with the supplier, officers had asked whether someone could come out to site and advise on the best course of action. The supplier has now provided a quotation of £75 + VAT to visit the site and undertake a site survey to recommend the best course of action. Members felt that this would be the best way forward, as the fountain had already been purchased.

Recommendation: The council approve the quotation of £75 + VAT from MIW Water Cooler experts to undertake a site survey at the Bowerhill Sports Pavilion to try and resolve the installation issues with the water fountain.

m) To approve terms and conditions for hiring the pavilion kitchen area under delegated powers:

It was explained that now the office had moved out of the pavilion, it was now available for organisations to hire out. Officers had compiled some terms and conditions for hiring out the kitchen and games room for members to consider and approve.

It was queried whether organisations handed back their keys after each hiring period. The Clerk explained that there would be regular bookings, so this would not be the case with them, but each organisation would be allocated a different alarm code, so that officers could clearly identify who had gone into the building. Members felt that there needed to be some checking undertaken to ensure that no user was abusing their access, e.g., accessing the building outside of their booking or storing items in the building. Members felt that there needed to be a clause in the terms and conditions which stated that no equipment should be stored in either the kitchen or games room and in the event that it is, it will be removed without notice.

Councillor Russell queried whether there needed to be a clause about alcohol/ substance use inside of the building. The Clerk explained that the council would

be unable to ban someone from drinking alcohol outside of the building, but if organisations wished to sell it inside, they would need a TENs (Temporary Events Notice) licence. Members felt that it was not appropriate for alcohol to be sold or supplied in the pavilion building, therefore this should be added into the terms and conditions to state this fact.

The Clerk explained that in the lobby toilet there was an emergency alarm pull which should be detailed in the terms and conditions.

The Clerk explained to members that in terms of public liability insurance, during a recent training session she attended on how to manage a village hall, the solicitor in that session was very clear that anyone who hires out a venue must have insurance. She explained that this was fine for organisations such as Future of Football and the ATC, but for one off event such as parties it would be more difficult. The solicitor advised in the training session that on some home insurance policies it included public liability. Members felt that as per the advice given hirers must have at least a minimum sum of £5 Million of public liability insurance regardless of whether they are a regular booking or a one-off party booking.

There also needed to be a clause to state that hirers must ensure that they close and lock the gates upon leaving the facility and put bollards up when requested by council officers.

The Clerk explained that with regards to access keys to the building there is a submaster key that can be given out which solely gives someone access to the kitchen and games room, but no other area of the building. The football teams have the keys to the changing rooms which is the middle part of the building and isn't alarmed. No hirers will be given access to the switch or pump room.

Members did express some concern that as hirers would be given a key to open up and lock up there was no supervision to ensure proper use of the building. The Clerk explained that as a community benefit security officers from Security 2000 do a patrol of the pavilion and contact her if a door was left unlocked. There was also a mosquito installed which was set to come on at 11pm at night.

Resolved: To approve the terms and conditions for the pavilion kitchen and games room hire with the inclusion of the clauses discussed.

n) To consider further discussions held with Melksham Cricket Club:

The Clerk explained that the organiser of the cricket club had come into the office while she was away and understood they were interested in having an Astro turf pitch. The Clerk advised that she would like to contact them to obtain more information about their requirements, so this item would need to be deferred to a future agenda. It was noted that if Astro turf was required a request for permission would be required by Fields in Trust.

Recommendation: This item to be deferred to a future agenda, so that the Clerk is able to contact the cricket club to obtain more information on what they would require.

202/22 Allotments:

a) To receive report on waiting list:

Members noted that there were currently 6 vacant plots on the allotments; 2 on Berryfield and 4 on Briansfield. It was noted that there was normally some movement around this time of year, as the rent renewal notices had recently been sent out and this was when tenants evaluate whether they wish to carry on or not. There was currently 11 people on the waiting list and the Allotment Warden was currently in the process of showing these people around.

It was drawn to members attention that two plot holders had been sent a letter informing them that their tenancy would not be renewed for the forthcoming year, due to their plots being overgrown.

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 or greenhouse requests under her delegated powers since the last meeting.

c) To note complaint received from land owner adjacent to Briansfield allotments regarding brambles from the parish council's side encroaching on their land and approve quotation to cut back vegetation:

It was explained that a complaint had been received from a resident of Berryfield Lane to say that nettles and brambles were encroaching on their land which was coming from the Briansfield allotments side. The resident has asked whether the council could get this cut back. Following this complaint, officers obtained a quotation from JH Jones of £785 + VAT to cut the brambles back.

While the contractors were there, they observed that there was some overgrown vegetation on the left-hand side of the entrance gate, so had also provided a quotation of £685 + VAT for this. Members queried whether there had been any complaints from tenants with regards to the entrance gate, officers confirmed that there hadn't been. As no complaint had been made by any allotment holder about this, member did not feel that this quotation should be approved.

Recommendation: To approve the quotation of £785 + VAT from JH Jones to cut back the vegetation on the left-hand side of Briansfield allotments to the boundary fence.

d) To note complaint received from plot holder regarding an increase in dog fouling at the allotments and consider any action to be taken:

It was noted that a complaint had been received from a plot holder with regards to an increase in dog fouling at the allotments. The tenant had reported that non allotment holders with dogs had been walking around the allotments with their dogs, which has made the problem worse. The rules within the allotment tenancy agreement under clause 5e state that *'No dog shall be brought into or kept in the area of the Allotment Garden by the Tenant or by anyone acting with his/her authority or approval.'* The plot holder has requested for dogs to be banned at the allotments. It was noted that there were dog signs at the allotments, however they may have faded. It was also noted that the sizes of the signs were quite small and there may be a benefit to erecting some bigger ones.

The allotment holder also raised an issue about tenants not closing and locking the gate behind them at the allotments, which they believed was giving non allotment tenants with dog's easy access. Following this complaint, the Finance & Amenities Officer had sent an email around to all allotment tenants asking them to ensure that the gate was closed and locked up behind them when entering and leaving the site.

Recommendation: The Council obtain quotations for some bigger dog signage to be erected at the allotments.

e) To consider request from Allotment Holder to install an additional water trough at the bottom end of Briansfield Allotments:

The Allotment Warden had received a request from a tenant for an additional water trough to be installed at the bottom end of Briansfield Allotments. It was understood from the tenant that during the extreme hot weather in the summer the troughs were some distance from their plot and felt that it would be useful if another one was installed. It was noted that officers had not received any requests for additional troughs to be installed at the allotments by any other tenant. Councillor Baines explained that Briansfield allotments had two water troughs one either side of the middle area, he did not feel that that it was necessary to install another water trough at this site, considering the costs associated with it. It was queried whether there was any rule against plot holders having water butts on their plots which would collect rain water, the Clerk advised that there wasn't and it was in fact encouraged. Members felt that the current troughs installed were in walking distance of each plot, therefore, it was not necessary for an additional one.

Recommendation: The council refuse the request to install an additional water trough at Briansfield allotments.

203/22 Berryfield Village Hall:

a) To note legionella risk assessment undertaken at new village hall and consider any necessary action following receipt of report:

Members noted the recent legionella risk assessment undertaken at the new Berryfield Village Hall. Councillor Baines queried whether some of the items highlighted in this report were snagging things for Rigg to action, such as the dead leg identified in the system which shouldn't be there. The Clerk agreed that she would speak to Rigg about this item. It was also noted that some 'non drinking water' and drinking water signs needed to be erected, which the parish council could order.

b) To note fire risk assessment undertaken at new hall and consider any action required following receipt of report:

Members noted the fire risk assessment undertaken at the new village hall. The Clerk advised that she had queried with the fire risk assessors whether there needed to be a fire call point in the small part of the room, where it was divided up by the operable wall. She explained that this wasn't required, but it was advisable to install a fire exit sign above the door in that room which has been ordered.

c) To note receipt of Section 81 Buildings Regulation Notice for the demolition of the old Berryfield Village Hall, anticipated start date week commencing 7 November:

Members noted the receipt of the Section 81 building regulation notice for demolition of the old village hall. The anticipated start date for these works was scheduled for week commencing 7th November and the Clerk advised that all parties have been notified of these works.

204/22 Noticeboards: To consider locating the noticeboard which was removed from the pavilion to outside of Bowerhill Village Hall:

The Clerk explained that both Councillor Shea-Simonds and Councillor Harris felt that the noticeboard by the old fish and chip shop near Kestrel Court Play Area should be relocated to outside Bowerhill Village Hall. The Clerk advised that during the office move the big noticeboard outside of the pavilion office was removed and was due to be put up in the lobby area at the Campus, however following discussions with the Campus team it was decided that as they had some spare new ones, they installed one of theirs instead. This means that the council have a spare board, the Clerk queried whether it would be better to leave the noticeboard by the fish and chip shop as there was a predominantly elderly community at this location who may be less likely to be online, and install the old pavilion one outside of the Village Hall. She confirmed that the village hall committee were happy for the parish council to install a noticeboard outside of their building. Members agreed that this made more sense rather than relocating

an existing noticeboard.

Recommendation: The council to locate the old pavilion noticeboard to outside of Bowerhill Village Hall.

205/22 Shurnhold Fields: To consider introducing a ban on the use of disposable BBQs:

Councillor Baines explained that whilst Councillor Chivers was walking around Shurnhold Fields he removed three disposable BBQs, this was during weeks of very hot and dry weather. The Clerk queried with members whether there should be a ban on disposable BBQs at both Shurnhold Fields and the Bowerhill Sports Field. Members felt that the council should impose a blanket ban on the use of disposable BBQs at all parish council owned public open spaces. Councillor Pafford highlighted that although BRAG Picnic Area was not owned by the parish council, they have made this area so that people could have BBQs there. Members felt that it was worth the council contacting BRAG and highlighting that the parish council were concerned about disposable BBQs due to their potential fire risk.

Recommendation: The council introduce a ban on the use of disposable BBQs at all parish owned public open spaces.

206/22 Policies: To approve updated CCTV policy following installation of CCTV in the Campus lobby:

The Clerk explained that the council have now got CCTV in the Campus office and meeting space lobby which was also linked to the doorbell. She explained that there needed to be some signs put up along with a policy in place informing people that they are being recorded. The Clerk advised that this item would need to be deferred as she needed to update the current policy to extend it to the Campus use as well, which was one of her outstanding actions to do.

Recommendation: To defer this agenda item until the current CCTV policy has been updated to cover the CCTV use in the Campus.

207/22 Bins: To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerks delegated powers:

It was noted that the Clerk has been given delegated powers to replace damaged or missing Wiltshire Council bins as long as they continue to empty them. This is a standing item on the asset management committee agenda for the Clerk to report back whether any bins have been replaced since the last meeting. The Clerk reported that since the last meeting one bin has been replaced on Bath Road Shaw, opposite the kennels, due to it being burnt out. Members noted that the current budget under this line item was £1,000 and the parish council have spent £1,133.84.

Meeting closed at 20.54 pm

Chairman, 24th October, 2022

Marianne Rossi

From: Beattie, Jason (UK) <jason.beattie@suez.com>
Sent: 13 October 2022 13:05
To: Marianne Rossi
Cc: Teresa Strange
Subject: Re: Quotation for bin emptying at the Bowerhill Sports Pavilion

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Marianne

24 months

Kind regards

Jason

Get [Outlook for Android](#)

From: Marianne Rossi <admin@melkshamwithout.co.uk>
Sent: Thursday, October 13, 2022 12:58:58 PM
To: Beattie, Jason (UK) <jason.beattie@suez.com>
Cc: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: Quotation for bin emptying at the Bowerhill Sports Pavilion

Hi Jason,

I hope you are well?

I wonder whether you could tell me how long the waste contract for the below service would be for?

Many thanks

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
PLEASE NOTE NEW ADDRESS:
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

Teresa Strange

From: Teresa Strange
Sent: 20 October 2022 16:31
To: Bethan Powell
Cc: Andrew Woodward; Chris Jones; Lee Mullens; Bailey Croome; Shauna Humphreys; Hawkins, StephenK
Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Dear Bethan

Thank your for your correspondence.

The parish council are not prepared to adopt the play area until the hoggin path has been replaced by the tarmac path and correct edging; and the items identified in the September RoSPA report have been rectified.

Regards

Teresa

Teresa Strange

Clerk

PLEASE NOTE THE NEW ADDRESS:

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

Wiltshire

SN12 6ES

01225 705700

From: Bethan Powell <bethan.powell@bellway.co.uk>

Sent: 20 October 2022 11:28

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

Cc: Andrew Woodward <Andrew.Woodward@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Bailey Croome <Bailey.Croome@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Hawkins, StephenK <StephenK.Hawkins@wiltshire.gov.uk>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Good Morning Teresa,

As below – please let me know how you would like to proceed.

I am not happy to organise or book in our gesture of goodwill tarmac works until the area is adopted and we have a clear way forwards. Bellway have satisfied all of our obligations to date.

Residents are now regularly using the area by jumping the gates, and so if you are still unwilling to adopt this park we will have to heras and sign up more effectively due to these ongoing delays in adoption by yourselves.

Thank you,

Bethan Powell

Managing Surveyor

01454 451960

Bellway Homes Limited (South West)

1st Floor
2540 The Quadrant
Aztec West
Almondsbury
Bristol
BS32 4AQ
www.bellway.co.uk



From: Bethan Powell

Sent: 11 October 2022 15:27

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

Cc: Andrew Woodward <Andrew.Woodward@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Bailey Croome <Bailey.Croome@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Hawkins, StephenK <StephenK.Hawkins@wiltshire.gov.uk>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Good Afternoon Teresa,

The shelter was put in to both original design, and drawing – this is a matter of opinion and was not picked up on the original ROSPA, by WCC or by Proludic. All of whom are specialists in their field.

This additional surfacing work will not be works Bellway undertake, if you wish to make these alterations you can do so under your own instruction after adoption.

The notes state: “Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,” This item only scored an 8 and the inspector has not failed the item, nor advised this work must be carried out.

As previous, I do still feel it would be in the best interests of the community for Parish to adopt and open as they have no reason not too, then we temporarily close the area whilst works are undertaken safely when we have dates. This enables the area to be used as intended by the community – half term is coming up etc. Please let me know how you would like to proceed.

Thank you,

From: Teresa Strange <clerk@melkshamwithout.co.uk>

Sent: 11 October 2022 13:16

To: Bethan Powell <bethan.powell@bellway.co.uk>

Cc: Andrew Woodward <Andrew.Woodward@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Bailey Croome <Bailey.Croome@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Hawkins, StephenK <StephenK.Hawkins@wiltshire.gov.uk>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

ALERT: This message originated outside of Bellway's network. **BE CAUTIOUS** before clicking any link or attachment.

Dear Bethan

With reference to your statement below~:

There are no items on either ROSPA which will stop adoption and opening by Melksham Parish – Bellway have satisfied all conditions and both ROSPAs show no medium or high risk items.

The parish council draw attention to the Medium rated item on the latest ROSPA report which states that the teen shelter should have safety surfacing below it, not concrete, this will need to be addressed before the parish council take on the play area, as will the tarmac path.

Regards, Teresa

From: Bethan Powell <bethan.powell@bellway.co.uk>

Sent: 10 October 2022 16:11

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

Cc: Andrew Woodward <Andrew.Woodward@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Bailey Croome <Bailey.Croome@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Hawkins, StephenK <StephenK.Hawkins@wiltshire.gov.uk>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Good Afternoon Teresa,

There are no items on either ROSPA which will stop adoption and opening by Melksham Parish – Bellway have satisfied all conditions and both ROSPAs show no medium or high risk items.

As in my original communication 13/9/22: “If the goodwill gesture of a tarmac path is agreed too, this can then be co-ordinated in the future and the area closed for a short period of time for works to be undertaken.”

As the subcontractors are no longer on Site, works majority complete to the estate, this will be a revisit exercise. Tarmac is also on a 10+ week lead time industry wide currently so we will need to agree costs with a Groundworker, then they will need to coordinate their time and the tarmac delivery. Proludic will then have to return to carry out seam work.

I feel it would be in the best interests of the community for Parish to adopt and open as they have no reason not too, then we temporarily close the area whilst works are undertaken safely when we have dates. This enables the area to be used as intended by the community – half term is coming up etc.

Thanks,

Bethan Powell

Managing Surveyor

01454 451960

Bellway Homes Limited (South West)

1st Floor

2540 The Quadrant

Aztec West

Almondsbury

Bristol

BS32 4AQ

www.bellway.co.uk



From: Teresa Strange <clerk@melkshamwithout.co.uk>

Sent: 10 October 2022 15:54

To: Bethan Powell <bethan.powell@bellway.co.uk>

Cc: Andrew Woodward <Andrew.Woodward@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Bailey Croome <Bailey.Croome@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Hawkins, StephenK <StephenK.Hawkins@wiltshire.gov.uk>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

ALERT: This message originated outside of Bellway's network. **BE CAUTIOUS** before clicking any link or attachment.

Dear Bethan

Thank your for your correspondence.

The parish council have no intention of adopting the play area until the tarmac path has been laid and the items identified in the independent ROSPA report have been rectified.

I am not sure why the tarmac path is now out of schedule, you said we needed to confirm to you by 7th October, which is what I did. The parish council met on the evening of the 3rd, and I confirmed to you by email midday on the 5th.

Regards, Teresa

From: Bethan Powell <bethan.powell@bellway.co.uk>

Sent: 10 October 2022 09:25

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

Cc: Andrew Woodward <Andrew.Woodward@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Bailey Croome <Bailey.Croome@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Good Morning Teresa,

Thank you for this, we will now let our ROSPA lapse in November and this can be the document going forward for the Parish to use, and renew as you see fit. I presume this is the "satisfactory independent review" which now allows you to adopt the area.

For information, this was actually a different company and inspector to our report so good to have the two in agreement. Steve Hawkins is also now in possession of all of the needed H&S documentation.

Great that there are no pressing issues for Bellway to put right now, as you know the additional bins are only in there for safe keeping, if you would have said about this visit in advance we could have unlocked the area to save the inspector having to climb in!

As the area is now deemed adoptable by two separate ROSPAs and also Steve Hawkins from Wiltshire I assume the Parish will be taking this asap to save the community having to wait any longer?

I will look to program the works in, and we can always carry out a temporary close once we are able to tarmac the path – as I said previously, due to length of time to make a decision these works are now out of program with others on Site and I cannot get this done as quickly as I would have been able to in September.

Please let me know how you would like to proceed, and if you are now taking adoption we can remove the two bins and open the gates.

Thanks,

Bethan Powell

Managing Surveyor

01454 451960

Bellway Homes Limited (South West)

1st Floor
2540 The Quadrant
Aztec West
Almondsbury
Bristol
BS32 4AQ
www.bellway.co.uk



From: Teresa Strange <clerk@melkshamwithout.co.uk>

Sent: 07 October 2022 16:41

To: Bethan Powell <bethan.powell@bellway.co.uk>

Cc: Andrew Woodward <Andrew.Woodward@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Bailey Croome <Bailey.Croome@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

ALERT: This message originated outside of Bellway's network. **BE CAUTIOUS** before clicking any link or attachment.

Dear Bethan

Please find attached the independent inspection report carried out on the play area in September.

Kind regards, Teresa

From: Teresa Strange

Sent: 05 October 2022 12:54

To: Bethan Powell <bethan.powell@bellway.co.uk>

Cc: Andrew Woodward <Andrew.Woodward@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Bailey Croome <Bailey.Croome@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Dear Bethan

Melksham Without Parish Council met in full on Monday evening, the first time since late July. The September meeting had been postponed due to the mourning period for the passing of HRH Queen Elizabeth II.

The adoption of play areas to be transferred from developers on new housing developments was discussed at length.

With regards to the Whitworth Play Area at Bowood View the parish council are still not happy with certain aspects of the play area as not to the specification discussed with Bellway at the onset, and agreed with the play equipment provider Proludic; these will most likely cause maintenance issues in the future, particularly with the safety surface joints; its butting up to the fence line and the poor grassed area. Councillors weighed up the future liability of this, against providing the best service possible to the residents of Bowood View, and have decided to go ahead and adopt this play area too, with the misgivings about the possible maintenance implications.

This is subject to the gravel hoggin path being replaced with tarmac by yourselves within the next couple of weeks and subject to a satisfactory independent review. The parish council pay for an independent inspection of all of their play areas by RoSPA, the Royal Society for Prevention of Accidents, by the Play Safety arm of the organisation. These are undertaken in September each year, so a good opportunity to ensure that an independent expert has assessed the play areas from a safety point of view and for the parish council to insist that any concerns are addressed before hand over of the play area to the parish council. We will forward you a copy of the report as soon as we are in receipt. This will be by the same company, and most likely same Inspector, that undertook your Post Installation Report.

There were a few bits and pieces that we noted when we met there with you recently, such as no signage (signed off with Proludic many, many months ago) and the maintenance gate bolt actually being able to drop down to enable a padlock to secure the gate along with the trip hazards to the equipment in the grassed area to be addressed and the removal of the bins that you are storing there. There are some dead trees which presumably you will replace when the POS dead trees and planting are replaced in November, please confirm.

With regards to the alleged damage to finished areas, this is in the hands of our solicitors Wellers Hedley.

With regards to the hedge to the car park boundary, I will forward you a map under a separate email.

Regards, Teresa

Teresa Strange
Clerk

PLEASE NOTE THE NEW ADDRESS:

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

From: Bethan Powell <bethan.powell@bellway.co.uk>

Sent: 30 September 2022 09:53

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

Cc: Andrew Woodward <Andrew.Woodward@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Bailey Croome <Bailey.Croome@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Good Morning Teresa,

If we do not receive an agreement on our goodwill gesture of tarmac to the path by close of play on the 7th October 2022 we will unfortunately have to remove this offer and leave the play area as it. We met on the 12th September 2022 and are still no further forward. As we will no longer have a presence on the Site to remobilise will not be reasonable for such a small area of work.

As below; we have satisfied the current works with yourselves, ROSPA and Wiltshire and cannot continue to maintain and secure this area whilst fielding customer complaints any longer.

If a decision cannot be reached, we will be forced to heras the area off and put up appropriate signage until such a time you are able to agree to adopt – which would be a real shame for all involved as the area is ready for use.

Thank you,

Bethan Powell
Managing Surveyor

01454 451960

Bellway Homes Limited (South West)

1st Floor

2540 The Quadrant

Aztec West

Almondsbury

Bristol

BS32 4AQ

www.bellway.co.uk



From: Bethan Powell

Sent: 13 September 2022 14:45

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

Cc: Andrew Woodward <Andrew.Woodward@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Bailey Croome <Bailey.Croome@bellway.co.uk>

Subject: FW: Bowood View Melksham - Play Area & Village Hall.

Good Afternoon Teresa,

Thank you for meeting with us yesterday – to cover off our discussions formally:

Play Area - General

- Small snagging items remaining – bolts and level surface around concrete pads. Andy has instructed these low risk items with the landscapers. This will be done asap. **AW to advise all on completion to close out ROSPA actions. Once these are complete there is no reason the Parish cannot adopt the area.**
- All other works – Steve Hawkins is happy this area is compliant from a H&S point of view and there is nothing else to do – he just needs the H&S file from us. I have reattached the ROSPA for you as I think you mentioned you didn't have it. **LM to provide file to SHawkins on completion, cc. TS.**
- Proludic –two low risk, but open, items on the ROSPA are closed out. **This was viewed by all and agreed as complete 12/9/22 during the meeting.**
- Proludic will supply SH & TS with the Owner's Manual for all equipment. **Complete - Instructions for access attached.**

Play Area - Path

- Parish to confirm if the goodwill gesture of a tarmac path is needed/ not needed. A quick decision would be appreciated to co-ordinate trades. **TS to advise.**
- If the tarmac is not needed, the path will be left as is but can be re-compacted to reduce gravel spread as much as possible. **TS to advise.**
- Please note, the path is currently signed off under the ROSPA as safe for use, and inclusion within this area, as it is installed. There is no reason the parish cannot take the area now once the manual is passed to Steve Hawkins. If the goodwill gesture of a tarmac path is agreed too, this can then be co-ordinated in the future and the area closed for a short period of time for works to be undertaken.

RIGG Works – Damage to finished areas

- Bellway have been asked by Andy Thompson of Wiltshire to complete this remedial work now, and not wait until the end of the adoption period, please see below communication as proof of this.
- Work to the area was completed prior to village hall installation for multiple reasons; at the behest of WCC to enable adoption, to ensure safe passage on and off the POS, to ensure a complete, correct, aesthetically pleasing and liveable area was given to all residing on the development in line with the rest of the phases of the development which were also finished / topped as soon as possible.
- Bellway have now priced this remedial work through the onsite Groundworker, as below, and will be instructing this asap in tie with our other remedials. This is a total of £13,089.77.
- RIGG confirmed in writing that they would put back all areas to how they found them, attached, they have now negated on this promise and also will not provide a copy of the conditions survey they carried out prior to works commencing. **You already have copied of all of this via email.**
- As RIGG were employed by the parish, the cost is being passed back to yourselves and Bellway will be looking to recover these. We have not yet had anything from your solicitor, I don't believe, and so Bellway cannot respond to them. Please could you pass over the below costings for their attention.

Village Hall Area

- If a marked up drawing is provided, re. the hedge location and requested change Bellway can pass this to the ManCo on your behalf and ask that they work with you sensibly on an agreement. This is all we are able to do and is not a promised agreement to the change. As you understand we are bound by planning.
- Possible footbridge as and when DWH possibly build a new development – as explained yesterday, this is not in my remit to agree. However this land is ManCo and if approached formally I am sure they can work with you on this sensible suggestion, as can Bellway if needs be.

Bellway appreciate the Parish cannot now formally meet until 26/9/22 due to protocol, however a quick decision to all of the above immediately after this date would be appreciated and help bring the matter to a close for Bellway, the residents and the Parish.

Thank you,

From: Phil Lambourne

Sent: 08 September 2022 10:14

To: Andrew Woodward <Andrew.Woodward@bellway.co.uk>; Bethan Powell <bethan.powell@bellway.co.uk>

Cc: Niall Conlon

Subject: RE: Bowood View Melksham

ALERT: This message originated outside of Bellway's network. **BE CAUTIOUS** before clicking any link or attachment.

Good morning Bethan/Andrew,

Please find below revised pricing for the works arising from Rigg Construction works, note the price now includes the remedials to the footpaths as highlighted in Niall Conlon email of 26th August 2022.

J H JONES & SONS LIMITED

BUILDING CONTRACTORS

PARK FARM, BATH ROAD, ATWORTH, WILTSHIRE. SN12 8HT

• 01225 703295 •

TONY.JONES@JONESDEVELOPMENTS.CO.UK

Teresa Strange – Clerk
Melksham without Parish Council
Sports Pavilion
Westinghouse Way
Bowerhill,
Melksham
Wiltshire,
SN12 6TL

14th October, 2022

QUOTATION 1073

Bowerhill Junior Pitches

- To fertilise junior pitches using Rigby Taylor Delta 6-3-9 + 0.5e fertiliser

Total - £ 467.20 + VAT

Yours faithfully,

Tony Jones
J H Jones & Sons Limited
If tender is accepted please sign below and return one copy.

Signature..... Date.....

PERIOD PROPERTIES • RESTORATION • REFURBISHMENTS • NEW BUILD
VAT NUMBER 923424246 COMPANY REG 6260416

Teresa Strange

From: Tony Jones <tony.jones@jonesdevelopments.co.uk>
Sent: 18 October 2022 15:29
To: Teresa Strange
Subject: Price Increase

Hi Teresa,

I just wanted to inform you that due to circumstances beyond our control the monthly invoice will be increased by 10% as of 1st April, 2023. Any queries then give Tony a call.

many thanks,

Michelle

J H JONES & SONS LIMITED

BUILDING CONTRACTORS

PARK FARM, BATH ROAD, ATWORTH, WILTSHIRE. SN12 8HT

• 01225 703295 •

TONY.JONES@JONESDEVELOPMENTS.CO.UK

Teresa Strange – Clerk
Melksham without Parish Council
Sports Pavilion
Westinghouse Way
Bowerhill,
Melksham
Wiltshire,
SN12 6TL

14th October, 2022

QUOTATION 1072

Reference – Shurnhold Fields

- To mow and let grass fly pathways at Shurnhold fields on a fortnightly basis

Total - £ 160.00 + VAT

Yours faithfully,

Tony Jones
J H Jones & Sons Limited
If tender is accepted please sign below and return one copy.

Signature..... Date.....

PERIOD PROPERTIES • RESTORATION • REFURBISHMENTS • NEW BUILD
VAT NUMBER 923424246 COMPANY REG 6260416

Teresa Strange

From: Marianne Rossi
Sent: 17 October 2022 15:44
Cc: Teresa Strange
Subject: Avian flu prevention zone declared from midday today Monday 17th October 22
Attachments: birdflu-protect-birds-leaflet.pdf; AIPZ_Declaration_17_October_England_excl_Norfolk_Suffolk_pt_Essex.pdf

Dear Allotment Holders,

I hope you are all well.

I just wanted to inform you all that following an increase in the number of detections of Avian flu in wild birds, an Avian flu prevention zone has been declared (today 17th October) to mitigate the risk of disease spreading amongst poultry and captive birds. This means that it is a legal requirement for all bird keepers to follow the biosecurity measures to help protect their flocks.

For those allotment holders who have chickens on your plot please ensure that you follow the strict biosecurity measures that are in place.

For more information please follow the below link to the DEFRA (The Department for Environment, Food & Rural Affairs) press release and also the leaflet attached on how to protect birds from the risk of bird flu:

<https://www.gov.uk/government/news/avian-influenza-prevention-zone-declared-across-great-britain>

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
PLEASE NOTE NEW ADDRESS:
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

Want to keep in touch?

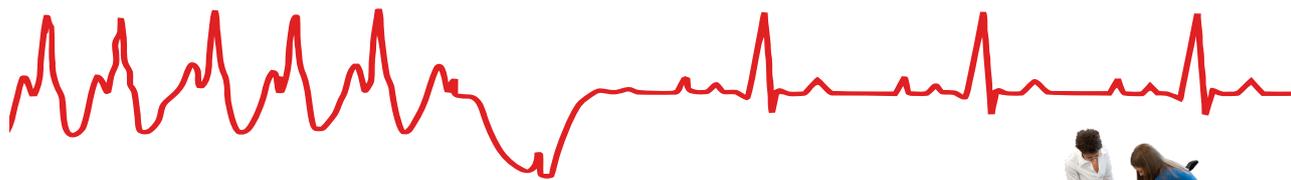
Follow us on facebook: [Melksham Without Parish Council](#) or [Teresa Strange \(Clerk\)](#) for additional community news

On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

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.co.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](#).



Defibrillator Awareness Cardiac Arrest Response Seminar

There is no legal requirement to have defibrillator training in the UK, but it does form part of the First Aid at Work requirements from 2017. The UK Resuscitation Council guidelines indicate that community defibrillators (AEDs) should be able to be used by members of the public with or without any formal training.

This is because the equipment is very easy to be used, and when you have called 999, the ambulance service operator will normally stay on the telephone to assist you. The modern AED equipment is also designed to talk to you, or show you, and tell you what to do. You cannot make a mistake when using an AED – just follow the instructions being given. However training is desirable, particularly to create confidence in the community, learn CPR, and to understand the processes, as well as managing best practice, and reducing potential for liability. Training in correct CPR technique is also invaluable and essential.

CHT works with the ambulance service to provide community awareness sessions, or can offer an inclusive full training programme if required through its training partners. Annual retraining is advised on formally trained people.

The CHT community awareness 'CARS' programme is unique and has been recognised as being ideal for a community to create awareness of the issues surrounding treating a patient in the community. It is not a formal classroom course, but designed to answer questions, give basic instruction, be interactive and create confidence.

EACH 2 HOUR SESSION COVERS:



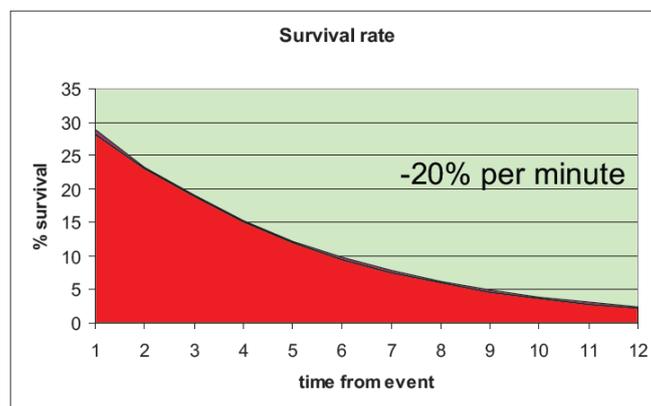
What is Sudden Cardiac Arrest :-
'5 minutes to save a life'
'Physiology of the heart'
How to recognise SCA



How to dial 999 :-
what to expect
questions you will be asked



How to do CPR and why,
Practical Demonstration
How to use your AED
Recovery position/turning a patient
Handover to the Paramedics
Governance and support programmes



De Maio et al. (OPALS) Ann Emerg Med 2003; 42: 242

The first awareness session for a community is normally undertaken just after delivery when the community uses the CHT full cPAD programme. Additional sessions may incur a small charge. Full community first aid training sessions are chargeable and can be arranged through CHT. By January 2022 over 250,000 have attended these sessions.

All training records are done via the WebNos™ Governance system. Attendance Certificates can be made available by signing in at your local session.

GDPR Compliance Statement 1, 24th April 2018, Community Heartbeat Trust Charity (CHT) and Community Heartbeat Trust Solutions Ltd (CHTS)

By contacting us or asking us to contact you, you are agreeing for us to hold your details on our systems so we are able to support you and contact you in respect to any enquiries; in an emergency; for other purposes relating to the defibrillator or other services; or for research purposes.
Details of individuals (including local WebNos contact) may be transmitted to the local Ambulance Service for their command and dispatch computer system. These details will only be accessible to the Ambulance Service, or another Statutory Agency where required. In case of defibrillator activation, it is necessary for the Ambulance Service to report such instances, make contact with the local caretaker, and ensure that equipment is made fully operational after use. If delivery details have been passed to a supplier, or courier company they will be required to delete your data after delivery unless needed for repeat deliveries. You have a right to request viewing any information that we hold on you. All data will be held for historical purposes for a minimum of 20 years. CHT is registered with the Information Commissioners Office (ICO) for holding of this information. Data held by CHT will not be passed to any 3rd party marketing organisation.

More information is available via our the charity website below.

www.communityheartbeat.org.uk



comheartbeat/



@comheartbeat



Teresa Strange

From: office@communityheartbeat.org.uk
Sent: 17 October 2022 09:59
To: Marianne Rossi
Cc: Teresa Strange
Subject: RE: Berryfield Village Hall Node 7801

Dear Marianne

We used to do this and unfortunately are unable to offer this anymore

The triangle sign is normally £20 however I will pop one in the post for you.

Best regards
Vickie

From: Marianne Rossi <admin@melkshamwithout.co.uk>
Sent: 17 October 2022 09:57
To: office@communityheartbeat.org.uk
Cc: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: Berryfield Village Hall Node 7801

Thanks Vickie, are we able to order a couple more defib signs as well please? The one on our pavilion has come off (photo below).

Could I just check, looking at the leaflet it says that 'The first awareness session for a community is normally undertaken just after delivery when the community uses the CHT full cPAD programme. Additional sessions may incur a small charge.' This implies that the first session is free of charge, have I misinterpreted it?



Many thanks

Best Wishes,

Marianne

Marianne Rossi

Finance and Amenities Officer

PLEASE NOTE NEW ADDRESS:

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

Wiltshire

SN12 6ES

01225 705700

www.melkshamwithout-pc.gov.uk

Want to keep in touch?

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

On twitter: @melkshamwithout

On Instagram: melkshamwithoutpc

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.co.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.

From: office@communityheartbeat.org.uk <office@communityheartbeat.org.uk>

Sent: 17 October 2022 09:38

To: Marianne Rossi <admin@melkshamwithout.co.uk>

Cc: Teresa Strange <clerk@melkshamwithout.co.uk>

Subject: RE: Berryfield Village Hall Node 7801

Hi Marianne

Thank you so much and the equipment was shipped on Friday so should be with you today or tomorrow.

The awareness session is for up to 50 people and the cost is £175 for the session which is 1.5 – 2 hours and I have attached an information leaflet.

Have a good day

Best regards

Vickie

From: Marianne Rossi <admin@melkshamwithout.co.uk>

Sent: 17 October 2022 09:29

To: office@communityheartbeat.org.uk

Cc: Teresa Strange <clerk@melkshamwithout.co.uk>

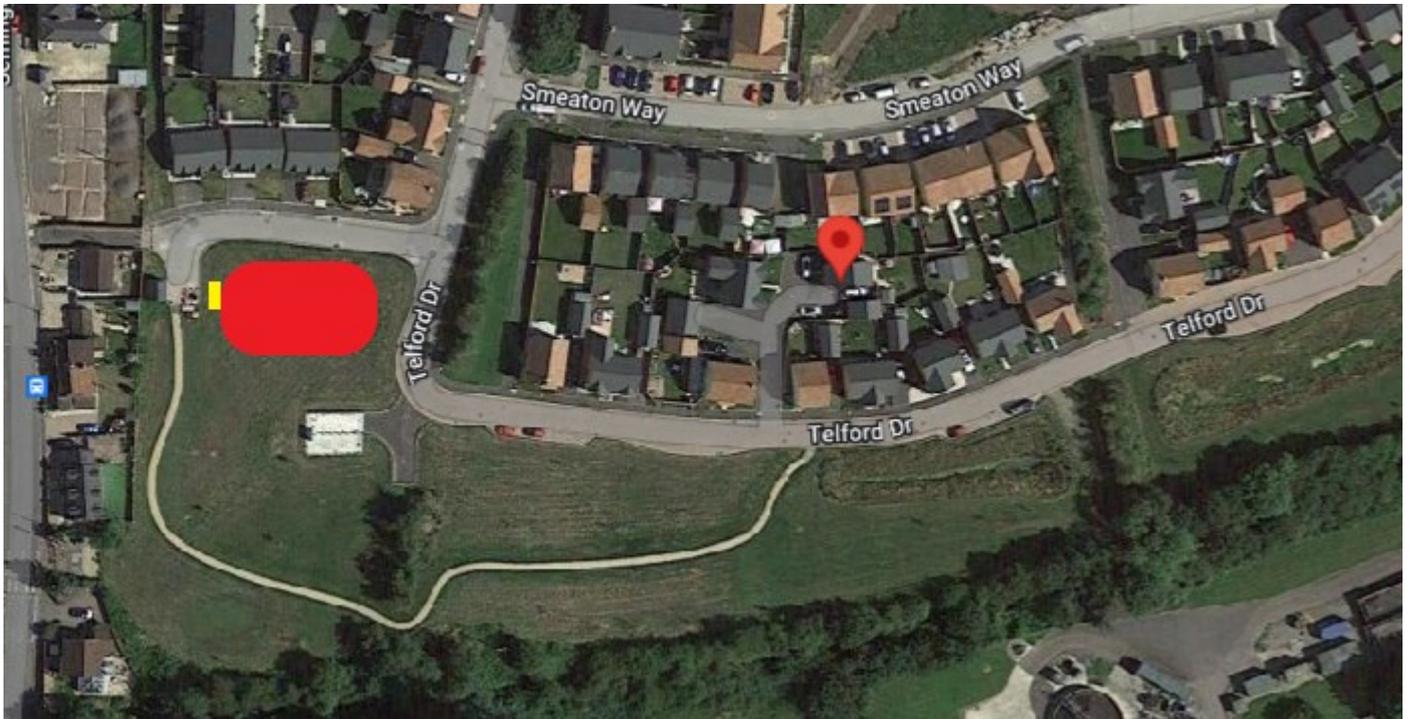
Subject: RE: Berryfield Village Hall Node 7801

Hi Vickie,

Please see attached below map indicating in red the position of village hall, I have indicated in yellow the side where the defib is going to go.

Do you know when the new defib might be delivered?

Also, how much is your defib community training?



Many thanks

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
PLEASE NOTE NEW ADDRESS:
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

Want to keep in touch?
Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news
On twitter: @melkshamwithout
On Instagram: melkshamwithoutpc

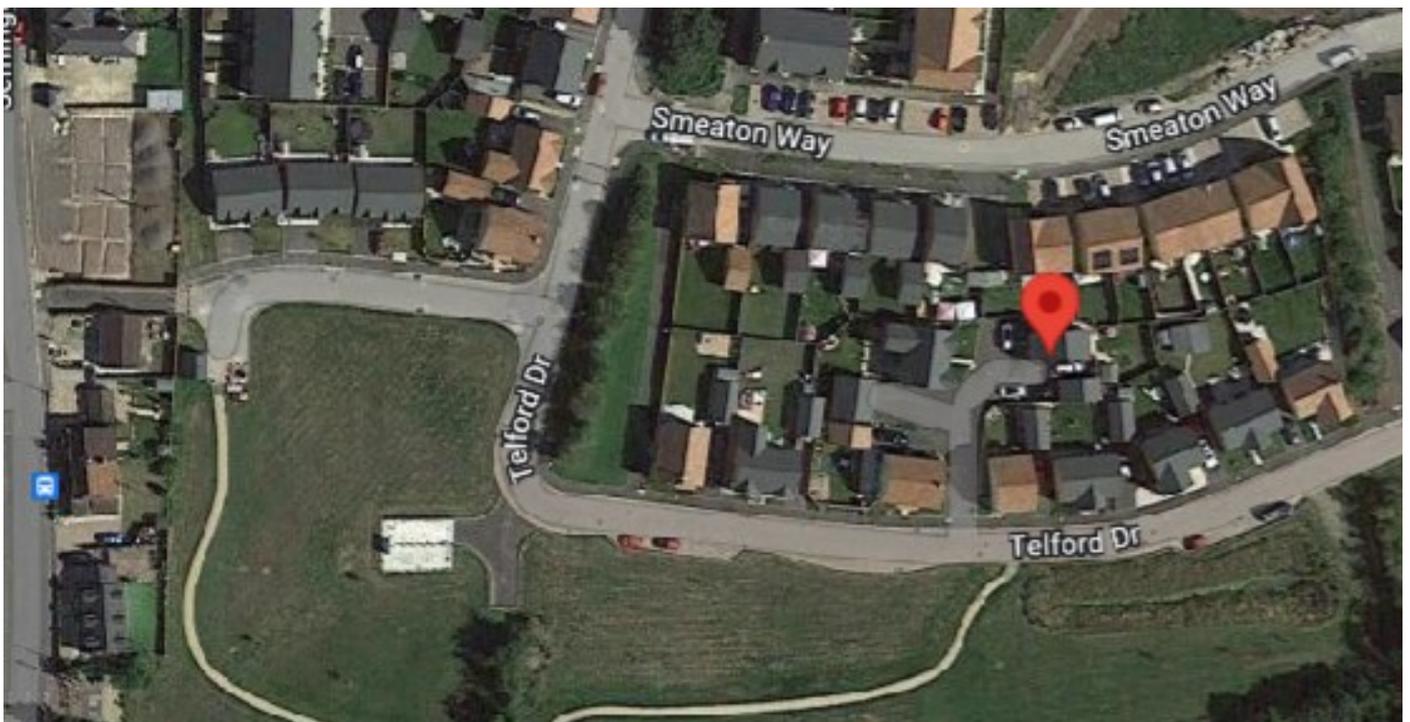
This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout.co.uk. Please be aware that information contained in this email may be confidential and that 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.

From: office@communityheartbeat.org.uk <office@communityheartbeat.org.uk>
Sent: 16 October 2022 14:45
To: Marianne Rossi <admin@melkshamwithout.co.uk>
Cc: Teresa Strange <clerk@melkshamwithout.co.uk>; office@communityheartbeat.org.uk
Subject: Berryfield Village Hall Node 7801

Dear Marianne

I hope you are well.

May I ask if you could please mark on the map below the position of Berryfield Village Hall so I can update the WebNos system.



I have changed the status to Pre-installation on WebNos and once the location is finalised then the form can be completed when you are ready.

Have a good rest of the weekend.

Best regards



Vickie Joskow

Office Manager / **The Community Heartbeat Trust Charity**

A: PO Box 168, Haverhill, Suffolk, CB9 1AX

P: 0330 124 3067

E: office@communityheartbeat.org.uk **W:** www.communityheartbeat.org.uk



NOW THE LEADING COMMUNITY DEFIBRILLATOR ORGANISATION

[Coronavirus Guidance for Community Defibrillators and Volunteers](#)



[Working In Partnership with BCF](#) | [Club Cricket Charity](#) | [National Defibrillator Database](#) | [More](#)

Donate to help us to keep supporting 6000+ community defibrillator sites...

[Donate](#)

[GDPR Compliance Statement](#)

Teresa Strange

From: Teresa Strange
Sent: 20 October 2022 10:21
To: Melksham News
Subject: Would you be able to run this as an article please?

Good morning all
Would you be able to run this in next week's issue please.
Obviously kicking myself for not taking a photo last night!
Thankyou!!!
Teresa

Could you help at Berryfield Village Hall?

Members of the local Berryfield community met on the evening of Wednesday 20th October to learn all about running a village hall. Mike Booth, the Chair of Shaw Village Hall and Mark Harris, the Chair of Bowerhill Village Hall spent the evening with the Berryfield residents and parish council sharing best practice and top tips on everything from hire charges, cleaners, online booking systems, and bouncy castles!

Community facilities are best run by the local community, and if you would like to get involved then please do get in touch. Committee meetings will probably only be every couple of months for an hour and half, there are opportunities to get more involved if you have the time, with roles such as Treasurer, Secretary and Chair of the Committee. There is plenty of support from the parish council, neighbouring village halls, the Wiltshire Village Hall Association etc, so no need to start with a blank piece of paper. There are also volunteer roles for key holders, sending out invoices, maintaining the new planting, even checking the doors are locked in the evening – perfect if you are out walking your dog anyway.

The group forming the committee would love to hear from you, and you can contact them via email BerryfieldVillageHall@outlook.com you can chat further with a member (please call the parish council in the first instance and we can put you in touch 01225 705700).

Please put **Wednesday 16th November in your diary – 7pm at the new Village Hall** – when the first meeting of the Management Committee will be held, and the Committee formed, along with a list of volunteer helpers that can be called on to assist. ALL WELCOME!

Teresa Strange

Clerk

PLEASE NOTE THE NEW ADDRESS:

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

Wiltshire

SN12 6ES

01225 705700

Lorraine McRandle

From: Terry Chivers <terrychivers@icloud.com>
Sent: 09 October 2022 09:02
To: John Glover; John Doel; David Pafford; Mary Pile; Richard Wood; Lorraine McRandle; Teresa Strange; Marianne Rossi; Alan Baines; John Glover
Subject: Re

I. May be alone voice but I have been wondering what the Council can do in memory of queen It's up to berryfield members but I did wonder about naming hall after her Just a. suggestion

MINUTES of the Highways & Streetscene Committee of Melksham Without Parish Council held on Monday 26 September 2022 at Melksham Without Office Space (First Floor), Melksham Community Campus, Market Place, Melksham, SN12 6ES at 8.10pm

Present: Councillors Alan Baines (Committee Chair), David Pafford (Vice Chair of Council), Mark Harris, Robert Shea-Simonds and Stefano Patacchiola JP

Present via Zoom: 2 Members of Public for part of the meeting

Officers: Teresa Strange, Clerk & Lorraine McRandle, Parish Officer

171/22 Welcome, Announcements & Housekeeping

Councillor Baines welcomed everyone to the meeting and pointed out the various fire escape routes for those present.

172/22 To receive Apologies and approval of reasons given

Apologies for absence were received from Councillor Glover who was away.

It was noted Councillor Chivers was not in attendance, but had been unwell and in hospital recently.

POST MEETING NOTE: Councillor Chivers tendered his apologies the following day.

Resolved: To note and accept the reasons for absence of both Councillor Glover and Councillor Chivers.

173/22 a) To receive Declarations of Interest

There were no declarations of interest.

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

There were no dispensation requests.

174/22 Public Participation

A resident of Beanacre joined the meeting via Zoom to request safety signage as seen in other areas, on the A350 in Beanacre, to warn drivers of the presence of Beanacre play area.

The resident explained she lived opposite the play area and had witnessed several close calls with children running out of the gate

into the layby adjacent to the road and had a concern for their safety.

The resident explained that she had commuted along this stretch of the A350 for several years and had not realised the presence of a play area. Drivers often drove above the speed limit with a suggestion that if play area warning signage was erected, drivers would be more inclined to slow down.

Councillor Baines explained that whilst the parish council were aware of speeding issues on the A350, the Council's Speed Indicator Device was regularly installed near this location. The play area was separated from the road by a layby and two sets of gates. Wiltshire Council's policy was to minimize signage on the highway, as too much was confusing for drivers and detracted them from other signage, such as speed limits and directional signs.

Councillor Baines suggested the Parish Council could consider some form of signage within the play area itself reminding parents to keep their children safe when coming out of the play area or some form of barrier outside the play area gate to stop children running into the layby.

It was acknowledged there was an issue with the gate not locking correctly and this was on a list for action. However, there was another gate into the play area itself prior to the gate near the layby.

The meeting went back into closed session to discuss this matter, which are recorded at Min 177a/22.

175/22 To note Minutes of last Highways & Street Scene Committee meeting held on 18 July 2022 and updates on actions taken

Unfortunately, the annotated minutes of 18 July 2022 were not included in the agenda pack, however, Councillor Baines explained he had read through the minutes online and there were no outstanding actions, with the majority of actions being to refer requests to the Local Highways & Footpath Improvement Group (LHFIG) for consideration, which had been done.

176/22 Local Highways & Footpath Improvement Group (LHFIG) (formerly Community Area Transport Group – CATG)

a) To note Minutes and action log of Local Highways & Footpath Improvement Group (LHFIG) meeting held on 4 August 2022.

Councillor Baines went through the Local Highway & Footpath Improvement Group (LHFIG) minutes of 4 August 2022.

Active Travel Scheme: New Footpath - Westhill to Top Lane, Whitley.

At a recent site meeting it had been agreed any new footway would need to be constructed on the South side of the lane. Phase 1 of the project had been identified (a length of approximately 90m) and a ball park estimate to undertake this work, excluding any drainage considerations, would be in the region of £35,000.

Having previously discussed this project and the estimated cost of £100,000 (with the parish council having to contribute 50% towards the costs involved) it had been agreed this was not a priority of the council as no resident of Whitley had requested the footpath. Therefore, the Local Highways & Footpath Improvement Group (LHFIG) would be making a recommendation to the Area Board that this issue is closed.

Issue 9-22-10 – Semington Road, Berryfield: Request to install 2 bus shelters.

It was noted that £20,662 was available in Section 106 funding to provide two shelters with seating, high access kerbs and a real time information facility. Therefore, there would be no cost to LHFIG.

This project would be advanced when staff resources become available.

Issue 9-22-12: Halifax Road, Bowerhill: Request for drop kerbs to link Brampton Court with Sunderland Close.

Following a site meeting, it was agreed the best solution would be to provide three sets of dropped kerbs, each side of Brampton Court and over Halifax Road. The estimate cost for this project was £3,500.

Issue 9-19-9: Request for Bus Shelter near Kingfisher Drive, Bowerhill

It was noted there was an issue regarding land ownership of the strip of land it was proposed to erect the bus shelter on and therefore a suggestion had been made to meet with the landowner to discuss a way forward.

The Clerk reminded Members the Parish Council were keen for Wiltshire Council to adopt all strips of land the full length of Falcon Way, which had previously not been adopted by them.

Issue 9-19-11: Request for Bowerhill name plate and white gates on Portal Road, Bowerhill

Councillor Baines stated that following a site visit with the Highway Engineer, both himself and the Clerk understood there was only a requirement for one gate on the outside of the bend between the Dick Lovett entrance and the first hangar building, however costs had been given for two gates, one either side of Portal Road.

The Clerk explained she had confirmed with the Highway Engineer only one was required between Dick Lovett and the first hangar on Portal Road.

Issue 9-20-3: A350 Western Way – Pedestrian Safety at Signal Control Crossing on dual carriage

Councillor Baines noted this issue had been discussed earlier in the Planning meeting. Section 106 funding was available from the 144 houses proposed on Semington Road to make improvements to the crossing. However, these improvements had already been completed and paid for by the Government as part of the Active Travel Scheme. Therefore, the Planning Committee had made a recommendation to request this money be spent elsewhere in the vicinity of the development.

Issue 9-22-9: Request for Nameplates Dowding Way and Duxford Close, Bowerhill

The sign for Duxford Close has been ordered at no cost to the Local Highways & Footpath Improvement Group (LHFIG). However, the sign(s) for Dowding Way required consultation with the property owners and had unfortunately missed the order for this year. However, it had been agreed a request would be made for new signage in the order for the following year.

Issue 9-22-11: A350 Beanacre. Request for measures to control entry speed at North end of village

The Highway Engineer had investigated the possibility of a gateway at the North end of the village, costing between £8,000 and £10,000. It was noted the cost were quite considerable given the amount of traffic management required.

Councillor Patacchiola had provided a picture of a sign in Bath & North East Somerset (BANES) of the type of signage the parish council had originally requested, which gave drivers advance warning of a 30mph speed limit. It was understood this sign had been in place for some time and had been quite

effective.

It was suggested this information be passed on to the Police & Crime Commissioner and to ask if this type of signage would cause the Police a problem, if something similar was installed in Beanacre, as there is a problem with drivers driving at 60mph to suddenly be confronted with a 30mph sign on a sweeping bend, on a falling gradient and no realisation they are entering a village.

Councillor Patacchiola had noted the gradient of the road in BANES was similar to the gradient on the A350 in Beanacre.

Councillor Baines noted there was currently a temporary 30mph speed limit on the roadworks between Lackham roundabout and the A4, adjacent to a 40mph speed limit either side. Therefore, consideration had been given to slowing traffic down and if this could be done here, he questioned why it could not be done elsewhere in the County. It was also noted the roadworks had signage indicating speed enforcement was in operation too.

The Clerk reminded Members there were some pockets of funding available, such as Solar farm monies or from Wessex Water, from the Beanacre area.

The Clerk explained that on the site visit it was noted the 30mph speed sign was obscured by vegetation with the Highway Engineer suggesting this be included on the Parish Steward list to keep an eye on, on a regular basis, and cut back if necessary.

Councillor Patacchiola noted several of the speed signs between Melksham and Shaw were obscured by vegetation and asked if these could also be added to the Parish Steward list as well.

Recommendation: To write to the Police & Crime Commissioner to ask if this type of signage would cause the Police a problem, if something similar was installed in Beanacre.

Issue 9-22-13: Request for dropped kerbs between DeHavilland Close and Dowding Way.

At a site visit the Highway Engineer had explained there were various issues at Dowding Way and DeHavilland Close is too close to the bend in Halifax Road. Therefore, an alternative crossing point had been identified to give access to the industrial estate from Pegasus Way over to Cheshire Close.

The work required would include one set of dropped kerbs, a possible short extension of footway (to line up the crossing point) and removal of two concrete bollards. An estimate for the work had been given of £2,500.

It was noted this request had been made by Bowerhill Residents Action Group (BRAG) and a resident who was partially sighted.

Issue 9-22-16 – Melksham Without (various roads) – request for Parking Control

Councillor Baines stated at the Local Highways & Footways Improvement Group (LHFIG) meeting it had been suggested, in order to save legal costs, that the Traffic Order includes all sites within the Area Board area. Unfortunately, because no one was present from the Town Council this item had been deferred until the next meeting with a hope someone from the Town Council would be present.

Councillor Baines expressed frustration, particularly as some of parking restriction requests had been submitted by the Parish Council over two years ago and would still take 12-18 months to process, even if agreed.

Current requests are:

- Semington Canal Bridge,
- Lancaster Road, Bowerhill
- Avro Way, Bowerhill
- Merlin Way, Bowerhill
- Mitchell Drive, Bowerhill

The Clerk stated that having met with the Highway Engineer he had explained that the Parish Council did not have to prioritise the requests in Bowerhill, as these would be advertised in one Traffic Order advert.

Unfortunately, the request for the Canal Bridge at Semington was a frustration, as despite the parish council informing Semington Parish Council two years ago a request had been submitted to Wiltshire Council, they had only just realised this. Therefore, they were putting in their own request the other side of the bridge. This had implications in causing a delay, as this request would be advertised in the local press separately, as Semington is in a different area, as far as advertising Traffic Orders is concerned, even though Semington comes under the Melksham Area Board.

The Clerk sought a steer from Members to see if they were

happy that she contacted Melksham Town Council to express frustration the parish council's requests were being held up as they had not attended the last Local Highways & Footpaths Improvement Group (LHFIG) meeting and if they could come up with any requests for the next meeting, in order to progress these, as some of the parish council requests have been waiting over two years.

It was noted the legal costs to advertise the Traffic Orders was in the region of £3,000.

Recommendation: For the Clerk to contact the Town Council to ask they consider any requests for double yellow lines for consideration at the next LHFIG meeting.

Issue 9-22-18: Bowerhill Lane. Request to replace staggered barriers with bollards to allow access to shared use path using a pony and trap.

The Parish Council needed to consider whether they would prefer the installation of bollards or barriers.

It was noted at the Local Highways & Footpath Improvement Group (LHFIG) meeting that the current barriers had been placed to deter children running into the carriageway at each end and possibly to prevent motor vehicles from using the link path.

Councillor Pafford noted from the LHFIG minutes that no one from the Town Council was in attendance at the last meeting which had caused a delay in progressing projects they had put forward and reminded the meeting of a need to provide a substitute for Councillor Baines, if necessary, who attended these meetings.

b) To approve the Council's 50% contribution towards recent requests submitted to LHFIG for consideration; now indicative costs have been provided

The Clerk reminded Members the Council were now expected to approve and contribute 50% of the costs of any requests submitted to the Local Highways & Footpath Improvement Group (LHFIG), instead of a third as previously agreed, and make a recommendation to Full Council.

The Clerk also explained that the Highways Officer had acknowledged there was a staffing resource problem within the Highways department and had suggested that the Parish Council put their requests in priority order for consideration by the Local Highways & Footpath Improvement Group (LHFIG):

ISSUE & ISSUE NO	COST	Melksham Without's 50% contribution	PRIORITY
Bus Shelters – Bowood View Issue 9-22-10	Section 106 funding available		High
Berryfield Village Hall Signs Issue No: 9-2-16	(Costs to come via Area Board as under £500)		High
Falcon Way, Bus Shelter Issue No: 9-19-9	Deferred to enable discussions with land owner.		Not a priority until land ownership issues resolved.
Pony and Trap Barrier, Bowerhill Lane Issue No. 9-22-18		0	Not to proceed with this request as barriers need to be in place for safety reasons.
Halifax Road East, Bowerhill dropped kerbs Issue No. 9-22-12	£3,500	£1,750	Medium
Portal Road, Bowerhill Village Gates (one gate	£4,500-£5,000 For 2.	£1,500	Medium

between Dick Lovetts and first hangar) Issue No: 9-19-11	Following site meeting agreed only 1 was required, therefore, costs £2,250-£2,500		
Cheshire Close, Bowerhill dropped kerb Issue No; 9-22-13	£2,500	£1,250	Medium
Parking Restriction Request Fees Issue No. 9-22-16	£3,000	£750 estimated share	Low. Need other councils to agree their priorities, in order costs of advertising the legal orders can be split between the various councils in the Melksham Area Board area.
TOTAL		£5,250	

It was suggested the dropped kerbs in Bowerhill could be done at the same time, as there would be a cost saving.

Recommendation: That Full Council agree the 50% share of the costs from the £5,500 in the Budget for CATG/LHFIG contributions funded from Community Infrastructure Levy (CIL), as well as the priorities of the various projects above, in order to submit to the Local Highways & Footpath Improvement Group for actioning.

c) To consider priority of current requests with LHFIG

As listed above under Min 176(b).

d) Following the LHFIG Meeting.

- **To confirm if request 9-19-11 Portal Road white gates is for both sides of the road or just the “hangars” side.**

As discussed earlier in the meeting, it was confirmed only one white gate is required at Portal Road, Bowerhill.

- **To confirm on request 9-22-18 Bowerhill Lane if preference is for bollards or barriers**

Councillor Baines stated the path in question was not a right of way, but a shared path and therefore a public highway, the right of way had not been diverted.

Whilst being sympathetic to the request, Members were concerned at the safety of children, particularly as Bowerhill Lane was subject to a national speed limit and visibility was poor in places.

Councillor Baines noted the parish council had previously received complaints of drivers speeding down Bowerhill Lane to access the canal.

Recommendation: Not to progress this request as the barriers are in place for safety reasons.

e) To consider response to query on use of s106 funding vs government Active Travel funding for recent improvements to A350 Western Way crossing – Issue 9-20-3 (if received)

As discussed earlier in the Planning meeting, a recommendation had been made to request the £200,000 Section 106 highway improvement funding for the 144 dwellings on Semington Road be handed to Wiltshire Council to spend on highway improvements in the vicinity of the development.

f) To consider response on query on shuttering on new traffic lights outside Shaw School (if received)

The Clerk explained she had raised a query on why there was no shuttering on the new traffic lights outside Shaw School in order to slow traffic down, but was still waiting for a response.

Councillor Baines explained the reasoning for the shuttering had originally been to slow traffic down due to the pedestrian crossing, this had not changed as part of the recent improvements, despite the inclusion of a couple of directional arrows.

Councillor Patacchiola explained that since the introduction of the two arrows he had observed people going the wrong side of the

small traffic island, as it was not very clear which side vehicles should use compared to the previous road layout.

177/22 To consider residents' requests for support by the Parish Council including requests for the Local Highways & Footpath Improvement Group (LHFIG) next meeting on 4 August 2022):

a) Request for play area warning signs on A350, Beanacre

The Clerk explained she had spoken to the Highway Engineer regarding this request and the response had been this would not have been considered by the Local Highways & Footpath Improvement Group (LHFIG).

Recommendation: Not to progress this request to the Local Highways & Footways Improvement Group (LHFIG) for consideration.

b) Request to change configuration/remove safety bars on Corsham Road, Whitley

A request had been received via Councillor Chivers for the removal/reconfiguration of the safety bars on Corsham Road in order for someone in a mobility scooter to negotiate more easily.

It was noted, as discussed earlier in the meeting following a similar request, the barriers were there to stop children, in particular, and cyclists coming out on to a main road without slowing down.

It was noted Eden Grove had several bungalows, some adapted for those with disabilities.

Recommendation: To ask Highways to suggest a suitable solution to enable a scooter to negotiate the barriers, bearing in mind the safety of others.

c) Request for 20mph zone and appropriate signing for Pathfinder Place development

The Clerk explained a resident of Pathfinder Place had contacted the office to request it be a 20mph zone. The Clerk had explained the development had been built so it had a self-enforcing 20mph speed limit. The resident had informed the Clerk there was no signage or markings installed that indicated it was a 20mph zone.

It was understood if a development was built so it was self-enforcing, there was no need for signage.

Concern was raised new signage had been installed by Taylor Wimpey adjacent to Pathfinder Place advertising a development in

Chippenham. The Clerk agreed to contact Planning Enforcement on this issue.

Recommendation 1: To contact Taylor Wimpey to ask that some form of signage and roundel be installed at Pathfinder Place on both sides, indicating a 20mph zone and to also contact the officer/s responsible for highway adoption at Wiltshire Council for their views.

Recommendation 2: To contact Planning Enforcement regarding the signs on Pathfinder Place advertising a development in Chippenham.

178/22 Speed Enforcement

- a) **To note new Speed Indicator Device schedule is underway and the device appears to be working effectively.**

Councillor Baines informed the meeting that the new speed indicator device schedule was underway and the new device was currently deployed outside Melksham Oak School.

- b) **To note old SID is currently with manufacturer for repair**

The Clerk explained it had been noted some of the pixels on the display were not working on the old Speed Indicator Device and therefore, as the device was still under its year warranty, it had been sent back to the manufacturer for repair which had changed the schedule slightly.

- c) **To consider feedback from meeting with Community Action Whitley & Shaw (CAWS) regarding requests for traffic calming methods.**

Community Action Whitley & Shaw (CAWS) had raised a few concerns regarding speeding in both villages and had met both the Clerk and Councillor Baines to discuss these, as listed below:

- **Installation of 30mph repeater signage:** These cannot be installed in a 30mph limit, as street lights indicate the speed, unless signage indicates otherwise.
- **Traffic Light Shutters on the new lights outside Shaw School:** Discussed above.
- **20mph limits in the village lanes:** These are unlikely to be considered for funding as a key criterion is that the average existing speed is less than 24mph. In order to get an evaluation, the costs are approximately £2,000 and may not

meet the relevant criteria.

- **Installation of permanent electronic speed signs:** Such devices cannot be installed permanently. Wiltshire Council's policy states in order to be effective, devices can only be installed for a period of 2-8 weeks.

Councillor Baines stated that he had contacted the Chair of Community Action Whitley & Shaw (CAWs) explaining the parish council had two speed indicator devices which are deployed every two weeks between 12 sites, with Shaw and Whitley having two eligible sites each. Therefore, each site has to wait 12 weeks before they see a device again.

In response to this correspondence a reply had been received that day from Community Action Whitley & Shaw (CAWS) indicating they were prepared to fund a new Speed Indicator Device, with the Clerk confirming this would be permissible. They had also requested a copy of the device schedule, with Councillor Baines suggesting the schedule could be forwarded to them, once the old device had been returned from the manufacturer and the schedule back up and running.

Councillor Baines noted if there was another device, it would mean each device could be installed for longer periods at each location and still be effective and within the parameters set by Wiltshire Council, however, on a busy road it could run out of battery life.

Recommendation: To accept Community Action Whitley & Shaw (CAWS) offer of purchasing an additional speed indicator device to be used in the whole parish and to forward the costs of the new device (Evolis Radar Speed Sign from Elan City: £2,200.00 +VAT) and explain as they were prepared to cover the capital costs of a new device, the Parish Council were prepared to cover the cost of installing the device at each eligible location.

- **Other Traffic Calming Measures, such as 20mph Zones:** Such measures can be unpopular for some residents and would need to be reviewed by emergency services.
- **Traffic Surveys:** There are no plans to commission additional surveys, with Community Action Whitley & Shaw (CAWS) understanding the reasons why.

179/22 Proposed A350 Bypass

a) To note information on when the M4 to Coast Study will be published.

The Clerk had contacted National Highways to seek an update on when the outcome of their M4 to Dorset Coast Study would be published, as it was anticipated a preferred route was to be identified in the Summer of 2022.

A response had been received stating 'several briefings and workshops with stakeholders throughout the region had been completed, providing context and outlining an approach to the study. The study included a shortlist of corridors and potential interventions, that further technical and modelling work would take place on, to highlight potential investment solutions.

The study is now due to be completed in late 2022 and the report published soon after completion. The initial evidence on existing and future route performance was not intended for public circulation and is what has helped inform discussion, agree the routes, options and interventions to be considered.'

It was noted the next newsletter was planned for distribution in October.

It was also noted in a document from Wiltshire Council that they had delayed submitting their outline business case for the proposed A350 bypass until March 2023.

180/22 Cycling & Walking Infrastructure

a) Wiltshire Council Local Cycling and Walking Infrastructure Plan. To consider response to consultation (consultation ends on 26 September) <https://www.wiltshire.gov.uk/transport-town-cycle-networks>

The Clerk explained there were various questions which needed a response within the consultation. The final document would be useful in providing evidence to developers of a need for particular types of infrastructure and therefore it was important to make sure any local requests/projects were included within the document.

Q4: Are any key routes missing where there is likely to be high potential for walking to a railway station outside the market town.

On looking through the report it was noted it did not mention the following routes:

- The long-held ambition to install a cut through from Foundry Close to the Railway Station.
- Access to Melksham Oak School from the new development (Hunters Wood/The Acorns).

Q5: Are there any routes missing

The Clerk explained the canal tow path from Melksham to Lacock was not included despite the Wilts & Berks Canal Trust stating they planned to construct a pedestrian/cycleway route which had already been costed, prior to the canal being built.

The Clerk explained she had noted the Kennet & Avon Canal Trust were looking at improving the whole route along the Kennet & Avon Canal for cyclists and pedestrians. It was noted there were areas within the Melksham area, which were virtually impassable.

Given the deadline was today, it was:

Resolved: to respond to the consultation to highlight the following routes are missing from the consultation:

- A cut through from Foundry Close to the Railway Station.
- Access to Melksham Oak School from the new development (Hunters Wood/The Acorns).
- Wilts & Berks Canal tow path/pedestrian/cycleway from Melksham to Lacock.

And to welcome the improvements along the Kennet & Avon Canal.

b) To note latest government guidance for Cycling Infrastructure
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/951074/cycle-infrastructure-design-ltn-1-20.pdf

The Clerk explained this report had been compiled as areas were not conforming to the national standard and therefore infrastructure guidance had been published. It was a useful document the council can refer to when seeking improvements or additional cycleways.

Resolved: To note the report.

Meeting finished at 9.43pm

Signed
 Chair, Full Council, 24 October 2022

Lorraine McRandle

From: Rogers, Gareth <Gareth.Rogers@wiltshire.gov.uk>
Sent: 29 September 2022 09:05
To: Teresa Strange
Cc: Stansby, Mark
Subject: RE: A365 / B3353 Shaw Traffic Signal Refurbishment - Completion of the outstanding works

Hi Teresa

Following on from our telephone conversation, I have spoken with my Traffic Signal colleagues.

With a record on no collisions, it wasn't considered necessary to have them, and therefore they were omitted during the refurbishment.

There is no issue with attaching louvres to the green aspects (only these), but as you can imagine there is a cost implication for this. If there is a local desire, I would encourage a request to be made through the Melksham LHFIG.

Regards

Gareth Rogers BEng (Hons) FIHE
Traffic Engineering Manager
Traffic Engineering

Wiltshire Council | County Hall | Bythesea Road | Trowbridge | BA14 8JD

Tel: 01225 713384 | Email: gareth.rogers@wiltshire.gov.uk | Website: www.wiltshire.gov.uk

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 21 September 2022 15:45
To: Rogers, Gareth <Gareth.Rogers@wiltshire.gov.uk>
Subject: RE: A365 / B3353 Shaw Traffic Signal Refurbishment - Completion of the outstanding works

Dear Gareth

I met with Mark Stansby yesterday on a number of LHFIG issues, and I asked about the traffic lights outside Shaw School on Corsham Road, and he suggested I contacted you as had worked on the scheme.

I have been asked about the lights, as they used to have shuttering on them as a safety feature so traffic coming from the Gastard direction had to slow down outside the school as drivers could not see if a green light or not. The new lights don't have that, and I wondered if you could just confirm to us the thinking behind that. I see that they are now green arrows for straight on and turn right and perhaps the shuttering was not compatible, but it would be useful for us to know (as queried by residents) why the shuttering disappeared.

I have put photos from Google maps for reference.

With many thanks,
Teresa

Teresa Strange
Clerk

PLEASE NOTE THE NEW ADDRESS:
Melksham Without Parish Council

Teresa Strange

From: Durrant, Ruth <Ruth.Durrant@wiltshire.gov.uk>
Sent: 12 October 2022 16:20
To: Teresa Strange
Subject: RE: School Travel Plans in Melksham Without

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Teresa

We normally ask that schools are approached in the first instance for their plans. And in the case of Melksham Oak and Bowerhill, both those plans are so old that I would think they will be far from reflecting the current situation accurately, the former being last "updated" in 2007 but the data were not refreshed and date from 2005, the latter is from 2006. Shaw is not quite so old (November 2017).

We are still operating our Taking Action on School Journeys (TAOSJ) scheme, but currently it is unclear what the budget will be and there has been quite strong interest this year (which obviously may not necessarily translate into applications arriving). However, I would not want to deter you from encouraging the schools to update their plans, in which connection I am happy for you to pass my contact details on.

Happy to chat through in more detail on teams or the phone.

Kind regards,
Ruth

Ruth Durrant
School Travel Plan Advisor
Traffic Engineering Team
Highways Assets and Commissioning
Wiltshire Council
County Hall
Trowbridge
BA14 8JN
email: ruth.durrant@wiltshire.gov.uk
Tel. 01225 713483
www.wiltshire.gov.uk

Wiltshire Council

Please note I work Monday-Wednesday and Friday between 9am and 3.30pm
<http://www.wiltshire.gov.uk/schools-learning-transport-cycling-walking>



From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 12 October 2022 16:01
To: Durrant, Ruth <Ruth.Durrant@wiltshire.gov.uk>
Cc: Lorraine McRandle <office@melkshamwithout.co.uk>
Subject: School Travel Plans in Melksham Without

You don't often get email from clerk@melkshamwithout.co.uk. [Learn why this is important](#)

Dear Ruth

I wonder if it is possible for you to send the parish council the Travel Plans for the schools in the parish. We have had issues raised for all the schools in the parish, and most of the issues the council believe are for the school to address, but we are trying to support them, particularly as two of the schools in the last week or so have had either near misses or vehicle hitting a child.

Following on from our conversation below in 2019 – which then got scuppered really by Covid and the “back to school” issues the schools were facing, this is something that we would like to progress now.

1. Melksham Oak School – several issues here, and requests for a roundabout outside the school, signage, and working with Wiltshire Council on getting an alternative pedestrian/cycle way to the rear of the school. Child vs van at the end of last week. Governors have got in touch last week with us. Wiltshire Councillor Nick Holder (Ward member) involved. We understand that some 20 vehicles come from Semington (not in Melksham Without) but causes issues at the school and could a bus be looked at here? Within the 3 mile radius we understand, so don't qualify for free bus travel.
2. Bowerhill Primary – they now have a permanent Headteacher as this has been an issue the last couple of years, and they still have the issue we visited site with Mark Stansby about and looking at an entrance and exit, rather than just one access which causes issues. Wiltshire Councillor Nick Holder (Ward member) involved.
3. Shaw Primary – in transition now for a new Headteacher but a Governor has got in touch last week, cars turning right into the school car park holding up traffic and impatient drivers overtake into oncoming traffic, last week this was compounded by 6 vehicles on double yellow lines, so a van decided to use the pavement at school pick up time. Wiltshire Councillor Phil Alford (Ward member) involved.

With many thanks for any help here.

With kind regards, Teresa

Teresa Strange

Clerk

PLEASE NOTE THE NEW ADDRESS:

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

Wiltshire

SN12 6ES

01225 705700

From: Durrant, Ruth <Ruth.Durrant@wiltshire.gov.uk>
Sent: 20 November 2019 12:45
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: Bowerhill school car parking issues

Thankyou for your email, Teresa.

A few thoughts:

Bowerhill school to my knowledge have not updated their travel plan since 2006 so it would need a substantial rewrite. I'll make a note that they may be in touch.

Melksham Oak have also not (to my knowledge) updated their plan in recent years. In practice, it has been harder to engage secondary schools, not just in Wiltshire but elsewhere in the country.

Regarding Living Streets campaign, it does just tend to push the problem elsewhere, and additionally we should be considering safe routes for the length of a child's journey and not just for the bit outside the school. Anecdotal evidence from other authorities where they have got involves tends to indicate that when the (time-limited) campaign has finished, things just go back to the way they were.

Whilst a travel plan is not enforceable (I believe this was mentioned in the minutes), it does indicate a school's willingness to engage in improving the school travel situation, and the soft measures proposed should complement any highway engineering solution.

Finally the ANPR cameras can only be used where the markings are mandatory (supported by a traffic regulation order). However, this could be considered through our Taking Action on School Journeys challenge.

Kind regards,
Ruth

Ruth Durrant
School Travel Plan Advisor
Traffic Engineering Team
Highways Assets and Commissioning
Wiltshire Council
County Hall
Trowbridge
BA14 8JN
email: ruth.durrant@wiltshire.gov.uk
Tel. 01225 713483
www.wiltshire.gov.uk

Please note I work Monday-Wednesday and Friday between 8.15am and 2.15pm
<http://www.wiltshire.gov.uk/schools-learning-transport-cycling-walking>

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 18 November 2019 15:47
To: Durrant, Ruth <Ruth.Durrant@wiltshire.gov.uk>
Cc: Alan Baines <alan.baines@melkshamwithout.co.uk>
Subject: FW: Bowerhill school car parking issues

Dear Ruth

I am contacting you following a conversation with Mark Stansby this afternoon about parking issues outside schools in the parish.

Firstly, outside Bowerhill Primary School, please see email below from the local PCSO and the extract of the parish council's minutes of their Highways & Streetscene Meeting on 4th November. (See **yellow** highlights attached) Whilst talking to Mark I mentioned the possibility of looking at the current chicanes arrangement outside the school and he advised that any such discussion about the potential of looking at this would fall under the School Travel Plan remit rather than CATG. Its early days so far and we do wish to explore the idea further with residents and the school, but thought it worth mentioning to you at this stage.

The second thing I wanted to raise with you, was to try and improve the situation for any future school design, and see if we could influence the design of the future school so it has a separate access and egress (the main stumbling block at Bowerhill school is that there is only one way in and out of the carpark and so its hard to arrange a "drop off" zone). We have raised informally with Taylor Wimpey to date. (School relates to planning application 16/01123/OUT 17/02685/REM 18/04477/REM) please see the **highlighted** Living Streets campaign section on the attached minutes.

The third thing is that I have just learnt from Adrian Hampton that the ANPR car can only be used outside schools that have zig zags outside, and we will do a check to see if that applies to the schools in the parish; if they don't, is that something we contact you about? We have continual issues raised about inconsiderate parking outside of Bowerhill primary school, Melksham Oak secondary school and Shaw primary school.

With many thanks, please feel free to give me a call to discuss, Mark said I had just missed you today, hence the email.

With kind regards,
Teresa

Teresa Strange
Clerk
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
Bowerhill, Melksham
Wiltshire, SN12 6TL
01225 705700
clerk@melkshamwithout.co.uk
www.melkshamwithout.co.uk

Want to keep in touch?

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

On twitter: @melkshamwithout

On Instagram: melkshamwithoutpc

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.co.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.

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

From: Almond, Adam <Adam.Almond@wiltshire.pnn.police.uk>

Sent: 05 November 2019 17:17

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

Cc: Gould, Janet <Janet.Gould@wiltshire.pnn.police.uk>

Subject: Bowerhill car parking issues

Hello Teresa,

I thought I would follow up after the discussions about the parking outside Bowerhill Primary School.

Our thoughts were:

1. Look at removing the current Traffic control system to open both lanes. If this is the case then thoughts towards a temporary system could be installed, i.e a bollard/gate that could be put into the ground outside of the busy school times. This could then control traffic In the quieter periods and easily be removed during the busy periods of traffic to allow flow. Much like found in town centres.
2. During the busy period, the road could become a 1 way system, thus allowing for the opportunity of a drop off point or two to be put outside of the school whilst allowing other cars to continue around them safely.
3. A PSPO, if the issue is at the point that it constitutes ASB (anti-social behaviour). This is where multiple parties would be feeling, Harassed, alarmed or distressed about the situation. This option allows for the implementing party to issue fines upon breaches without it leading to prosecution (I hope).
4. A CPN; this probably is the most fitting for what is happening but there is always the issue that it can easily escalate towards criminalising a parent that just wants to drop off their child.

All the options can be enforced by the Council and would not be dependent on police presence.

Let me know what you think as I am more than happy to meet with you to elaborate on each of them.

Kind regards,

Adam Almond

P[[cid:772A36C7-4860-4402-91A1-B82B30A57EB6](https://www.instagram.com/wiltshirepolice)]<<http://www.instagram.com/wiltshirepolice>>[[cid:3142E6F1-85D2-41EC-9028-3C8C020764BF](https://www.facebook.com/wiltshirepolice)]<<http://www.twitter.com/wiltshirepolice>>[[cid:D10E0886-4402-4095-A075-D6F945659F75](http://www.wiltshire.police.uk/)]<<http://www.facebook.com/wiltshirepolice>>[[cid:6BF30A96-B29B-45EA-863D-C5F241C7EB36](http://www.wiltshire.police.uk/)]<<http://www.wiltshire.police.uk/>>olice Community Support Officer Melksham CPT Team 2
T: 101
E: adam.almond@wiltshire.pnn.police.uk<<mailto:adam.almond@wiltshire.pnn.police.uk>>
M: 07825658345<<tel:07825658345>>

This message contains information from Wiltshire Police which may be legally privileged and confidential. The information is intended for the use of the individual(s) or organisation(s) named above. Any opinions expressed may be those of the individual sender and not necessarily those of Wiltshire Police. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of the information is prohibited. If you have received this message in error, please notify us by telephone on 101 or +44 1380 826614 if dialling from overseas or alternatively via the Wiltshire Police website immediately. Please then delete this email and destroy any copies of it. All communications, including telephone calls and electronic messages to and from Wiltshire Police may be subject to monitoring. Replies to this email may be seen by employees other than the intended recipient. Although the sender has taken steps to protect the material sent, there is no guarantee that the communications will be virus-free.

This email originates from Wiltshire Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of

the email is strictly prohibited. Email content may be monitored by Wiltshire Council to ensure compliance with its policies and procedures. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third 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.

This email originates from Wiltshire Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of the email is strictly prohibited. Email content may be monitored by Wiltshire Council to ensure compliance with its policies and procedures. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third 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.

Lorraine McRandle

Subject: FW: Briefing Note 22-20 - Substantive Highways Scheme Fund Bid Application Process for Funding in 2023/24
Attachments: Briefing_Note_22-20
_The_Substantive_Highways_Scheme_Fund_Bid_Application_Process.pdf

From: Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>
Sent: Tuesday, October 18, 2022 11:58:47 AM
To: Teresa Strange <clerk@melkshamwithout.co.uk>; clerk@bgpc.org.uk <clerk@bgpc.org.uk>; Clerk Keevil <clerkkeevilpc@gmail.com>; Leon Karas(Clerk SAPC) <clerk@steeple-ashton.co.uk>; carolburch@btinternet.com <carolburch@btinternet.com>
Subject: Fwd: Briefing Note 22-20 - Substantive Highways Scheme Fund Bid Application Process for Funding in 2023/24

All

This is a useful scheme and worth a read.

Jonathon Seed
Wiltshire Councillor for Melksham Without West and Rural

From: Democratic and Member Services <Committee@wiltshire.gov.uk>
Sent: Monday, October 10, 2022 1:41:43 PM
Subject: Briefing Note 22-20 - Substantive Highways Scheme Fund Bid Application Process for Funding in 2023/24

Please find attached a copy of Briefing Note no. 22-20

An announcement that the Substantive Highways Scheme Fund will again be available in 2023/24 and Area Boards need to submit eligible bids by Friday 18th November 2022.

Note: this Briefing Note has been circulated to Parish and Town Clerks at the request of the author.

Kind regards

Democratic Services

Wiltshire Council

committee@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

Follow Wiltshire Council



[Sign up](#) to Wiltshire Council's email news service

This email originates from Wiltshire Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of the email is strictly prohibited. Email content may be monitored by Wiltshire Council to ensure compliance with its policies and procedures. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third 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.

The 'Substantive Highways Scheme Fund' Bid Application Process for Funding in 2023/24
Councillors Briefing Note
No. 22-20

Service: Highways and Transport **Further Enquiries to:** Spencer Drinkwater

Date Prepared: 30 September 2022 **Direct Line:** (01225) 713480

THE 'SUBSTANTIVE HIGHWAYS SCHEME FUND' BID APPLICATION PROCESS FOR FUNDING IN 2023/24

Background

A Substantive Highways Scheme Fund will again be made available in 2023/24 to enable Area Boards to bid (via their respective Local Highways and Footpath Improvement Groups (LHFIGs)) for funding to deliver priority transport schemes that exceed their Discretionary Highways Budget.

A two-year design and build programme has been adopted for Substantive Highways Schemes whereby Area Boards submit funding bids in the current year for detail design prior to implementation in the following financial year. As such, the bidding process will take place in 2022 for funding in 2023/24 financial year.

Subject to source funding remaining available¹, the Substantive Highways Scheme Fund for the 2023/24 financial year will be set at £250,000.

Mechanism for Awarding Substantive Highway Scheme Funding

The mechanism to be used to award Substantive Highway Scheme Funding will be that agreed by the Cabinet Member for Highways and Transport in July 2011.

With this mechanism, competing scheme bids are assessed and awarded funding according to two factors:

- Value for money
- Deliverability

Value for money is the ratio of the cost and benefit of the prospective schemes. Under this system, the benefit is determined from the priority score following assessment under the Scheme Assessment Framework (see **Appendix 1**) and the cost is that which would be borne by the Council in implementing the scheme. In this way, the cost/benefit ratio of any scheme is calculated to both acknowledge and stimulate contributory funding from town/parish councils and other external bodies.

¹ Local Transport Plan Integrated Block – Annual Grant Funding from Department for Transport

INTEGRATED TRANSPORT SCHEME ASSESSMENT FRAMEWORK

OBJECTIVES	FACTOR	DESCRIPTION	SCORE
SAFETY	Accidents	Number of pedestrian/cycle accidents over proposed length of scheme (last 3 years): 2 points per accident up to a maximum of ten points for five or more accidents	(0 – 10)
	Threat and Intimidation	Traffic volumes: < 300v/hr = 0pts, 300-600v/hr = 2pts, > 600 v/hr = 3pts Traffic speeds: 0-5mph asl* = 0pts, 5-10mph asl* = 2pts, > 10mph asl* = 3pts % HGVs: < 1% = 0pts, 1-5% = 1pt, > 5% = 2pts % Through traffic: < 10% = 0pts, 10-50% = 1pt, > 50% = 2pts Existing facilities: 1 point deducted for each existing facility	(0 - 10)
ACCESSIBILITY	Population Benefiting	Number of people potentially benefiting from a scheme: 0-10 = 1pt, 10-100 = 2pts, 100-200 = 3pts, 200-500 = 4pts, 500-1000 = 5pts, 1000-2000 = 6pts, 2000-4000 = 7pts, 4000-8000 = 8pts, > 8000 = 10pts	(0 – 10)
	School Travel	Would a scheme offer improved facilities or a safer environment for children walking/cycling to school(s)? Yes = 5pts; No = 0pts Does the school have a 'live' School Travel Plan? Yes = 5pts; No = 0pts	(0 – 10)
	Amenity Links	To what level would a scheme serve local amenities: 2 points each for a food shop, leisure centre, community centre, public house and Post Office	(0 – 10)
ECONOMY	Economic Considerations	Would a scheme improve pedestrian/cycle access to an urban commercial/retail area? Yes = 5pts; No = 0pts Would a scheme improve the pedestrian/shopping environment in an urban commercial/retail area? Yes = 5pts; No = 0pts	(0 – 10)
INTEGRATION	Network Linkages	Would a scheme improve existing networks? Link on a town cycle network = 5 pts (Link on a recreational cycle/walk route = 2pts) Improved pedestrian link = 5 pts Improved disabled access = 5pts Link to a bus/rail station = 5pts (link to bus stop = 2pts)	(0 – 20)
ENVIRONMENT	Environmental Considerations	Could the scheme help achieve modal shift and reduce car use? Yes = 5pts; No = 0pts Is the scheme in an Air Quality Management Area? Yes = 5pts; No = 0pts	(0 – 10)

* asl = Above speed limit

APPENDIX 2

Cost/Benefit

Scheme Name	Total Cost of Scheme (£000s)	Contribution (from CATG or other party) (£000s)	Cost to WC (£000s)	Benefit Score (from Scheme Assessment Framework)	Cost to Benefit Ratio
	A	B	A-B	0-90	A-B/Benefit Score
Example Scheme X	60	30	30	50	0.60
Example Scheme Y	60	0	60	50	1.20

Deliverability

		0 = no risk 1 = low risk 2 = medium risk 3 = high risk
Technical	From a technical standpoint, what is the level of confidence in our ability to implement the proposal? Are there any likely departures from standards involved in developing or implementing the proposal? Is there sufficient land to implement a scheme that meets standards?	x
Legal/Procedural	Are there any statutory procedures that are likely to prove a barrier to delivery? What is the level of confidence that they can be dealt with?	x
Operational	Are there any aspects of the proposals which would result in the Council incurring significant additional costs over its projected life?	x
Financial:	Evidence from past transport projects illustrates that there is a systematic tendency for project appraisers to be overly optimistic when estimating costs. This assessment should appraise the likelihood of the project being delivered within the estimated cost.	x
Public	Has the proposal been made public? If so, how acceptable is the proposal? Are there likely to be objections from particular sections of the community or from particular areas?	x
	Deliverability Score	$\sum x \div 5$

Overall Score = Cost/Benefit x Deliverability

Application for Substantive Highways Scheme Funding

This form should be completed and submitted to the highways officer serving your Area Board's Local Highway and Footpath Improvement Group (LHFIG) by Friday 18th November 2022 and copied to Spencer Drinkwater in the Sustainable Transport Group

Applicant Details:

Name:	
Area Board:	
Email:	
Tel:	

Description and Location of Proposed Scheme:

Scheme name	
Town/village:	
Road name/area of town/village:	
Brief description of scheme:	

Scheme Costs and Funding Sought:

Estimated total cost of Scheme	£
Contribution from LHFIG's Discretionary Highways Budget	£
Contributions from third parties (e.g. town/parish councils)	£
Funding sought from Substantive Highway Scheme Fund	£

.....
**Signature of Area Board Chair/Strategic Engagement
 and Partnership Manager:**

.....
Date:

Deliverability is an assessment of how challenging a scheme would be to implement within the next financial year, considering technical, legal/procedural, operational, financial and public factors. Schemes are given a 'confidence score' based on these factors.

Appendix 2 sets out the Substantive Highways Scheme Bid Evaluation Formula incorporating the above value for money and deliverability criteria. It should be noted that, as the Council is looking to fund those schemes that are easily deliverable, and offer the maximum benefit for the minimum cost, the successful bids will be those that achieve the lowest score.

Eligibility to Bid for Substantive Highway Scheme Funding

An Area Board is eligible to bid for Substantive Highway Scheme Funding when the cost of implementing a scheme is estimated to exceed its annual Discretionary Highways Budget allocation.

Schemes which can be achieved within an Area Board's Discretionary Highways Budget or where it is reasonable and realistic to implement discrete, stand-alone sections in phases over time are not eligible for Substantive Highways Scheme Funding. However, projects that comprise a number of separate but linked elements that form an integral highway improvement will be eligible.

Each bid must include a local financial contribution to the scheme. This can come from the relevant LHFIFG or another source, such as a parish or town council, or be a combination of different sources. In line with the information considered in the report by Wiltshire Council's Cabinet on the change to LHFIFGs, groups are reminded that the level of contribution should equate to one third of their annual discretionary allocation. In addition, the sum of the local contribution and the bid for Substantive Highways Scheme Funding must cover the full estimated cost of implementing the scheme.

Schemes for which bids are submitted must have been developed to a stage which demonstrates that the detail design work can be achieved in 2022/23 and the scheme delivered in the 2023/24 financial year when the funding will be available. Development of a scheme should include topographical surveys, completion of statutory processes, early-stage design and scheme drawing, and detailed cost estimates. The extent of scheme development prior to the submission of a Substantive bid will depend on the type of scheme being proposed and advice should be taken from council officers. Schemes submitted without reaching the required development stage will score poorly and are unlikely to secure funding.

Area Boards can submit up to two bids, although bidding more than once may reduce an Area Board's chances of success as the bids would effectively compete against each other.

Bidding Process

Bids should be completed on the attached pro-forma application form (see **Appendix 3**) and submitted by **Friday 18 November 2022** to the highways officer serving the relevant Area Board LHFIFG. The bids will then be scored in accordance with **Appendix 2**.

It is anticipated that a provisional decision on the awarding of funding will be made in December 2022 by the Cabinet Member for Transport, Waste, Street Scene and Flooding.

Teresa Strange

From: Teresa Strange
Sent: 06 October 2022 16:15
To: Rowe, Jenny; Harryman, Sarah
Cc: Marianne Rossi
Subject: Use of the MWPC meeting space by 3rd parties

Dear Jenny and Sarah

Just to be transparent in terms of working together and not conflicting with the lease clause about us not subletting, and in terms of not competing with the Campus for room hirings.

We have had a few enquiries from 3rd party organisations to use our meeting space facilities.

We have said yes to:

1. Wiltshire Council's Northern Flood Operation meeting in November. The parish council are active members of this group which moves around the north of the county when it meets every 2 months. I did suggest the large meeting room next door but they wanted to use the AV facilities we have as it's a hybrid meeting, and I think the idea is its hosted by the parish. Nominal charge of £10 per hour to be made for use of our AV equipment and providing refreshments
2. Melksham Oak secondary school, school council, the idea is for them to use the facilities of the parish council, so they "feel" like they are operating like a council in a council chamber. Nominal charge of £10 per hour to be made for use of AV facilities and refreshments, with 50% discount as a school.

We have said no to:

1. Local parish council clerk wanting to work from our office, suggested they contact the Campus to hire the small meeting room and we are still next door for local clerk support.

I don't think there is a need to let you know of such bookings, only to Sarah for the diary from an operational point of view, but just wanted to be sure that we were setting the correct precedent moving forward.

With kind regards,

Teresa

Teresa Strange

Clerk

PLEASE NOTE THE NEW ADDRESS:

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

Wiltshire

SN12 6ES

01225 705700

AGENDA ITEM

Quarterly income and expenditure report analysis for Qtr2

July, August, September 2022

1. **(1076) Precept-** Total amount of precept has been received for this financial year.
2. **(4070) Chairmans Allowance-** Following the Finance Committee meeting (23rd May 2022 min.47/22) the Chairmans allowance is being paid monthly, rather than quarterly for this financial year.
3. **(4120) Postage-** Postage for this financial year was budgeted based on the council agenda packs going paperless, therefore much less post going out. As of October 2022, most agenda packs are going paperless, so there should be less expense on postage going forward.
4. **(4130) Photocopying-** This is higher than anticipated at budget setting as stated above under postage agenda packs were going paperless, however this has only recently been implemented.
5. **(4210)- Safety/PAT Check-** This is due November/ December time.
6. **(4200) Room Hire/ Zoom-** This cost heading is much higher than anticipated as the council had to hold their meetings at Melksham Rugby Club for a short time, until they could move into the Campus. The other expense coming out of this cost heading is the Zoom subscription at £11.99 per month.
7. **(4351)- New equipment & Furniture-** Items purchased for office move.
8. **(4352)- Office relocation-** Cost associated with office move.
9. **(4390) Professional Services-** Legal fees for Campus lease.
10. **(4048) Office staff & Mileage-** Mileage for the Clerks SLCC regional training conference. Also, the Allotment Warden attended ROSPA play area training in Swindon.
11. **(4055) Staff Training-** Majority of this is the ROSPA training for the Allotment Warden. This was budgeted in the last financial year and although this was booked in good time, the council wasn't invoiced until the training was attended.
12. **(1190) Defibrillator-** Annual maintenance fees for all defibs.

- 13.(4281) Insurance-** This has been split between the sports field.
- 14.(4410) ROSPA Inspections-** There is a -£840 in this cost code this is due to an accrual being made at year end. This is for the quarterly inspections undertaken by Id Verde; however, the council have never been invoiced for this despite continuously asking for a bill.
- 15. (4490) Repairs and Maintenance Parish-** This is over budget as the council are paying for the maintenance of the former Carson's Tyre roundabout until a sponsor can be found. This is charged at £110 per time.
- 16.(4540) Speed Indicator Device-** The parish council have purchased a 2nd defib. Just to note that ID Verde have not ever charged for erecting the SID fortnightly.
- 17.(4590) Street furniture-** Replacement noticeboards for outside Shaw Village Hall and Pilot Pub.
- 18. (4785) Replacement Wiltshire Council bins-** Replacement bins for outside Burnt Cottages, Beanacre and near Shaw dog kennels. Note: that £819 was for both bins with £315 invoiced for October pay run by JH Jones for installation.
- 19.(4820) Shurnhold Fields-** There is a minus under this heading which is due to the caretaking duties for the last financial year at Shurnhold Fields. We are still awaiting bills for these from MTC.
- 20. (4670) Melksham Public Toilets-** There is a minus in this code as still awaiting invoice from MTC for the parish council contributions towards the toilets for the last financial year.
- 21.(4282) Insurance Sports Field-** This was split 50% with the insurance for the parish.
- 22.(4312) Pavilion Gas-** The parish council are invoiced quarterly for the gas, note that we are over budget for this due to the current cost of energy prices.
- 23. (4405) JSF Hedge Maintenance-** This was for the hedge cut last year, however this was only recently invoiced.
- 24. (4721) Repairs and Maintenance JSF-** A lot of this cost is for the fallen elm removal and fence panel repair on the boundary with Great Bear.

25.(4791) Boiler Service JSF- This is for an annual boiler and water heater service which has been done for this financial year.

26. Allotment income (1310 & 1320)- Due to the allotment year being between two different financial years, 50% of income received in the last financial year was transferred over to this year. Therefore, this is not a true reflection of income received to date for this financial year

27.(4722) Repairs & Maintenance allotments- Minimal amount budgeted but this is for the replacement shed keys required. The council are currently keeping an eye on the water troughs as they are subsiding a bit, not so much that it is causing an issue. But any costs associated with this if anything was required to be done would come from this code.

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

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

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

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

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

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

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

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

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

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

Bank Reconciliation Statement as at 30/09/2022
for Cashbook 3 - Fixed Term Deposit

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Fixed Term Deposit	31/03/2022		0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 02027655	30/09/2022		589,816.99
			<u>589,816.99</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			589,816.99
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			589,816.99
		Balance per Cash Book is :-	589,816.99
		Difference is :-	0.00

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

Your Account

Sort Code 30-98-75
 Account Number 02027655

TREASURERS ACCOUNT

01 September 2022 to 30 September 2022

Money In	£175,566.46	Balance on 01 September 2022	£415,311.23
Money Out	£1,180.66	Balance on 30 September 2022	£589,816.99

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Sep 22	ST ENVIRONMENTAWM0 ST ENVIRONMENTAWM0	DD -02905		119.96 ✓	415,311.23
01 Sep 22	GLOVER JOHN 091-MR300419 FP22244004998293 070436	FPI -02909	4.47 ✓		415,315.70
09 Sep 22	SSE GAS 093814651	DD -02908		726.32 ✓	414,589.38
09 Sep 22	006100	CHQ -02873		12.00 ✓	414,577.38
13 Sep 22	HMRC VTR XDV126000100456	BGC -02910	56,734.97 ✓		471,312.35
20 Sep 22	PNET5057509-1 PNET5057509-1	DD -02911		36.60 ✓	471,275.75
21 Sep 22	E.ON NEXT A-B6D90EBC-001	DD -02906		137.59 ✓	471,138.16
21 Sep 22	[REDACTED] K BSF13 FP22264016538745 070116	FPI -02912	30.00 ✓		471,168.16
22 Sep 22	SIRUS LTD STL5927B	DD -02907		148.19 ✓	471,019.97
22 Sep 22	[REDACTED] PLOT 29/31 BSF FP22265017856530	FPI -02913	60.00 ✓		471,079.97
22 Sep 22	[REDACTED] 4B BYF 58202932378911000N 560060	FPI -02914	30.00 ✓		471,109.97
23 Sep 22	WILTSHIRE COUNCIL 20056008182022	BGC -02904	117,844.52 ✓		588,954.49
23 Sep 22	[REDACTED] BSF17 FP22266019462154 070116	FPI -02915	30.00 ✓		588,984.49
23 Sep 22	[REDACTED] PLOT 1 BSF 330917333380329001 401227	FPI -02916	30.00 ✓		589,014.49
23 Sep 22	[REDACTED] BYF PLOT 8B 971355222201329001 401100	FPI -02917	30.00 ✓		589,044.49
23 Sep 22	[REDACTED] BERRYFIELD PLOT2B	FPI -02918	120.00 ✓		589,164.49

(Continued on next page)

TREASURERS ACCOUNT

Sort Code 30-98-75
Account Number 02027655

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
23 Sep 22	[REDACTED] BYF 7B FP22266000490761 070116	FPI - 02919 ✓	30.00		589,194.49
23 Sep 22	[REDACTED] 12A+B BERRYFIELD	FPI - 02920 ✓	60.00		589,254.49
23 Sep 22	[REDACTED] BYF 11A+11B RP4679968149742800 200506	FPI - 02921 ✓	60.00		589,314.49
26 Sep 22	[REDACTED] 17B BYF FP22267001724072 070116	FPI - 02922 ✓	30.00		589,344.49
26 Sep 22	[REDACTED] INV-298- MR200922	FPI - 02923 ✓	120.00		589,464.49
26 Sep 22	[REDACTED] 32 BSF 598576558021529001 401604	FPI - 02924 ✓	30.00		589,494.49
26 Sep 22	[REDACTED] 23 24 BSF 000902315441529001 403213	FPI - 02925 ✓	60.00		589,554.49
26 Sep 22	[REDACTED] BSF 30 300000001007074596 111320	FPI - 02926 ✓	30.00		589,584.49
27 Sep 22	[REDACTED] BYF PLOT 18B 300000001007891007 775005	FPI - 02927 ✓	30.00		589,614.49
27 Sep 22	[REDACTED] 8ABYF FP22270007180911 070246	FPI ✓		30.00 - 02928	589,644.49
28 Sep 22	[REDACTED] 18A BYF ALLOTMENT	FPI ✓		30.00 - 02929	589,674.49
28 Sep 22	[REDACTED] 1SM BYF ALLOTMENT	FPI ✓		22.50 - 02930	589,696.99
30 Sep 22	[REDACTED] BSF10&11 FP22272042070278 070116	FPI ✓		60.00 - 02931	589,756.99
30 Sep 22	[REDACTED] 9A BYF RP4679969036230400 202678	FPI ✓		30.00 - 02932	589,786.99
30 Sep 22	[REDACTED] 16 400000001011582412 309875	FPI ✓		30.00 - 02933	589,816.99

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Bank Reconciliation Statement as at 30/09/2022
for Cashbook 2 - Unity Bank

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	30/09/2022	100	258,432.85
			<u>258,432.85</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			258,432.85
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			258,432.85
		Balance per Cash Book is :-	258,432.85
		Difference is :-	0.00

VAT Reclaim

Due to the large amount of VAT that the council are claiming back from the village hall build it was resolved at the Full Council meeting on Monday 25th April 2022 (min. 544/21giii) to submit a VAT claim once every month for this financial year.

For the second quarter we have submitted the following claims:

July 22)	£26,817.96 (Arrived in bank 13 th Sept
August	£29,917.01 (Arrived in bank 13 th Sept 22)
September	£17,477.91- Not arrived in bank yet

Total reclaimed for QTR2 £74,212.88

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		431,896.90					431,896.90	
028- CHQ	Banked: 26/09/2022	180.00						
V2937-028	AFC Melksham	60.00			1210	210	60.00	Pitch hire 4th Sept
V2938-028	AFC Melksham	120.00			1210	210	120.00	Pitch Hire October
Total Receipts for Month		180.00	0.00	0.00			180.00	
Cashbook Totals		<u>432,076.90</u>	<u>0.00</u>	<u>0.00</u>			<u>432,076.90</u>	

Payments for Month 6

Nominal Ledger Analysis

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

Continued on Page 149

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/09/2022	Jens Cleaning	V2885-BACS	183.00			4381	220	183.00	Inv.1066- Changing room clean
27/09/2022	Jens Cleaning	V2886-BACS	20.00			4352	120	20.00	Inv.1067- Meeting chairs clean
27/09/2022	Wilts & Berks Canal	V2887-BACS	25.00			4650	170	25.00	Inv.171-Annual subscription
27/09/2022	Office Right Business Solution	V2888-BACS	189.98		31.66	4351	120	158.32	Inv.96344-Whiteboards
27/09/2022	JH Jones & Sons	V2889-BACS	681.00		113.50	4721	220	567.50	Inv.3029-Crack fill-Youth pitc
27/09/2022	Wiltshire Pension Fund	V2890-BACS	1,777.33			4000	130	222.81	Period 6- September 2022
						4020	130	107.48	Period 6- September 2022
						4010	130	108.78	Period 6- September 2022
						4045	130	1,338.26	Period 6- September 2022
27/09/2022	HM Revenue & Customs	V2891-BACS	2,190.07			4000	130	431.40	Period 6- September 2022-T
						4000	130	315.33	Period 6- September 2022-NI
						4020	130	139.40	Period 6- September 2022-T
						4020	130	106.67	Period 6- September 2022-NI
						4010	130	143.80	Period 6- September 2022-T
						4010	130	109.66	Period 6- September 2022-NI
						4460	142	151.20	Period 6- September 2022-T
						4800	320	25.00	Period 6- September 2022-T
						4070	120	32.80	Period 6- September 2022-T
						4041	130	734.81	Period 6- September 2022
27/09/2022	Aquasafe Environmental Ltd	V2898-BACS	138.00		23.00	4212	220	115.00	Inv.220715-July PPM Visit
27/09/2022	Aquasafe Environmental Ltd	V2899-BACS	354.00		59.00	4582	142	295.00	BYF V Hall Legionella R/A
27/09/2022	PKF Littlejohn LLP	V2900-BACS	1,920.00		320.00	4100	120	1,600.00	732-External Auditor fee 21/22
27/09/2022	Wiltshire Council	V2901-BACS	2,593.25			4270	140	2,593.25	Office rent-1.10.22-31.12.22
27/09/2022	Office Right Business Solution	V2880-BACS	24.13		4.02	4150	120	20.11	Inv.345- A4 Paper
28/09/2022	Teresa Strange	V2892-BACS			0.92	4000	130		September 2022 Salary
						4582	142	3.75	Toilet Rolls BYF V Hall
						4155	120	3.98	Council meeting refreshments
						4120	120	70.72	2nd Class Stamps
						4155	120	8.70	Refreshments & Flowers Pavilio
									£6,128.53
28/09/2022	Lorraine McRandle	V2893-BACS				4020	130		September 2022 Salary
28/09/2022	Marianne Rossi	V2894-BACS			3.33	4010	130		September 2022 Salary
						4150	120	16.62	Tablecloth-Book of condolence
28/09/2022	Terry Cole	V2895-BACS				4460	142		September 2022 Salary
						4050	142	47.50	Travel Allowance
						4051	142	39.60	Mileage x88 miles
28/09/2022	David Cole	V2896-BACS				4800	320		September 2022 Salary
						4051	142	9.00	Mileage x20 miles
28/09/2022	John Glover	V2897-BACS	48.80			4070	120	48.80	September 2022-Chairs Allowanc

Continued on Page 150

Payments for Month 6**Nominal Ledger Analysis**

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

Receipts for Month 6

Nominal Ledger Analysis

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

Continued on Page 161

Receipts for Month 6

Nominal Ledger Analysis

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

Payments for Month 6

Nominal Ledger Analysis

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

Receipts for Month 6

Nominal Ledger Analysis

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

Payments for Month 6

Nominal Ledger Analysis

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



Ms Teresa Strange
Melksham Without Parish Council
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
23 September 2022

Our Ref:
WI0162

SAAA Ref:
SB05750

Melksham Without Parish Council Completion of the limited assurance review for the year ended 31 March 2022

Dear Ms Strange

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Melksham Without Parish Council for the year ended 31 March 2022. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory which must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference WI0162 or Melksham Without Parish Council as a reference when paying by BACS.

Timetable for 2022/23

The 2021/22 reporting year is the last year of our current five-year contract with SAAA. If we are appointed as your external auditor for the subsequent five-year contract for years 2022/23 to 2026/27, the timetable will be broadly similar to that for 2021/22. If we are not appointed as your external auditor, the successor auditor will contact you directly to notify you of their timetable.

Feedback on 2021/22

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Melksham Without Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Melksham Without Parish Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Melksham Without Parish Council on application to:</p>	
<p>(a) _____ _____ _____ _____</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p>
<p>(b) _____ _____ _____</p>	<p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) _____</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) _____</p>	<p>(e) Insert the date of placing of the notice</p>



Ms Teresa Strange
Melksham Without Parish Council
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES

Our ref WI0162
SAAA Ref SB05750
Invoice No. SB20222732
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 23 September 2022

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£1,600.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,600.00
VAT @ 20%	£320.00
TOTAL PAYABLE	£1,920.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For payments by credit transfer, our bank details are:-

**HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include WI0162 or Melksham Without Parish Council as the reference.**

For account queries, contact creditcontrol@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.



Ms Teresa Strange
Melksham Without Parish Council
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES

Our ref WI0162
SAAA Ref SB05750
Invoice No. SB20222732
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 23 September 2022

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£1,600.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,600.00
VAT @ 20%	£320.00
TOTAL PAYABLE	£1,920.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For payments by credit transfer, our bank details are:-

**HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include WI0162 or Melksham Without Parish Council as the reference.**

For account queries, contact creditcontrol@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Melksham Without Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20th June 2022

and recorded as minute reference:

*

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

E. Stafford
J. Prange

www.melkshamwithout.co.uk

* minutes yet to be produced

Section 2 – Accounting Statements 2021/22 for

Melksham Without Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	680,961	1,009,568	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	221,234	217,977	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	371,674	673,315	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	116,539	115,605	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	52,594	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	147,762	402,961	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	1,009,568	1,329,700	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	1,023,306	1,386,874	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	303,010	591,426	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	445,500	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

J. Arange
16th June 2022.

I confirm that these Accounting Statements were approved by this authority on this date:

20th June 2022

as recorded in minute reference:

*

Signed by Chairman of the meeting where the Accounting Statements were approved

C. Pafford

* minutes yes to be produced

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Melksham Without Parish Council – WI0162**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The minutes of the meeting at which the AGAR was approved have been reviewed and demonstrate Sections 1 and 2 were approved in the correct order. The relevant minute references are 08/22 d) and 08/22 e) for Sections 1 and 2 respectively.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

22/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Lorraine McRandle

Subject: FW: Sale of Rialtas to Harris Computer Corporation and Handover of Leadership
Attachments: FINAL Customer Letter and FAQ 2022-10-11.pdf

From: Customer.Accounts <customer.accounts@rialtas.co.uk>
Sent: 11 October 2022 10:36
Subject: Sale of Rialtas to Harris Computer Corporation and Handover of Leadership

Dear Clerk/RFO/CEO/Director,

It is with excitement and sadness that I let you know that as of Friday, Kevin, my co-Director and I have sold Rialtas to N. Harris Computer Corporation. Harris is a subsidiary of Constellation Software, Inc. which is the 2nd largest software company in Canada.

Their strategy is to acquire software companies and keep them for life, unlike Private Equity companies who buy, grow and sell every 3-5 years. When making our decision this was incredibly important to us as we didn't want this disruption to the team or to our customers every few years. Harris also nurtures their businesses to grow sustainably for the long term rather than to increase profit for the next sale which could impact the levels of service you would receive.

Harris also treats their acquired businesses as separate business units which are led autonomously. This means Rialtas retains its brand, its own strategy and budget which was also incredibly important to us. As you know, we have run Rialtas for 14 years and we would only ever want it to go to the right home. Having spoken to other founders that sold their business to Harris, we know that Harris is the right home for Rialtas.

We also have more news, Caroline is stepping down as Rialtas' Managing Director with immediate effect. This is entirely her decision, to enable her to start her retirement. Kevin is also stepping down immediately as Rialtas' Technology Director, to pursue other interests in the Private Sector. We will continue for a limited period in a consultancy role, to support and help Rialtas find its feet in its new home, while we handover to the new management team.

Rialtas will be led from within a current Harris UK business called Quicksilva, who are experts in NHS integration and digital managed services. While Rialtas transitions into Harris, Andy Cripps – the current Executive Vice President at Quicksilva – will take over the day-to-day operations of Rialtas.

Attached is a formal letter and FAQ, announcing this change, but we really wanted to let you know as our relationship goes beyond the receipt of a formal letter. I know the team at Rialtas will look forward to continuing to work with you.

Caroline Buckland
Former Managing Director

Kevin Hicks
Former Technology Director



11th October 2022

Re: Rialtas Business Services Limited (“Rialtas”)

Dear Customer,

Sale of Rialtas to Harris Computer Corporation and Handover of Leadership

Thank you for your support and partnership with Rialtas. The team and I have enjoyed working with you and your organisation and hope you feel the same about us.

My message to you today is delivered with excitement and sadness as Kevin Hicks and I have decided it’s time for us to put into motion our long-considered plan to ensure Rialtas, its customers, and employees grow and thrive long beyond our personal tenure.

We have chosen to sell Rialtas and all its products and services to N. Harris Computer Corporation, which is part of Constellation Software, Inc. [Harris](#) has a solid reputation globally serving a broad mix of public and private sector organisations. Their core values reflect how we have endeavoured to operate over the years and we trust them to continue to successfully serve you and your teams for many more years.

There are FAQs attached to this message that should help introduce Harris, as well as answer key questions you may have.

Kevin and I have also made the decision to step down as the Directors of Rialtas. The Rialtas business will be operated from within Harris’s UK portfolio, specifically working alongside the Leadership Team at [Quicksilva Limited](#) – an established and highly reputable company providing Healthcare Integration Services and Cloud Application Management to a range of customers, including the NHS, government departments and local government.

Andy Cripps, as the Executive Vice President (Managing Director) at Quicksilva, will assume the overall leadership of Rialtas, while the Rialtas team continue to focus on delivering to you - ensuring continuity of the quality products and services that you expect from Rialtas. I am confident that our team is in good hands.

Andy and the team will work with Steve Hammond, Senior Executive Vice President at Harris, as they get Rialtas integrated with and acclimatised to the new company. Both Kevin and I will remain supportive of the Rialtas business in a consultancy role as it starts its next chapter within Harris.

With your support we have grown every year since 2008, establishing our position as the market leading provider of accounting and administration solutions to local councils, supporting over 1000 individual councils across the UK.



Today, the acquisition by Harris, with its clear synergies and complementary capabilities in the Local Government space, will offer Rialtas greater opportunity to develop its technology further and to grow the business overall giving you more reassurance of our long-term future. Our focus will not change – we will continue to build our specialist, innovative solutions, supporting you to deliver your local services.

We will continue to operate Rialtas as a distinct legal entity, from our offices near Swindon. Our team and your contacts will remain the same.

Your Solution Support team is on hand to answer any queries you may have – please do get in touch!

Thank you for your continued support, and we look forward to working with you through this next phase of our journey.

Kind regards

Caroline Buckland
Former Managing Director
Rialtas Business Solutions Limited
caroline.buckland@rialtas.co.uk
01793 731296

Andy Cripps
Executive Vice President
Quicksilva Limited (part of N.
Harris Computer Corporation)
acripps@harriscomputer.com
+44 (0) 1249 751 000



Rialtas Client FAQ

Q: Why did Rialtas select Harris Computer Systems (Harris)?

A: Rialtas is successful because of the longstanding commitment to its clients and team members. Knowing that Harris has a long and successful history of helping organisations run smoothly was a key factor in Rialtas' selection of Harris. Harris offers Rialtas and its valued clients the high-quality management and long-term financial stability necessary for Rialtas' ongoing support, services, growth, and innovation. This change provides assurance for our enduring stability and the continuation of the Rialtas product line for many years to come.

Q: Why did Harris acquire Rialtas?

A: The primary reasons that Harris acquired Rialtas are:

1. You, the Rialtas clients. The loyal, long-term clients and partners who are invested in Rialtas can now rely on Harris to work with you in understanding the challenges and changes going on in your world. Harris sees great value in these relationships and the partnerships that have been created over the years. You are valuable partners with whom we will share mutual success for many years to come.
2. The Rialtas team members. They are dedicated, loyal, experienced, and have tremendous knowledge. As a software company, Harris knows that our value is derived from our team members – they create the Rialtas solutions and deliver the support and services necessary to build and grow great, long-term relationships.
3. The Rialtas products and services. Rialtas' product portfolio is proven, reliable, stable, feature-rich, and supports the Harris goal of enabling our clients to serve their customers better. We firmly believe that Rialtas provides us with an excellent foundation for future growth.

Q: Why is the Harris-Rialtas combination good for me?

A: There are many reasons why you should be excited about Harris and Rialtas, including:

1. As part of a financially secure and publicly traded company, Harris delivers long-term confidence and stability for all Rialtas clients for decades to come.
2. Harris does not sell or divest the businesses it acquires – so Rialtas, its team members, and clients have a permanent home with Harris.
3. Harris is committed to our clients for the long haul with more than 66,000 local government, public safety, school, healthcare, and municipal utility customers.
4. The size and scale of Harris and its parent, Constellation Software, Inc. (<https://www.csisoftware.com/>), provide a solid foundation for future expansion and growth.



Q: *Who is Harris?*

A: Harris is a software company focused on providing solutions that empower people who serve their communities. We currently do this in utilities, local government, schools, public safety, and healthcare. We are focused on enabling our clients to deliver services, safety, and care to the citizens they serve. For more information, please visit our website at <http://www.harriscomputer.com>.

Q: *Will Harris stop selling or supporting any existing Rialtas products?*

A: All products will continue to be offered and supported. We do not anticipate any product strategy changes; we are committed to the existing product roadmaps as well as all client commitments.

Q: *If I have a current implementation or project in progress, will this change impact me?*

A: No. Rialtas implementation and project resources will continue. Your project contacts remain the same, so please feel free to reach out and talk to them. There are no changes to our timelines or commitments as a result of the acquisition.

Q: *Will I be forced to upgrade or change my software application?*

A: No. Harris will continue to develop, sell, implement, and support your existing applications. We will meet all contractual commitments and continue working in a manner that supports our existing long-term relationship and your continued success.

Q: *Does anything change with access to support?*

A: No. Please continue to contact support in the same way you always have and expect to receive the same great service from our knowledgeable staff of dedicated and experienced employees.

Q: *Will there be any change to my contractual relationship with Rialtas?*

A: No. The acquisition does not require the assignment or transfer of any contracts – it is business as usual for Rialtas and its clients.

Harris and Rialtas are committed to your success and continued partnership. We look forward to working together and building upon our relationship for many years to come.

Please do not hesitate to contact us for more information and ask any questions that you may have.

Andy Cripps

Executive Vice President
Quicksilva Limited (part of N. Harris Computer Corporation)
acripps@harriscomputer.com
+44 (0) 1249 751000

Steve Hammond

Senior Executive Vice President
Harris Public Sector Group



shammond@harriscomputer.com

07874 862811

Caroline Buckland

Former Managing Director

Rialtas Business Solution Limited

caroline.buckland@rialtas.co.uk

01793 731296

Teresa Strange

From: Grocock, Phil <phil.grocock@wiltshire.gov.uk>
Sent: 12 October 2022 21:07
To: Teresa Strange
Cc: Alford, Phil; Gosling, Laura; linda.roberts@melksham-tc.gov.uk
Subject: RE: Real Time Information in bus shelters in Melksham Without

Thanks Teresa – yes they certainly can be done in phases (you might want to split them into different financial years for instance).

The prices should stay the same, but we really need the contractor to assess the sites to understand the total cost, as provision of the electric supply is outside their control. Note that it might be better to survey a few more sites than you expect to be able to afford, just in case some come back as too expensive (we had that problem several years ago when trying to install some in Salisbury).

Many thanks

Phil Grocock
Bus Network Manager



Wiltshire Council's Passenger Transport Unit, County Hall, Trowbridge. BA14 8JN
Tel: 01225 713454 Email: phil.grocock@wiltshire.gov.uk

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 12 October 2022 15:30
To: Grocock, Phil <phil.grocock@wiltshire.gov.uk>
Cc: Alford, Phil <Phil.Alford@wiltshire.gov.uk>; Gosling, Laura <Laura.Gosling@wiltshire.gov.uk>; Linda Roberts (linda.roberts@melksham-tc.gov.uk) <linda.roberts@melksham-tc.gov.uk>
Subject: RE: Real Time Information in bus shelters in Melksham Without

Dear Phil

Many thanks for this, its really helpful.

This is a project that we are looking at with the town council and so we will come back to you after discussing with members and establishing a potential list of sites.

Do they all need to be done in one go, or can we do in phases? Would that price still hold?

With many thanks,

Teresa

Teresa Strange
Clerk

PLEASE NOTE THE NEW ADDRESS:
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham

Teresa Strange

From: Evans, Debbie <Debbie.Evans@wiltshire.gov.uk>
Sent: 14 October 2022 11:59
To: Teresa Strange
Cc: 'linda.roberts@melksham-tc.gov.uk'
Subject: FW: Real Time Information in bus shelters in Melksham Without

Good morning Teresa,

Thank you for your email.

I have discussed with Jane Herridge and we both agree the CIL receipts can be used for the Real Time Passenger Information. This falls under the criteria "*supporting infrastructure as a result of the development*"

Kind Regards

Debbie Evans
S106 & Community Infrastructure Levy Monitoring Officer
Planning

Wiltshire Council

Tel: 01225 716766
Email: debbie.evans@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
Follow Wiltshire Council



[Sign up](#) to Wiltshire Council's email news service

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 14 October 2022 11:14
To: Evans, Debbie <Debbie.Evans@wiltshire.gov.uk>
Cc: Linda Roberts (linda.roberts@melksham-tc.gov.uk) <linda.roberts@melksham-tc.gov.uk>
Subject: FW: Real Time Information in bus shelters in Melksham Without

Hi Debbie

I wonder if I can double check with you the use of CIL for putting Real Time Information in bus shelters etc, as outlined below. This is a joint project that Melksham Town Council and Melksham Without Parish Council are working on and think its an excellent candidate for CIL to use across our joint Neighbourhood Plan area. Its been queried by one of our Wiltshire Councillors which is why I am double checking; the query is because some of the cost is for maintenance rather than all capital expense.

We look forward to hearing from you in due course.

Kind regards,
Teresa

Teresa Strange
Clerk

PLEASE NOTE THE NEW ADDRESS:
Melksham Without Parish Council

First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700

From: Grocock, Phil <phil.grocock@wiltshire.gov.uk>
Sent: 12 October 2022 15:12
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Cc: Alford, Phil <Phil.Alford@wiltshire.gov.uk>; Gosling, Laura <Laura.Gosling@wiltshire.gov.uk>
Subject: FW: Real Time Information in bus shelters in Melksham Without

Hi Teresa

Further to our telephone conversation during the summer about RTPI in Melksham without, our new RTPI contractor has now been given an indicative price for installing RTPI displays at bus shelter that do not currently have them.

If an RTPI display can be easily fitted to an existing bus shelter that already has an electricity supply to it, a basic LED display will cost approximately **£6,020 per unit**. However this price could double if a separate power supply has to be provided as well.

The above price includes 54 months of maintenance, but maintenance will be a compulsory extra charge after that period. There will also be an additional cost if there is no bus shelter at the stop, as a special pole would need to be erected at that location to carry the sign.

Based on this information, I wonder therefore if you could give us an indication as to how many signs your Council would be interested in paying for initially and provide us with a provisional indication of which existing stops you would like to see those signs fitted to. This is purely to enable the RTPI contractor to go out and evaluate those locations and provide you with a more accurate indication on feasibility and cost, so that your Council can then decide on which stops (if any) it would like to progress.

I look forward to receiving this information from you.

Many thanks

Phil Grocock
Bus Network Manager

Wiltshire Council

Wiltshire Council's Passenger Transport Unit, County Hall, Trowbridge. BA14 8JN
Tel: 01225 713454 Email: phil.grocock@wiltshire.gov.uk

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: Friday, August 26, 2022 5:17:43 PM
To: Grocock, Phil <phil.grocock@wiltshire.gov.uk>
Cc: Alford, Phil <Phil.Alford@wiltshire.gov.uk>; Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>; Holder, Nick



MELKSHAM WITHOUT PARISH COUNCIL

SOCIAL MEDIA POLICY

1. Policy statement

- 1.1 This policy is intended to help employees including clerks, RFO's, Executive Officers, part-time, fixed-term and casual employees (collectively referred to as employees in this policy), volunteers and members make appropriate decisions about the use of social media such as blogs, social networking websites, forums, message boards, or comments on web-articles, such as Twitter, Facebook and LinkedIn.
- 1.2 This policy outlines the standards we require employees and volunteers to observe when using social media, the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy.

2. The scope of the policy

- 2.1. All employees, volunteers and members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of our council.
- 2.2. Breach of this policy by employees may be dealt with under our Disciplinary Procedures and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

3. Responsibility for implementation of the policy

- 3.1 The council has overall responsibility for the effective operation of this policy.
- 3.2 The clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.
- 3.3 All employees, volunteers and members should ensure that they take the time to read and understand it. Any breach of this policy should be reported

to the Clerk, (or in the case of the breach by the Clerk, to the Chairman of the Council).

- 3.4** Questions regarding the content or application of this policy should be directed to the Clerk.

4 Using social media sites in our name

- 4.1** Only the Clerk or staff as directed by the Clerk are to post material on a social media website in the council's name and on our behalf.

5 Using social media

- 5.1** We recognise the importance of the internet in shaping public thinking about our council and community. We also recognise the importance of our employees, volunteers and members joining in and helping shape local government conversation and direction through interaction in social media.

- 5.2** Before using social media on any matter which might affect the interests of the council you must:

- a) have read and understood this policy
- b) employees and volunteers must have sought and gained prior written approval to do so from the Clerk

6 Rules for use of social media

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:

- 6.1** Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
- 6.2** Any employee, volunteer or member who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website should inform the Clerk, or Chairman of the Council as appropriate.
- 6.3** Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Clerk.
- 6.4** Do not upload, post or forward any content belonging to a third party unless you have that third party's consent.
- 6.5** Before you include a link to a third-party website, check that any terms and conditions of that website permit you to link to it.

- 6.6 When making use of any social media platform, you must read and comply with its terms of use.
- 6.7 Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the council.
- 6.8 You are personally responsible for content you publish into social media tools.
- 6.9 Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- 6.10 Don't discuss employees without their prior approval.
- 6.11 Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion.
- 6.12 Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

7 Monitoring use of social media websites

- 7.1 Employees should be aware that any use of social media websites (whether or not accessed for council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedures.
- 7.2 Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and us.
- 7.3 In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct (this list is not exhaustive):
 - a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
 - b) a false and defamatory statement about any person or organisation;
 - c) material which is offensive, obscene
 - d) criminal, discriminatory, derogatory or may cause embarrassment to the council, members, or our employees;
 - e) confidential information about the council or anyone else
 - f) any other statement which is likely to create any liability (whether criminal or civil, and whether for you or the council); or
 - g) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.

Any such action will be addressed under the Council's Disciplinary Procedures/Code of Conduct and for employees may result in summary dismissal.

7.4 Where evidence of misuse is found we may undertake a more detailed investigation in accordance with our Disciplinary Procedures, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.

7.5 If you notice any use of social media by other employees or volunteers in breach of this policy please report it to the Clerk.

8 Monitoring and review of this policy

8.1 The Staffing & Resources Committee shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.

Adopted by Melksham Without Parish Council Min. 091/16 at Staffing & Resources Committee held 27th June 2016, approved by Full Council meeting Min 111/16 25th July 2016.

Based on SLCC Template April 2016.

Recommended for Re-adoption by the Staffing Committee on 16 March 2020 (Min 489c/19)

Wiltshire Council

Full Council

18 October 2022

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

Executive Summary

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

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

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

Proposal

That Full Council appoint Mr John McAllister as an Independent Person

Reason for Proposal

In accordance with S27 of the Localism Act 2011.

Perry Holmes

Director – Law & Governance (and Monitoring Officer)

Wiltshire Council

Full Council

18 October 2022

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

Purpose of Report

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

Background

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

Main Considerations

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

Safeguarding Implications

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

Equalities Impact of the Proposal

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

Procurement Implications

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

Risk assessment

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

Financial Implications

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

Equalities Implications

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

Legal Implications

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

Workforce Implications

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

Public Health Impact of the Proposals

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

Environmental and Climate Change Impact of the Proposals

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

Recommendation

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

Perry Holmes, Director, Legal and Governance

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

6 October 2022

Teresa Strange

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

Dear Councillor Chivers

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

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

Please see extract here:

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

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

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

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

And so not applicable to Melksham Without Parish Council.

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

Thankyou.
Regards,
Teresa

Teresa Strange

Clerk

PLEASE NOTE THE NEW ADDRESS:

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

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

From: Terry Chivers <terrychivers@icloud.com>

Sent: 17 October 2022 15:11

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

Subject: Fwd: Independent person

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

Begin forwarded message:

From:

Subject: Independent person

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

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

MINUTES

Meeting: Melksham Area Board
Place: Melksham Community Campus Library
Date: 21 September 2022
Start Time: 7.00pm
Finish Time: 8.35pm

Please direct any enquiries on these minutes to: Ben Fielding, Democratic Services Officer, (Tel): 01225718656 or (e-mail) benjamin.fielding@wiltshire.gov.uk. Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

Cllr Phil Alford - Melksham Without North and Shurnhold (Chairman)
Cllr Nick Holder - Bowerhill
Cllr Jon Hubbard - Melksham South
Cllr Jack Oatley - Melksham Forest
Cllr Mike Sankey - Melksham East
Cllr Jonathon Seed - Melksham Without West & Rural

Wiltshire Council Officers

Richard Rogers, Strategic Engagement Partnerships Manager
Dominic Argar, Assistant Multimedia Officer
Ben Fielding, Democratic Services Officer
Stuart Honeyball, Assistant Director - Transformation & Business Change

Town and Parish Councils

Melksham Without Parish Council
Melksham Town Council

Partners

Inspector Andy Lemon, Wiltshire Police

Total in attendance:22

<u>Minute No..</u>	<u>Summary of Issues Discussed and Decision</u>
87	<p><u>Chairman's Welcome, Introduction and Announcements</u></p> <p>The Chairman welcomed everyone to the meeting of the Melksham Area Board.</p> <p>The following Chairman's Announcements contained in the agenda pack were noted:</p> <ul style="list-style-type: none"> • Annual Canvass • Post 16 Skills and Participation Officer • Engagement and Partnerships team structure
88	<p><u>Apologies for Absence</u></p> <p>There were no apologies for absence.</p>
89	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 22 June 2022 were presented for consideration and it was;</p> <p><u>Resolved</u></p> <p>To approve and sign as a true and correct record of the minutes of the meeting held on 22 June 2022.</p>
90	<p><u>Declarations of Interest</u></p> <p>Cllr Nick Holder declared a non-pecuniary interest to Item 11, the Age Friendly Melksham grant application as a close relation was employed by the applicant.</p>
91	<p><u>Introduction</u></p> <p>Richard Rogers (Strategic Engagement and Partnerships Manager) introduced the meeting and made the following points:</p> <ul style="list-style-type: none"> • Richard Rogers introduced himself and provided an overview of his personal and professional backgrounds. • An overview of the Engagement Team restructure was provided with the role of Community Engagement Managers being removed and now replaced by Strategic Engagement Partnerships Managers and Area Board Delivery Officers. • Richard outlined there would be four parts to his role: <ol style="list-style-type: none"> 1) Working with the Area Board to achieve priorities alongside the Wiltshire Council business Plan. 2) Working with the wider community to advise and enable them to do

	<p>more within their local area.</p> <p>3) Dealing with corporate issues that may arise within the Council but may not sit within one service area or are unexpected.</p> <p>4) To recruit and manage a team of Area Board Delivery and Area Board Support Officers.</p> <ul style="list-style-type: none"> • It was also stated that Area Boards would have closer links to the Extended Leadership Team, with Assistant Director of HR and OD, Tamsin Kielb having been assigned to Melksham Area Board.
92	<p><u>Police Update</u></p> <p>Inspector Andy Lemon gave an update on behalf of the Melksham Community Policing Team. The update covered the following points:</p> <ul style="list-style-type: none"> • A team update was provided, with it noted that Inspector Gill Hughes had been seconded to work on a project to rectify issues identified by the recent HMP Report. • In September, two successful drug warrants were issued as a result of community intelligence which was acted on, leading to several arrests. • The police have been active and were involved in positive community engagement at the Melksham Food and River Festival. On the day, public issues were surveyed, with members of the public stating that they were concerned about boy racers, congregating youths and anti-social behaviour. • It was noted that none of the top offenders recently were residents of Melksham and that there had been a decrease in burglaries with crime as a whole on a downward trend. • The force is looking to get additional resources in place to increase those on foot around the town. <p>Following the verbal update, there was time for the following points and questions to be raised:</p> <ul style="list-style-type: none"> • It was suggested that though there seems to be heavy policing in the town, residents of villages feel let down and that they do not feel as though the police are servicing their area. Inspector Lemon stated that there is a strong belief that the police should be attending Parish Council meetings and that written reports should be provided, as well as being available to take questions and raise community concerns. • It was stated that currently the police currently has a young workforce with 60% of officers having less than 3 years of service. In addition there are a lot of sergeant vacancies, with a lot of recruitment issues down to pay. Many recruits are joining straight from university or school and therefore do not have as much life experience. • Feedback was provided that it was positive to hear that the police are aware of the boy racer problem. Inspector Lemon stated that further work will be conducted in the autumn months as these groups tend to congregate at Bowerhill on the old leisure centre site.

	<ul style="list-style-type: none"> • It was clarified that generally these are not the cars of residents but rather drivers who migrate in from Devizes and the surrounding area, with gatherings of over 200 cars having taken place in Swindon and Trowbridge industrial estates.
93	<p><u>Fire & Rescue Update</u></p> <p>The Area Board noted the extensive report which had been attached to the agenda pack.</p>
94	<p><u>Update on investment at Melksham House</u></p> <p>Cllr Phil Alford provided an update on the investment at Melksham House. The update covered the following points:</p> <ul style="list-style-type: none"> • After a period of preparation work, construction started on the renovation of Melksham House two weeks ago, with an estimated completion date of Winter 2023. • A budget of £4.2m has been agreed by Cabinet. • Once complete, Melksham House will offer considerable office space, meeting rooms and a community hall. • The improvements to Melksham House will make it a zero-carbon facility, including modern sustainable technology. • During the presentation, an aerial and side profile views of the development were provided. <p>Following the verbal, update, there was time for the following points and questions to be raised:</p> <ul style="list-style-type: none"> • Regarding the business case for the development, it was clarified that the building is Grade II listed with Wiltshire Council obliged to look after it. The Business case was to fit with planning recommendations and money would not be recouped for the development straight away.
95	<p><u>Cost of Living Crisis - An update on Wiltshire Council's Response</u></p> <p>Stuart Honeyball, Assistant Director (Transformation & Business Change), provided an update on Wiltshire Council's Response to the Cost-of-Living Crisis. The update covered the following points:</p> <ul style="list-style-type: none"> • Though it is an early stage in the process, there has been lots of activity at officer level requested by the Leader, with a number of options being considered to support 1) staff, 2) residents and 3) businesses. • Cost of living has been a key topic within Executive Leadership Team meetings, and assessments have been initiated across the three identified workstreams, which have all been allocated a director. • Eventually, the Leader will be presented with the options available and will then communicate what he would like the Council to do, also making

	<p>a statement at a Cabinet meeting.</p> <p>Following the verbal update, there was time for the following points and questions to be raised:</p> <ul style="list-style-type: none"> • It was suggested that a 4th workstream be added that would cover the voluntary and community sector including community buildings. Stuart Honeyball agreed to feed this back.
96	<p><u>Area Board Work Programme</u></p> <p>Richard Rogers (Strategic Engagement and Partnerships Manager) stated that he would be looking at the priorities that Melksham Area Board has selected and will be speaking to Members to find actions that will support each priority. It was stated that it is likely that an action plan will be created and brought to the next meeting.</p> <p>Cllr Jon Hubbard provided an update that work has taken place at the Youth Centre, with the continued growth of Teen Talk Counselling. This included a new partnership with Melksham Oak school for counsellor ran anger management sessions to take place, new group therapy sessions due to an increase in referrals as well as short term interventions for those who have previously received therapy.</p> <p>The Area Board received updates on the following priority areas of work for 2022/2023:</p> <p>Addressing Environmental Issues – Cllr Jonathon Seed</p> <ul style="list-style-type: none"> • The Town Council have planned a Climate Fest, which will be taking place on 2 October 2022 with further details set to be announced. • Cllr Seed noted that a lot of positive work takes place within the community area towards climate and environmental issues, however these are not pulled together. It could therefore be beneficial to the community if something is produced to collate local climate and environmental projects to provide residents with confidence of what is taking place in the local area. <p>Reducing Anti-Social Behaviour – Cllr Mike Sankey</p> <ul style="list-style-type: none"> • Work has been done with Melksham Town councillors in the East Ward to create an informal residents’ group. The group recently had a meeting at the rugby club, which was attended by 30 residents and Sergeant James Twyford, who provided a presentation on anti-social behaviour. • During the meeting, the importance of collecting intelligence for the police was reiterated, with it noted that when 101 calls take place a record is logged that can later be used to identify data hotspots. • At a recent meeting PCC Philip Wilkinson confirmed that funding is in

	<p>place to recruit an additional 60+ officers, also hosting a robust Question and Answer session in which the main topic was anti-social behaviour.</p> <ul style="list-style-type: none"> • Melksham Town Council is working on deployable CCTV cameras with work being done to identify potential locations for cameras.
97	<p><u>Sub Group Reports</u></p> <p>Melksham Local Highways and Footpath Improvement Group</p> <p>Cllr Jonathon Seed introduced the minutes and recommendations from the LHFIG meeting held on 4 August 2022. The recommendations included the following:</p> <p>To close the following Issue:</p> <ul style="list-style-type: none"> • 9-21-8 Melksham Heather Avenue <p>To add the following Issues (with funding) to the Priority Schemes List:</p> <ul style="list-style-type: none"> • 9-20-9 Melksham Maple Close Footway (£10,000) • 9-22-1 Melksham Hazelwood <p>To add the following Issues to the Priority Schemes List:</p> <ul style="list-style-type: none"> • 9-22-5 Melksham Wharf Court Signs • 9-22-10 Berryfield Bus Shelters • 9-22-12 Bowerhill Halifax Road Drop Kerbs • 9-22-16 Berryfields signs to village hall <p>A new policy on submission of issues to the LHFIG was also agreed:</p> <p>i) Each agenda item should be discussed and ratified by the relevant Full Council of each Town and Parish Council unless an alternative process is agreed and accepted by LHFIG</p> <p>ii) Attendance at LHFIG should be by an authorised representative who is fully briefed, has visited the site and is authorised to act on behalf of the Council</p> <p>iii) Each Council should be committed to part-fund each project: financial contributions will normally be expected at a rate of 50% for the larger councils (Melksham Town and Melksham Without) and 25% for the other smaller councils</p> <p>iv) The Chairman of the LHFIG reserves the right to withdraw consideration of any agenda item not meeting these requirements</p> <p>It was noted that as the minutes and recommendations of the LHFIG meeting on 4 August 2022 had not been attached to the agenda for advertisement, the Area Board could not formally sign off on the recommendations. It was noted that the public did not raise any issues</p>

	<p>with the recommendations and that a single item Area Board would be convened to formalise the passing of the recommendations.</p> <p><u>Melksham Health and Wellbeing Group</u></p> <p>Richard Rogers provided an update on behalf of the Melksham Health and Wellbeing Group. The update covered the following points:</p> <ul style="list-style-type: none"> • The Area Board recognised that carers and in particular young carers, had been impacted and therefore wanted to organise a celebration for them to attend for their contributions they had made. • Youth Action Wiltshire proposed two separate events for Primary and Secondary Age carers and that dates are currently being investigated before a venue can be booked. It was also stated that transport would be provided to the events for those who would require it. • Regarding Young Adult Carers, it was proposed that on March 16 (Young Carers Action Day), local carers between ages 15 and 25 would be provided with a reward such as being taken for a meal or to an escape room. It was stated that the Area Board would like to provide these people with gifts and would welcome support from local businesses. • The next Health and Wellbeing Board meeting will take place on 26 October 2022. <p><u>Resolved:</u></p> <ol style="list-style-type: none"> 1. The Area Board noted and approved the running of the 2 young carers events. 2. The Area Board agreed to the provision of an event for young adult carers.
98	<p><u>Grant Applications</u></p> <p>It was noted that a decision had been made through delegation to award £500 towards a memorial bench in memory of Councillor Roy While and that the Area Board were in the process of identifying a location.</p> <p>The Area Board considered the following applications for funding:</p> <p><u>Community Area Grants:</u></p> <ul style="list-style-type: none"> • Bowerhill Village Hall requesting £5,000 for replacement doors. <p><u>Resolved:</u></p> <p>Bowerhill Village Hall was awarded £5,000 towards replacement doors.</p> <ul style="list-style-type: none"> • Melksham Goes Wild requesting £300 towards the “Blue Campaign” to make Melksham more insect and wildlife friendly.

Resolved:

Melksham Goes Wild was awarded £300 towards the “Blue Campaign” to make Melksham more insect and wildlife friendly.

- **Berryfield Village Hall Committee requesting £2,233 for new table and chairs at the village hall.**

Resolved:

Berryfield Village Hall was awarded £2,233 towards new table and chairs at the village hall.

Youth Grants:

- **Melksham Amateur Swimming Club (Melksham Swordfish) requesting £1,360 towards teacher and coach training.**

Resolved:

Melksham Amateur Swimming Club (Melksham Swordfish) was awarded £1,360 towards teacher and coach training.

Health and Wellbeing Grants:

- **Wiltshire Music Centre requesting £1,500 match funding for “Celebrating Age Wiltshire” arts and heritage events for isolated, older people in Melksham.**

Resolved:

Wiltshire Music Centre was awarded £1,500 towards “Celebrating Age Wiltshire” arts and heritage events for isolated, older people in Melksham.

- **Age Friendly Melksham requesting £882 towards Phase 2 of the development of Melksham as an age-friendly community**

The grant application from Age Friendly Melksham was withdrawn prior to the start of the Area Board meeting.

- **Carer Support Wiltshire requesting £1,300 towards the new Carer Café in Melksham.**

Resolved:

Carer Support Wiltshire was awarded £500 towards the new Carer Café in Melksham, subject to the applicant being able to provide the project with

	the awarded £500.
99	<p><u>Partner Updates</u></p> <p>The following written partner updates contained in the agenda pack were noted:</p> <ul style="list-style-type: none"> • Melksham Neighbourhood Plan • Update from BANES, Swindon and Wiltshire Integrated Care Board - August 2022 • CCG & Healthwatch Wiltshire • Town and Parish Councils <p>Cllr Mike Sankey provided an additional verbal update on the Melksham Neighbourhood Plan. The verbal update covered the following points:</p> <ul style="list-style-type: none"> • Various task groups had taken place to contribute towards the Neighbourhood Plan, including a Housing Rask Group, which would shortlist sites for allocation before engaging with land owners. • A Housing Needs Assessment has also been completed by AECOM. • Attention was drawn to the recent planning appeal hearing which had been upheld for a site on Semington Road for 50 affordable dwellings. • AECOM have been appointed to look at the Town Centre Master Plan work. • Emphasis was also placed on protecting local heritage assets, climate issues and ensuring that local priorities are addressed as the proposed Bypass and Melksham Link Canal projects progress.
100	<p><u>Public Questions</u></p> <p>The following questions were received from members of the public:</p> <p>It was queried whether the Area Board would be discussing the Age Friendly Melksham grant application, to which it was clarified that this application had been withdrawn by the applicant prior to the meeting.</p>
101	<p><u>Close</u></p> <p>The date of the next meeting is 7 December 2022.</p>



WILTS & BERKS CANAL TRUST

PATRON: HER MAJESTY THE QUEEN CONSORT

Restoring all 70 miles of the Wilts & Berks Canal to create a tranquil public waterside park for walking, cycling, fishing and boating

Melksham, Calne & Chippenham and Foxham & Lyneham Branch

**Agenda for Branch meeting
at The Rachel Fowler Centre, Melksham SN12 6EX
on Tuesday 18 October 2022, starting at 19:45**

- 1 Welcome and apologies for absence**
- 2 Minutes of the previous meeting and matters arising**
 - 2.1 Actions**
there were no actions from the previous Minutes
 - 2.2 Other Matters Arising, Not on the Agenda**
 - 2.3 Sign-off**
- 3 Ratification of Change of Date of Branch Meetings**
- 4 Chair's Announcements**
- 5 Updates from Branch Officers**
verbal update from Officers, if any, and questions from the floor
 - 5.1 Health & Safety (Dave Maloney)**
 - 5.2 Work Parties**
 - 5.2.1 Pewsham Locks (Howard Wilson)**
 - 5.2.2 Other Sites (Dave Maloney)**
 - 5.3 Projects**
 - 5.3.1 Melksham Link (Paul Lenaerts)**
 - 5.3.2 Carpenters Workshop (Gary Tytherleigh)**
 - 5.3.3 Peterborough Arms (Dave Maloney)**
 - 5.4 Wildlife (Howard Yardy)**
 - 5.5 Boats (Bob Howlett)**
 - 5.6 Events (Brian Wright)**
 - 5.7 Branch Webpages & Digital Comms (Howard Wilson)**
 - 5.8 Membership (Micah Leitch)**
 - 5.9 Finance (Steve Roberts)**
- 6 Any Other Business**
- 7 Next Meeting & Close**
next meeting: Tuesday 20 November

Wilts & Berks Canal Trust: A Non-Profit-Distributing Company Limited by Guarantee
Registered Address: Dauntsey Lock Canal Centre, Chippenham, SN15 4HD
Registered in England and Wales No: 2267719
Registered Charity No: 299595
Office telephone: 08452 268567
E-mail: info@wbct.org.uk
Web Site: www.wbct.org.uk

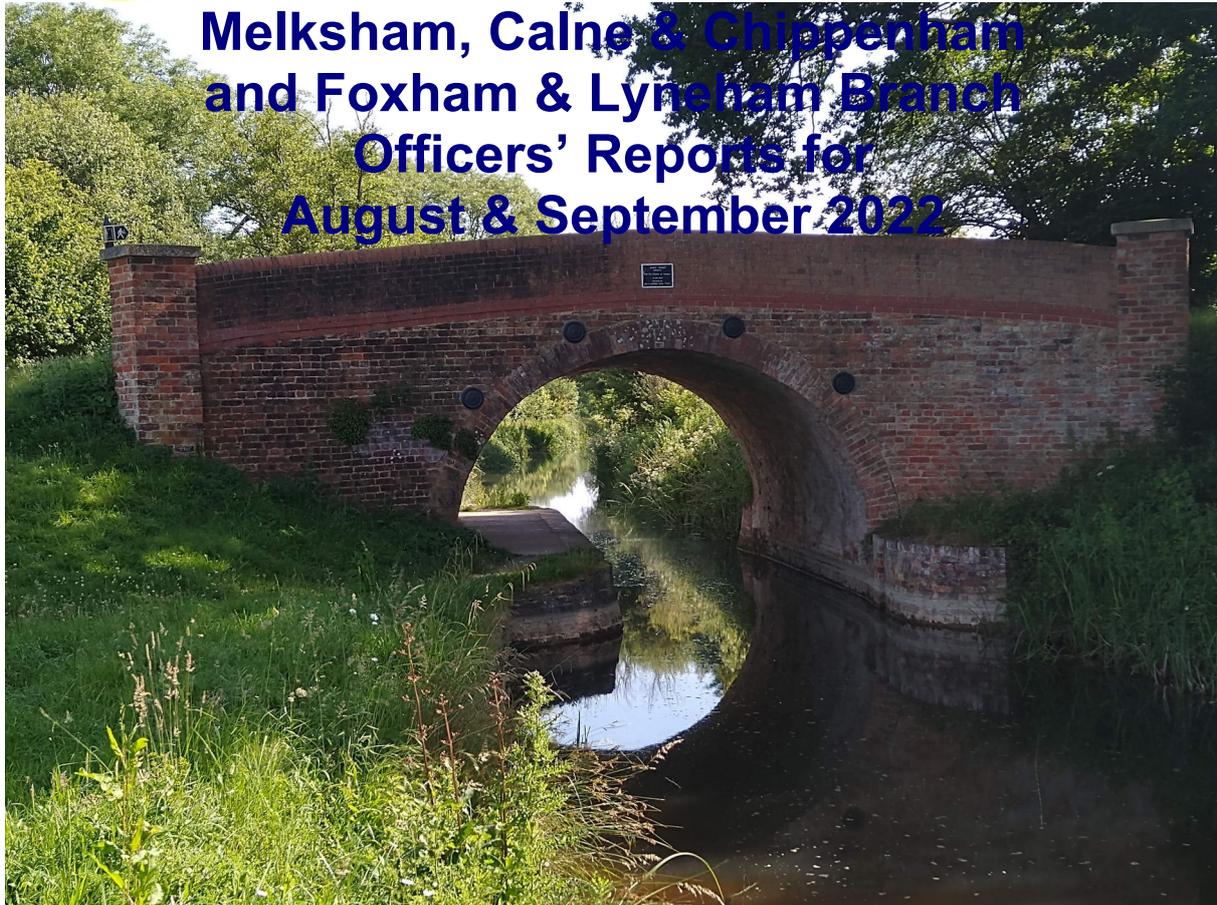




WILTS & BERKS CANAL TRUST

PATRON: HRH THE QUEEN CONSORT

Restoring all 72 miles of the Wilts & Berks canal to create a tranquil public waterside park for walking, cycling, fishing and boating



Melksham, Calne & Chippenham and Foxham & Lyneham Branch Officers' Reports for August & September 2022

Chair's Report



Colin Fletcher

I would like to start by thanking Colin Fletcher who is stepping back as the Branch Engineering Officer. As he puts it, it's "cos I am getting a bit long in the tooth", but he will also be pursue his interest in writing. Colin has been a stalwart of the Branch for decades, often in the background, but there supporting nevertheless. In true MCC fashion, he stepped up to the mark when needed and joined the Board of Trustees to help steer it through some troubled times. He continues as a Branch member and I know that he will answer any queries/questions we have for him in the future.

Health & Safety

We had a visit from a Health & Safety Executive (HSE) Inspector on Thursday 13 October. We invited her along to look at the Pewsham site and our relevant paperwork, and to gather information about our practices and procedures.

Wilts & Berks Canal Trust: A Non-Profit-Distributing Company Limited by Guarantee

Registered Address: Dauntsey Lock Canal Centre, Chippenham, SN15 4HD
Registered in England and Wales No: 2267719
Registered Charity No: 299595
Office telephone: 08452 268567
E-mail: info@wbct.org.uk
Web Site: www.wbct.org.uk



Those in attendance from the Branch were: me, Fiona Rivers (WPO for the day) Jon Coates (Chief Engineer) Dave Shorrocks (ex-Inspector at HSE) and Andrew Fergusson (local Health & Safety specialist, who is joining us as a volunteer).

The meeting was about one and a half hours long, and seemed to go well. Relevant questions were asked and answered. Jon Coates is to send her additional information and relevant paperwork on our next construction project, Top Pound Waiting Wall, by Friday 21 October. Barring any major events that need her attention, she will reply by Friday 4 November. She was keen to get us started on the Top Lock project, so we are hoping that her reply will be positive.

Plant & Machinery

The opportunity to buy a new compact tractor at a saving of over £5,000 came up recently. Non ring-fenced project funding is being clawed back due to lack of income to cover central costs, but after some discussion within the Trust Executive and with the Trust Treasurer, it was agreed to use £14k of the 20k allocated to the Branch for Naish Hill work. The allocated funds were to be used in financial year 2022/23, but it was impossible to do this as the wildlife/Great Crested Newt surveys cannot be carried out until March 2023. This would leave us only one month to carry out the work, as laid out in the Engineering Schedule, a final version of which we are awaiting from Trust Engineering team. Further fundraising will take place as we discover what financial needs are for this project.

The tractor will be a Trust-wide asset, but based at Pewsham. More information is in Howard Yardy's Wildlife Officer's report.

Projects

Dry Dock

Bob Howlett and I will be visiting a local saw mill and looking for two other suppliers for quotes for timber.

Carpenters Workshop

Gary Tytherleigh and I visited an architect this month to share ideas and get a quote. Two other architects have been approached for more quotes. My thanks to Gary for the great outline document he put together to inform the architects.

Top Lock Bridge

We wait to hear of HSE Inspector's decision on commencing work. Hopefully by Friday 4 November 2022.

Naish Hill

No work to be done on raising the towpath or re-watering this stretch until the Great Crested Newt survey is carried out in March 2023.

Dave Maloney

Chair, MCC and F&L Branch

dave.maloney@wbct.org.uk

07809 374 754

It's time to create an environment both we and our children can be proud of...

It's time to inspire and excite...

It's time to put our canal at the heart of everyday life...

page 2 of 11

Work Parties



Pewsham Locks

A variety of tasks have been started/completed.

Clay Trenching



clay trenching completed

This has now been completed with the bank being raised at the same time. Hopefully this will stop any water seepage and also avoid the possibility of the water over-topping the bank when the canal is full.



.... and the results are spectacular

Reed & Weed Pulling

August saw this continue between the Meadow and the winding hole just past Double Bridge. In September, the section from The Meadow to just beyond Double Bridge was cleared. We then started clearing the section from just north of where we recently carried out the clay trench work, northwards towards Triangle Wood.



reed pulling in full swing

Waiting Wall (Top to Middle Lock)



the cleared site for the Waiting Wall in the Upper Pound

After the visit of Jon Coates (see below) some further tidying up of the site has been carried out.

We still needed to create a compound for the concrete mixer, water bowser etc. once the Risk Assessments and Method Statements (RAMS) are approved we will be ready to start work.

By September, a compound for the work had been created in the Upper Pound, where concrete mixing

will take place once we start rebuilding the Waiting Wall

Towpath Repairs



the (unfinished) widened towpath with the posts still exposed

Work was started on widening the towpath at The Slipway, in order to allow better access to launch *The Mary Archard*.

The Wharf

The spill-weir by The Wharf was cleaned down; some minor repairs were carried out including removal of loose mortar, and repointing.

Lower Pound

Road-stone was laid at the top of the new ramp.



posts and hazel whips make a secure natural barrier to hold the widened towpath

It's time to create an environment both we and our children can be proud of...

It's time to inspire and excite...

It's time to put our canal at the heart of everyday life...

Wing Walls

Ray Canter finished grading the slope by the new Wing Wall site.

Training

Bill Pilcher carried out dumper training with Fiona Rivers and Nick Baker.

Plant Maintenance

Punctures to the tyres of two of our bikes were repaired.

Phil Spencer replaced some of the wiring on the 'golf' buggy; further work is still required to get it running.

One of our dumpers was repaired. We now have three serviceable dumpers.

Grass Cutting

Lower Path, Naish Hill and also along the nearside canal bank. This is carried out as we move along the canal pulling reeds.

Hedge and Shrub/ Tree Trimming

This has been done on the off-side bank at The Meadow section and up towards Double Bridge. The temporary netting was taken away from the new hedge beyond the Upper Pound and the area around the hedge was strimmed and hand weeded.



yet more grass cutting in The Meadow

Meadow Grass Cutting

Howard Yardy did attempt this mid-August, but we were provided with the incorrect flail attachment to the hired tractor.

A new date was arranged in early September.

Chief Engineer

Jon Coates, the Trust Chief Engineer, visited Pewsham to take further measurements and to seek clarification of some outstanding points. The RAMS and cross-section for the Waiting Wall between Top and Middle Locks are now more or less complete. Jon is hopeful that we are now getting to the point where we can call in the Health Safety Executive for a site visit.

Howard Wilson

Work Party Organiser



Green Lane Farm & Pudding Brook

I would like to thank Colin Fletcher once again, this time for loading our trailer with woodchip, to use on the Green Lane Farm section, with his tractor shovel...much easier on my back than loading by hand as usual!

Dave Maloney

Work Party Organiser

It's time to create an environment both we and our children can be proud of...

It's time to inspire and excite...

It's time to put our canal at the heart of everyday life...

Projects



Melksham Link

We met with the Canal sub-committee of the Melksham Neighbourhood Planning Group on Tuesday 13 September to update them on our progress, and to understand how their Plan was developing.

On Wednesday 14 September, we gave a presentation to the Leader of Wiltshire Council plus colleagues, to ensure they were fully aware of the current situation regarding planning consent and funding, and to seek their support in progressing this Project. There are indications that assistance from WC Planning to engage with the Environment Agency (EA) will be forthcoming, but they will not grant consent while EA objections are still outstanding.

On Friday 16 September, we met with a representative of Avonside Enterprise Park at their request, to discuss the possibilities of improving the riverside aspect of their site.

Paul Lenaerts Project Manager, Melksham Link



Carpenters Workshop

Hi, my name is Gary Tytherleigh, and I have been volunteering with the MCC Branch for the last two years. I tend to prefer working within the work parties, undertaking general maintenance and some construction tasks. I really enjoy working outdoors with other like-minded people in a collaborative way. I have been very impressed with the skill, experience and commitment of the other work party volunteers.

I joined WBCT as a way to help to find out more about our local community, and as a way to stay physically fit, having recently taken voluntary redundancy from an office based role in the telecommunications sector. At the time of joining MCC, I was completely new to Wiltshire, having lived previously in Essex.

When Dave Maloney approached me recently to see if I would take on a programme management role for the Carpenters Workshop project, I was a little a daunted. However, I think the project will be of great benefit to the Trust and the wider community, so I agreed to step up to the challenge.

To date I have been working with Dave Maloney to work out the build specification and costs. We are being very mindful that the new building needs to be of a style and appearance that reflects the original Carpenters Workshop. Our new building will be located at the same location (adjacent to the canal line, at Pewsham Locks) as the original building, and will be of a very similar size.

As the building will provide an educational facility allied to a useful workshop for the Trust, generous donations from many of our sponsors have already been forthcoming. Accordingly, there is now sufficient momentum to make progress with this project. Therefore, Dave and I will be engaging with an architect during the next period to finalise the Carpenters Workshop design. With a finalised and approved design, the aim will be to use volunteers to assist in the construction of the Workshop, hopefully during 2023.

Gary Tytherleigh Programme Manager

It's time to create an environment both we and our children can be proud of...

It's time to inspire and excite...

It's time to put our canal at the heart of everyday life...

page 5 of 11



Peterborough Arms

Secondary double glazing has been ordered for all upstairs road facing windows.

The external store roof area being insulated.

The water mitigation project (to stop water getting from the road into the cellar and porch areas) is delayed slightly while a local pro-canal builder finishes off other works before undertaking what's required here.

Dave Maloney
Refurbishment Team

Wildlife



During August, progress was made on the BEE ROUTE project. The meadow north of Double Bridge and an area of Naish Hill has been mown with a flail mower collector to begin the process of creating a flower-rich environment. We have also widened the path below the towpath at Naish Hill to create more diverse plant species along its edge.

The mower was also able to create areas in the bramble/scrub for tree planting. This will supplement the trees which were planted when the canal was re opened.

I am formulating a management plan for the whole of Naish Hill to create a variety of habitats to benefit wildlife.

I hope the role of Wildlife Officer will be formulated at the AGM. I have listed below some of the responsibilities the role will cover:

- monitor affects of canal restoration on wildlife;
- monitor wildlife habitats, trees and nest boxes etc;
- manage the development of sites for the bee route project;
- act as liaison between MCC and environmental groups and wildlife authorities;
- and
- report to Branch Chair, Dave Maloney

Compact Tractor



We now have permission to buy a tractor for the Trust. This is great news for the Bee Route project.

Dave Maloney and I went to Howard & Sons at Marston, and saw the model we need. The company are keen to support our charity and have given us a competitive price.



With the new Tractor becoming available, I'm looking forward to purchasing a Flail mower collector (the type we hired in September). I hope to carry out the next meadow cut during March 2023, to take off the winter growth and allow some meadow flowers to take hold.

It's time to create an environment both we and our children can be proud of...

It's time to inspire and excite...

It's time to put our canal at the heart of everyday life...

page 6 of 11

The tractor will allow us to use an offset flail mower. This equipment will be suitable for canal bank, Naish Hill path, Green Lane and 7 Locks green maintenance.



Although based at Pewsham, the tractor and flail mowers will be used at Bee Route sites in areas along the length of the canal, and I'm sure other Branches will also want to make use of it for their own maintenance needs.

We need volunteers to learn how to use this new equipment, and training will be arranged for all those interested.

Trees

I carried out a survey of all the sizeable trees on the West bank of the canal, between just south of Double Bridge and the Pewsham Locks (including the Pounds etc).

Some of the trees have suffered from the drought conditions during the summer, but most are in good shape. There is evidence of ash die-back disease in the trees, but fresh leaf growth suggests they are fighting the disease. Recent research suggests that, if trees are in leaf and there is no fungal growth on the trunk or branches, they will be producing wood and, therefore, are not weakened. However, one stem of the multi stemmed ash opposite The Wharf is leafless, and shows sign of fungi. It will be felled when 'Boswell' is able to float out of danger.

Bird Boxes

Last autumn I put up about 30 bird boxes in the Green Lane Farm/Pudding Brook section. I surveyed and cleaned them recently, and found that over 20 had been used during the nesting season.

There are numerous nest and bat boxes along the canal at Pewsham in varying condition. I'm not sure when they were last inspected or cleaned, but this job will be carried out during the autumn. Some need to be repositioned.

If any members have spare wood which would be suitable for boxes, please contact me and I will arrange collection.

Howard Yardy
Wildlife Officer

Boats



The pop up café and boat trips at Pewsham were cancelled due to heat and low water levels.

Boat refresher training was undertaken on Saturday 27 August. Using *The Mary Archard* on the River Avon at Chippenham, 11 members of the Boat Team took part using both the petrol and electric outboards.

It's time to create an environment both we and our children can be proud of...

It's time to inspire and excite...

It's time to put our canal at the heart of everyday life...

page 7 of 11

On Monday 29 August, 13 members of the Boat Team turned out for a very busy Chippenham River Festival. Although a long day for some, about 180 passengers and a few dogs were given a free boat trip. Well done to all who helped make it happen.

The Melksham Food & River Festival was September's main event, with 366 passengers enjoying a trip on the Avon. Both trip boats were used for this event. which required a lot of effort before, during and after to get everything to site, set up and then cleared away afterwards. Many thanks to a great team of members and others who made it all happen.

There were two minor incidents to note. One was a boat team member slipping on the sea cadets' slipway, causing his life jacket to inflate (it worked well). The second incident involved the canopy on *Damselfly*, which lifted up in a sudden gust of wind. This requires a design modification to prevent a reoccurrence.

Once again the pop-up café and boat trips were cancelled due to low water levels at Pewsham.

Bob Howlett
Boats Officer

Events



With the lack of water in the canal at Pewsham, there were no Boat Trips or pop-up Café in August or September.

The Two Tunnels Marshalling was only supported by the stalwarts, Linda & Bob Howlett. The three Wrights had to withdraw at the last moment.

The Chippenham River Festival was considered a success, although there were some minor issues.

I'm now looking forward to the Autumn Quiz in Chippenham on Friday 14 October.

Brian Wright
Chair, Events Committee

Public Relations



No significant PR activity to report.

JG
PR Officer

It's time to create an environment both we and our children can be proud of...

It's time to inspire and excite...

It's time to put our canal at the heart of everyday life...

page 8 of 11

Branch Webpages and Digital Comms



Website

Branch Webpages can be found at: <https://www.wbct.org.uk/our-enthusiasts/mcc-fl>

Social media

Posts to Facebook included:

- clay Trench Work at Pewsham;
- promoting events at The Peterborough Arms;
- promoting the boat trips at the Chippenham River Festival;
- promoting boat trips at the Melksham Food & River Festival;
- promoting the upcoming MCC Branch Quiz at The Neeld Community Centre in Chippenham; and
- the siting of the Accessible Toilet by the pop-up café at the Wharf at Pewsham; and
- the cutting of the grass at The Meadow, as further preparation to turn it into a Wildflower Meadow.

Posters

The template that I created for the posters was passed on to West Vale Branch for their use. After discussions with Dave Maloney, it has been decided to create three more posters. These will be produced as and when I have the time!

Branch AGM

Much time was spent producing the slideshow for the AGM depicting the work of the Branch (dirty boots team) over the last three years.

Howard Wilson

Branch Webpages and Digital Comms Officer

It's time to create an environment both we and our children can be proud of...

It's time to inspire and excite...

It's time to put our canal at the heart of everyday life...

page 9 of 11

Membership



There was one new joint MCC/F&L membership in August. The current number of MCC/F&L memberships is 550/49 with 776/72 members. The total Trust memberships is 1,683 with 2,347 members. This is an increase of 11 MCC/F&L memberships and 16 members over the last year and the Trust membership has increased by four.

At the July meeting, a question was asked about how membership applications were made. Elaine List, who deals with membership applications, says that over the last year there were 79 new applications, of which 18 were on paper and 61 via the website. Of the 18 paper applications, 14 were from the Visitor Centre in Swindon, two from the Pewsham Pop up Café, and two by post.

There were six new MCC/F&L memberships and nine new members in September. The current number of MCC/F&L memberships is 549/49 with 776/72 members. The total Trust memberships is 1,696 with 2,368 members.

Micah Leitch
Membership Secretary

Finances



Branch income in August was:

- £160 donations for logs (including £40 extra);
- £71 donations for boat trips at the Chippenham River Festival; and
- £15 other donations.

A £50 donation from a Chippenham resident, a regular supporter of the Branch, went to the HQ account.

Routine expenses were:

- £101 chainsaw chains & oil;
- £27 hydraulic oil; and
- £5 battery cable for the buggy.

Chippenham Town Council asked for a fee of £21 for use of Island Park at their River Festival, which was unexpected, but was paid to maintain goodwill.

Two special spends were covered by funds already received:

- £660 (£550 net of recoverable VAT) for the temporary landing stage at the river festival, covered by a £500 grant from Wessex Water; and
- £612 (£510 net) for large (A1) posters for display stands, covered by the member donation received in April 2021.

It's time to create an environment both we and our children can be proud of...

It's time to inspire and excite...

It's time to put our canal at the heart of everyday life...

page 10 of 11

Bank balance at the end of August was £702. One reason it's lower than usual is that we paid the £660 for the landing stage, whereas the grant and the reclaimed VAT go into the HQ bank account. Cash was £133, made up of £38 donations at branch meetings and £95 held to make floats at events.

Plenty of income in September, mainly from the Melksham Food & River Festival and donations generated by the logging team's work and Dave Maloney's log deliveries altogether £1,517:

- £595 cash from boat trips at Melksham, plus £23 in the donations bucket at the display stand;
- £715 donations for logs;
- £70 for marshalling at the Two Tunnels event; only two stalwart volunteers were available on this occasion;
- £24 donations at Branch meeting;
- £50 from Dave Maloney's talk at Sutton Benger WI; and
- £63 various other donations.

Expenses were low:

- £60 at K M Parts for hydraulic oil and various bits & pieces;
- £32 petrol for strimmers; and
- the usual £30 garage rent at Showell.

Thus the bank balance has been rebuilt from £702 to £2,192.

**Melksham Food & River Festival
3-4 September 2022**

	Card	Cash	Total
Income			
Informal boat trips, Friday	0.00	10.00	10.00
Boat trips	606.00	585.00	1,191.00
Donation buckets	0.00	22.59	22.59
Total	£606.00	£617.59	£1,223.59
Expenses			
Card handling fees			10.60
Boat expenses: petrol			9.44
Total			£20.04
Surplus after expenses			£1,203.55

Boat towing expenses were paid by Trust Boats Team, Branch expenses: nil

Steve Roberts
Treasurer



MEETING Thursday 6th October 2pm
 This is an online meeting via Microsoft Teams
[Click here to join the meeting](#)

Item	<u>AGENDA</u>	
1	Apologies:	
2	Notes from the last meeting 9th June 2022 (pre-circulated) Introductions	
3	Chairman’s Announcements	NN
4	Future Purpose of the Partnership Proposals received and proposed actions	NN
5	Partnership Officer Report- <ul style="list-style-type: none"> • M4 Crossing National Highways Designated Fund – further funding application • Melksham Link- planning application- update Meeting with Wiltshire Council 14th September • IWA Report Waterways for Today (pre- circulated) 	KO/NN
6	Projects update – <ul style="list-style-type: none"> • Swindon Wichelstowe <ul style="list-style-type: none"> ▪ Canalside ▪ East Wichel- canal leak ▪ Landowner issue • Swindon New Eastern Villages- • Questions and other Partner updates 	KO KO
7	Partners Reports and Issues <ul style="list-style-type: none"> • Proposal to form M.P.s group for the Wilts & Berks project • Cotswold Canals –update 	KO JA
8	Date and time and location of next meeting: 2pm Thursday 1 st December 2022	

The Community Action: Whitley & Shaw (CAWS) committee met at the Head Shed at 7pm.

1. **Welcome / Present /Apologies:**

Peter welcomed everyone to the meeting especially Alex Lunt who was attending for the first time.

Present: Peter Richardson; Pippa Richardson; Lesley Sibbald; Kirsty Jamieson; Nick Adsett; Maureen Hibbot; Alison Candlin; Joan Boorer; Ann Harrison; Mike Booth and Alex Lunt

Apologies: Mary Pile; Angela Ferris; Dan Pike

2. **Minutes and Actions from the meeting held on 27 July 2022**

All actions covered in agenda items below except for:

- Inclusion of the Spindles / Whitley Stores as a Community Asset. Discussions have started with SWCH as per the action. Peter has written to Alison with some thoughts about the process, and he met with Nathan on 06/09/2022 to discuss further. Key action following this discussion was for SWCH to have an open and transparent conversation with the owners with a view to seeking their support. Alison reported that they had already received letters of support from PAFOS and the Church, that MWPC were supportive, and that an initial conversation with the owners had taken place.
- In addition to the completed action of denoting existing committee members as 'voting' or 'non-voting' it was agreed that Councillor Stefano Patacchiola should be added to the list of non-voting members. **Action Lesley**

3. **Key Issues for discussion and agreement:**

3.1. **CAWS Funding of Community Projects:**

Peter explained that MWPC have confirmed that if CAWS were to issue a call for grant nominations, then it would likely lose its ability to request grants from MWPC and the Area Board on its own account. He had therefore edited his community funding paper to state that we will make direct funding/donations only.

Peter then led a discussion on which potential projects should be taken forward, without further resident consultation, and which should now be advertised to the community for support. The potential of setting up or supporting a 'warm bank' (a public space such as a community centre, church or other building where people who struggle to heat their homes this winter will be able to gather in a warm room) was discussed and added to the list.

The following projects and actions were agreed:

<p>Projects that CAWS will progress ASAP, without further discussion.</p>	<p>Discussions CAWS will have with residents and/or community groups regarding the appetite to set up new groups or special interest groups</p>	<p>Potential Projects that CAWS will consult with the community on to ascertain interest/support, and if necessary, prioritisation and/or provide alternative suggestions</p>
<p>1. A donation to Melksham Foodbank - £250 suggested and to be confirmed ex-committee</p>	<p>1. Community Garden/Veg Plot</p> <p>Action – Lesley to Contact the Whitley and Shaw Gardening Club to gauge interest and see if they might take the initiative forward.</p> <p>Action – if this is outside the remit of the Gardening Club, Peter will gauge other interest and seek a champion via Connect.</p> <p>Action – Pippa to investigate if space might be available on the Allotments next to Whitley Farm should there be interest.</p>	<p>1. Benches – on verges in the villages and/or on footpaths with a vista.</p>
<p>2. “Slow Down” stickers for wheelie bins (including the purchase of additional stickers if existing stocks are depleted)</p>	<p>2. Wildlife Group</p> <p>Action – Peter will gauge other interest and seek a champion via Connect.</p> <p>(Note - Bat Boxes may be an early initiative should there be interest)</p>	<p>2. Chatty Benches – a specific named bench to facilitate conversations (this is a scheme deployed successfully in Salisbury).</p>
<p>3. A display case for the Crown from the Create a Crown Competition</p> <p>Action - Nick to obtain 3 quotes.</p>	<p>3. Warm Bank</p> <p>Action – Peter will compare notes with MWPC and explore interest with the Reading Rooms and the Friendship Club et al to see if they might be able to host a regular event.</p> <p>Action - Subject to interest and a venue, CAWS to consider what support it may be able to offer to help support any additional costs at a future meeting.</p>	<p>3. Additional playground/gym equipment for Shaw Playing Field.</p>

NOTES OF THE CAWS COMMITTEE MEETING – WEDNESDAY 7 September 2022

	(Note – subject to any interest, CAWS may also discuss at its next meeting what it might be able to do to support transport arrangements for any residents who might need assistance.)	
	4. Community Orchard Action – Peter to consult with the Neston Estate and the Golf Club to gauge interest.	4. Additional Topography sign (1) at the top of Littlewoth Lane to identify/explain the vista including the Roman Road, footpaths and any relevant local history, similar in style to the sign by the School on Corsham Road.
		5. Additional Topography sign (2) in the car park area at Shaw Village Hall to include any relevant local history and footpaths etc, again similar in style to the sign by the School on Corsham Road.
		Action – Peter to publicise the above options in Connect. Notes: 1 - CAWS should maximise the opportunity to seek match funding in any project that is taken forward. 2 – There was some discussion regarding a running track around the Shaw Playing field noting that this is potentially a longer-term project that should be led by SVH but which CAWS may decide to support in the future.

Jubilee tree planting:

Peter confirmed that some of the committee had walked around Shaw & Whitley to identify potential tree planting locations (Note: list circulated with the agenda). These details have been sent to MWPC for review and consultation with the Highways Engineer. Once this is complete Shaw & Whitley residents, Lowdens and the Wiltshire Tree Officer will be consulted regarding locations and species. Alex suggested using ‘What 3 Words’ app to identify locations by map.

Post meeting notes: 1) Action complete. 2) In view of the sad news regarding the death of Queen Elizabeth II, CAWS should also consider planting in her memory.

Planning Concerns:

Neighbourhood Plan: Peter explained that concerns continue regarding a potential allocation of 95 new houses to Shaw and Whitley and there is some resident anxiety regarding any development plans for First Lane, the large field opposite the Golf Club and School and elsewhere. These matters have been taken up with Phil Alford et al by reiterating our consultation response and asking for updates and feedback etc. Parish councillors and the Wiltshire Cabinet Member for planning have also been copied.

Bypass: Peter explained that a decision on the bypass appears to on hold pending a strategic review that will include a study on routes from the M4 to the south coast including the A350 (Melksham), A46/A36 (Bath) and the A34 (Newbury). If the A350 were to be identified as a preferred route, then the bypass project might be funded by central government. There has been anecdotal comment that without central government funding, the business case is now “marginal”.

General Finance Update:

Joan provided a summary of the CAWS accounts as follows:

- £500 paid to Shaw Village Hall as a contribution towards the cost of the new cooker.
- £60 to Roger Hatherall for auditing last year's accounts.

Current balances:

- CAWS - £7,098.22 / CEG - £483.84 /Total - £7,582.06

Joan also reported that the annual Insurance renewal had been received and that it had increased by £16, but she queried why we were paying for ‘employers’ liability’. **Action: Joan to query**

Update on CAWS Activities (where necessary / as appropriate):

- Phone Box / Library:** The committee agreed to defer the repainting of the box until 2023, unless further deterioration requires urgent action. Maureen reported that she had culled and tidied the books that morning.
- Litter Pick:** Confirmed as **Sunday 25th September 2022** meeting in Shaw CofE school at 1300. Lesley to promulgate on Facebook and WhatsApp groups. **Action Lesley**
- Internet connectivity improvement campaign:** Dan has confirmed that BDUK have published a colour coded map, but the key is unclear. Dan is investigating further.

2. Updates on other Community Activities as appropriate:

a. Speedwatch:

- i. Kirsty confirmed that there had been no speedwatch since before the pandemic. She was still awaiting formal training but was pursuing this.
- ii. Peter reported on his discussions with Teresa Strong as follows:

NOTES OF THE CAWS COMMITTEE MEETING – WEDNESDAY 7 September 2022

A range of speed calming measures have been proposed to MWPC including improved 30 MPH signage, 20 MPH limits/zones, Speed Indicator Displays, Traffic Surveys etc. MWPC will reply in writing in due course, but in the meantime the summary appears to be:

- 30 MPH signage – additional signage will not be provided (or supported) as that would breach current regulations. CAWS is strongly advised not to deploy its own signage.
- Traffic Light Shutters – MWPC will consider adding these to the lights at the end of Corsham Road by the Church (the previous lighted were shuttered).
- 20 MPH Limits on the lanes – unlikely to be considered for funding as a key criterion is that the average existing speed is less than 24 MPH.
- 20 MPH Zones – there is confusion about whether such a scheme would need to include traffic calming measures. If these had to be included that would need the input of the emergency services and residents. MWPC will investigate whether a zone can be introduced without calming measures.
- Speed Indicator Displays (SID) – a permanent SID will not be provided as TRL research shows that after 2 weeks the signs become largely redundant. MWPC will continue to deploy SIDs to the villages on a rotation basis.

Action – Kirsty to provide Peter with any evidence that shows, notwithstanding MWPC comments, that permanent signs are a useful deterrent

- Traffic Speed Surveys – not required as previous surveys show average speed is above 35.1 MPH and this allows Speedwatch to be deployed. If a survey showed that average speed was lower, we might lose Speedwatch.
- Awareness – MWPC will consider putting an article in Connect and Melksham News etc.

b. **MWPC News:** Nothing to report.

c. **CEG:** Peter reported that a grant of £1,400 had been approved from SSE in support of the CEG (payment pending).

d. **Whitley Stores:** Other than the ACV issue discussed above, there was nothing to report.

3. **Other Community Events and Planning updates (where necessary): (Chair)**

a. **Melksham Climatefest:** (information forwarded separately in advance of the meeting) It was agreed that there was no benefit to CAWS from direct participation in this event but CAWS members are encouraged to attend if they have time.

4. **AOB**

a. **Christ Church Shaw Christmas Tree Festival:** CAWS had been invited to participate in a Christmas Tree Festival in Christ Church Shaw on Friday to Sunday 2nd to 4th December 2022. This was agreed and Pippa / Peter offered to loan a suitable tree which would need 'ornaments' depicting CAWS activities. All committee members were asked to help with making these. **Action: All**

b. **WhatsApp Group:** Peter advised that the CAWS WhatsApp group now had more than 30 members and would help in speedy communication with residents.
Action – all to use the WhatsApp group if possible.

c. Ann reminded everyone that a Cream Tree was being held in Shaw Church on Sunday 11th September from 140 – 1600. **Post meeting note:** Now postponed following the death of Queen Elizabeth II.

5. **Date of next meeting:** **Wednesday 2nd November** at the Headshed, commencing at 1900hrs.
6. **Closure:** Peter thanked the members for attending and closed the meeting at 2032hrs

Distribution:

Action addressees: Peter Richardson, Pippa Richardson; Mary Pile. Angela Ferris; Lesley Sibbald; Dan Pike, Kirsty Jamieson; Nick Adsett; Maureen Hibbot. Alison Candlin; Joan Boorer; Ann Harrison; Alex Lunt and Mike Booth.

Copy addressees: Melksham Without Parish Office; Councillor Terry Chivers; Councillor Phil Alford; Councillor Stefano Patacchiola; Alan Paterson, Wiltshire Police.

BERRYFIELD

SUMMER 2022

60 SECOND SURVEY

MELKSHAM WITHOUT WEST AND RURAL



CATHERINE READ



Catherine & Emma collecting surveys.

Earlier this year, **Catherine Read** and Green Party volunteers knocked on doors and undertook a quick survey in **Berryfields** to find out what your concerns are. This will help to focus efforts and set our **priorities** for **local action** in the future.

We conducted our survey over 2 days, both dry and sunny, perfect for speaking to the **many residents** on the doorstep. After delivering the survey, we had coffee and cake at the **Milk Churn**. Then a delightful walk round to collect completed surveys from letterboxes. It was **fantastic** to find **lots** of you kindly **responded** and gave us your views.

“ **Rapid housing developments built to poor quality without consideration to the environment, local needs or affordability.** ”

ISSUES THAT MATTER TO YOU

WHAT YOU TOLD US

Social/Health: **Lack** of youth services & leisure facilities. Need more **support** for victims of **domestic abuse** and children with special educational needs.

Sustainable Transport: More **safe** walking & **cycle** routes. Increased public transport and **lower speeds** for traffic.

Infrastructure: More dentists, doctors and quality school provision needed.

Environment: **Protect** the countryside from over development and loss of green space. Lack of **action** plans to reach targets in **climate** strategy.



Residents thought there was lack of infrastructure to support new homes.

CATHERINE READ: WORKING TO GET THINGS DONE IN MELKSHAM WITHOUT WEST & RURAL

 <https://cdnw.greenparty.org.uk/>

BUS SERVICE

MAJORITY SATISFIED WITH CURRENT SERVICE

You told us that services are **infrequent** especially evenings and weekends. There are no services to Bradford on Avon.

That you would like an accessible paper timetable and bus stops closer to Telford Drive.



Over half of residents happy with bus service



New roads destroy habitats and green spaces.

PROPOSED A350 BYPASS

MOST RESIDENTS ARE AWARE OF THE PROPOSAL

Over a **third** of residents thought it **did not** warrant destruction of the landscape and 26% were unsure.

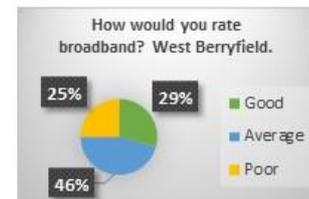
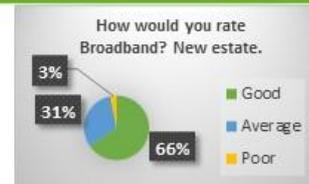
I **will not** be supporting construction of new roads that **destroy** our countryside, open green spaces & land for food production.

INFRASTRUCTURE

HOW GOOD ARE LOCAL ROADS AND INTERNET?

ROAD REPAIRS/POTHoles: the vast majority of residents were concerned about lack of highway maintenance.

BROADBAND: was significantly better on the new estate with two thirds of residents reporting good compared to less than a third rest of Berryfield.



CAN WE HELP? WOULD YOU LIKE TO GET INVOLVED?



CATHERINE READ

Green Party Local Campaigner
Chippenham, Devizes & North
Wiltshire

✉ cathread5564@gmail.com

🌐 <https://cdnw.greenparty.org.uk/>

📌 Chippenham Devizes and North Wilts
Green Party

🐦 @Cath_Read



Promoted by Arthur McAuley on behalf of Catherine Read c/o Haverstock, Malmesbury Road, Minety, Wiltshire SN16 9OX. Printed by Digiprint, 5 New Road, Chippenham, SN15 1EL. Printed on recycled paper.