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## 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](mailto:clerk@melkshamwithout-pc.gov.uk)

Web: [www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

Tuesday, 7 May 2024

Dear Members

You are summoned to attend the **Annual Council Meeting** of Melksham Without Parish Council which will be held on **Monday 13 May at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

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

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09&omn=82377655234>

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

Yours sincerely

Teresa Strange, Clerk

**YOU CAN ACCESS THE AGENDA PACK HERE**



Serving rural communities around Melksham

# AGENDA

1. **Welcome, Announcements & Housekeeping**
  - To note following the resignation of Councillor Andy Russell (Bowerhill Ward) a Vacancy has been advertised. If by 17 May 2024 a request for an election to fill the vacancy has not been called the vacancy will be filled by co-option.
2. **Appointment of Chair**
3. **To receive the Chair's Declaration of Acceptance of Office**
4. **Appointment of Vice Chair**
5. **To receive Apologies and approval of reasons given**
6. **To consider holding items in Committee due to confidential nature**

*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business **15(b) & 16(b)** as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted*
7. **Declarations of Interest:**
  - a) To receive declarations of interest
  - b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
8. **Public Participation & Invited Guests**
  - a) Wiltshire Councillor Nick Holder, Bowerhill
  - b) Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
  - c) Wiltshire Councillor Jonathan Seed, Melksham Without West & Rural
9. **Standing Orders & Council Policies:**
  - a) To review Melksham Without Parish Council Standing Orders and consider if any updates are required (amendments to stand adjourned for adoption at June Full Council meeting)
  - b) To review and adopt Complaints Procedure.
  - c) To adopt the Code of Conduct.
  - d) To note "Roles & Responsibilities of a Councillor".
  - e) To consider any Councillor training needs.
10. **To review and adopt revised "Committee Structure & Terms of Reference"**
11. **Appointment of Committees & Working Parties 2024/25**
  - a) Asset Management Committee
  - b) Finance Committee (and confirm the Members of the Finance Committee are the bank & CCLA signatories)
  - c) Highways & Street Scene Committee
  - d) Planning Committee
  - e) Staffing & Resources Committee
  - f) Working Parties
  - g) To consider new Cemetery Working Party with Melksham Town Council and appoint members



12. **Appointment of Organisation Representatives 2024/25**
13. **Parish Council Objectives:**
  - a) **Census.** To note detailed population data for parish residents.
  - b) To review Objectives for 2023/24 and set Parish Council Objectives for 2024/25.
  - c) To review Priorities for Term of Council (2021-2025).
14.
  - a) **To approve revised dates of meetings for 2024/25**
  - b) **To consider venue for Annual Parish meeting in March 2025.**
15.
  - a) To approve the Minutes of the **Full Council** meeting held on 22 April 2024.
  - b) To approve the **Confidential Notes to accompany the Full Council** minutes of 22 April 2024.
16. **Planning:**
  - a) To approve the Minutes of the **Planning Committee** meeting held on 29 April 2024.
  - b) To approve the Confidential Notes to accompany the **Planning Committee** minutes of 29 April 2024.
  - c) To formally approve the Planning Committee recommendations of 29 April 2024.
    - i) To consider withdrawing 'call in' request: 178a Woodrow Road (PL/2024/01559).
  - d) **S106 Agreement for Buckley Gardens** (20/01938/OUT). To consider request to Wiltshire Council for use of pooled s106 highway funds.
  - e) **Bus Shelters – Semington Road.** To receive update following site meeting on 25 April and consider options regarding the side panel on the shelter adjacent Telford Drive.
  - f) **Neighbourhood Plan Review.** To approve budget for NHP#2 for 2024/25.
17. **Finance:**
  - a) To note Income/Expenditure reports for April.
  - b) To appoint cheque signatories/online authority for May payments.
  - c) To approve transfer of funds between bank accounts and fixed term deposits.
  - d) To give delegated powers to the Finance Committee on Monday 20 May to review and approve the parish council's insurance cover and authorise payment before the 1 June deadline.
  - e) To note Friends of Shurnhold Fields new lawn mower insured by the parish council until 31 May 2024 under Clerk's delegated powers.
18. **Asset Management**
  - a) To receive update on **play area** legal transfers and approve if received (Pathfinder Place, Berryfield, Kestrel Court).
  - b) **Defibrillators.**
    - i) To note donation from Bowerhill resident towards new defib outside Bowerhill Village Hall and to approve a training session to be held in Bowerhill.
    - ii) To consider correspondence regarding governance and registration of defibrillators.
    - iii) To receive update on community accessible defib at Whitley Stores.
19. **Community projects/partnership organisations:**
  - a) **Age UK.** To approve fee proposal for Year 2 and confirm way forward with Age UK and Melksham Town Council in terms of commissioned service or grant award.
  - b) To note update on Melksham Emergency Support
  - c) To note monthly Police drop-in sessions if Councillors wish to attend.

- d) To approve a request from Community Action Whitley & Shaw (CAWS) regarding their new History signs.
- e) **Wiltshire Explore App.** To receive update following meeting held on 24 April.

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

Electoral Services  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN  
23 April 2024

Dear Mrs Strange

**Casual Vacancy - Melksham Without Parish Council  
Parish Ward - Melksham Without (Melksham Without (Bowerhill Ward))**

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

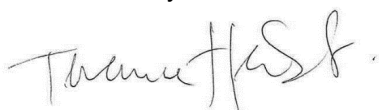
An election to fill the vacancy will be held if TEN electors from the Parish Ward of Melksham Without (Melksham Without (Bowerhill Ward)) write to the Returning Officer by 17 May 2024 asking for an election to be held. If an election is not requested by that date, then the vacancy must be filled by co-option as soon as practicable. I will write to you again after 17 May 2024 to let you know whether there will be an election, or whether the Melksham Without Parish Council may co-opt to fill the vacancy.

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

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

Thank you for your assistance in this matter.

Yours sincerely



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

# NOTICE OF VACANCY IN OFFICE OF COUNCILLOR

## Melksham Without Parish Council

### MELKSHAM WITHOUT (MELKSHAM WITHOUT (BOWERHILL WARD))

## NOTICE IS HEREBY GIVEN

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

If by 17 May 2024 (14 days after the date of this notice) a request for an election to fill said vacancy is made in writing to the Returning Officer at the address below by TEN electors from the Parish Ward of Melksham Without (Melksham Without (Bowerhill Ward)), an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option.

If an election is called, it will take place no later than 22 July, 2024.

Please note any requests to hold an election **MUST** be delivered only to the address below.

Dated 26 April 2024

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

Posted by:

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

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





# **MODEL STANDING ORDERS 2018 (ENGLAND)    UPDATED APRIL 2022**

## **Melksham Without Parish Council Standing Orders**

**Adopted at Full Council on 19 June 2023**

National Association of Local Councils (NALC)  
109 Great Russell Street  
London  
WC1B 3LD  
020 7637 1865 | [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)

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## **INTRODUCTION**

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC).

This is version two of Model Standing Orders 2018 (England) updated on April 2022.

## **HOW TO USE MODEL STANDING ORDERS**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## **DRAFTING NOTES**

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or



without voting rights.

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

## 1. RULES OF DEBATE AT MEETINGS

- a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c) A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f) If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g) A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- h) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- i) Subject to standing order 1(j), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- j) One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- k) A councillor may not move more than one amendment to an original or substantive motion.
- l) The mover of an amendment has no right of reply at the end of debate on it.
- m) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of

debate on the final substantive motion immediately before it is put to the vote.

- n) Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i) to speak on an amendment moved by another councillor;
  - ii) to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii) to make a point of order;
  - iv) to give a personal explanation; or
  - v) to exercise a right of reply.
- o) During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- p) A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- q) When a motion is under debate, no other motion shall be moved except:
  - i) to amend the motion;
  - ii) to proceed to the next business;
  - iii) to adjourn the debate;
  - iv) to put the motion to a vote;
  - v) to ask a person to be no longer heard or to leave the meeting;
  - vi) to refer a motion to a committee or sub-committee for consideration;
  - vii) to exclude the public and press;
  - viii) to adjourn the meeting; or
  - ix) to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- r) Before an original or substantive motion is put to the vote, the

chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

- s) Excluding motions moved under standing order 1(q), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( 5 ) minutes without the consent of the chairman of the meeting.

## 2. **DISORDERLY CONDUCT AT MEETINGS**

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b) If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c) If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. **MEETINGS GENERALLY**

Full Council meetings      ●  
Committee meetings      ●  
Sub-committee meetings      ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public**

thanksgiving or mourning.

- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. It is desirable that the following matters be treated as confidential a) engagement, terms of service, conduct and dismissal of employees; b) terms of tenders and proposals and counter proposals in negotiations for contracts; c) preparation of cases in legal proceedings; d) the early stages of any dispute.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed ( 15 ) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than ( 5 ) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst**

- the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).
- p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- r The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request

**of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
  - 
  -
- x A meeting shall not exceed a period of ( 3 ) hours and shall finish no later than 10pm and 9.30pm on a Friday
- y In the event of the death of the Sovereign or another member of the Royal family or a national figure, the Clerk, as Proper Officer, will have delegated powers to action any time sensitive decisions, following confirmation by email by members of the Council or relevant Committee as appropriate. With regard to any planning application or highway requests for the LHFIG (Local Highway Footways Improvement Group) that are time sensitive, for the Clerk to have delegated powers to submit comments/requests following an informal meeting of the relevant members.

#### 4. COMMITTEES AND SUB-COMMITTEES

- a) **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c) **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d) The Council may appoint standing committees or other committees as may be necessary, and:
  - i) shall determine their terms of reference;
  - ii) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii) shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv) shall, subject to standing orders 4(b) and (c), appoint and



determine the terms of office of members of such a committee;

- v) may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ( ) days before the meeting that they are unable to attend;
- vi) shall permit a committee to appoint its own chairman at the first meeting of the committee;
- vii) shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- viii) shall determine if the public may participate at a meeting of a committee;
- ix) shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- x) shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi) may dissolve a committee or a sub-committee.

## 5. ORDINARY COUNCIL MEETINGS

- a) **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b) **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c) **If no other time is fixed, the annual meeting of the Council shall take place at 7pm**
- d) **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

- e) **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f) **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g) **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h) **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i) **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chairman of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j) **Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:**
  - i) **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii) **Confirmation of the accuracy of the minutes of the last meeting of the Council;**
  - iii) **Receipt of the minutes of the last meeting of a committee;**

- iv) Consideration of the recommendations made by a committee;
- v) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi) Review of the terms of reference for committees;
- vii) Appointment of members to existing committees;
- viii) Appointment of any new committees in accordance with standing order 4;
- ix) Review and adoption of appropriate standing orders. NB: Financial Regulations are reviewed by the Finance Committee held in May/June and adopted at the June Full Council meeting.
- x) NB: Review of arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses to be reviewed by the appropriate committee.
- xi) Review of representation on or work with external bodies and arrangements for reporting back;
- xii) In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii) NB: Review of inventory of land and other assets including buildings and office equipment to be reviewed by Asset Management Committee in May/June/July and approved at June/July Full Council meeting. NB: Confirmation of arrangements for insurance cover in respect of all insurable risks to be undertaken by the Finance Committee in May under delegated powers.; NB: Council's and/or staff subscriptions to other bodies to be reviewed at the Finance Committee in May/June and approved by the June Full Council.
- xiv) Review of the Council's complaints procedure;
- xv) NB: Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*); to be reviewed by the Finance Committee in May/June and approved by the June Full Council.
- xvi) NB: Council's policy for dealing with the press/media to be reviewed by the Staffing & Resources Committee and approved by the following Full Council meeting. NB: Council's employment policies and procedures to be reviewed by the Staffing &

Resources Committee and approved by the following Full Council meeting. NB: Council's expenditure incurred under s137 of the Local Government Act 1972 or the general power of competence to be reviewed by the Finance Committee in May/June and be approved by the June Full Council.

- xvii) Confirming the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. NB: The dates are determined earlier in the council calendar to ensure that diary commitments are made.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chairman of a committee does not call an extraordinary meeting within ( 3 ) days of having been requested to do so by ( 2 ) members of the committee any ( 2 ) members of the committee may convene an extraordinary meeting of the committee

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ( 5 ) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

**8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

**9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (10 ) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least ( 8 ) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the

motion on the agenda shall be final.

- g The Clerk shall date and time every motion received. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or

xvii. to close the meeting.

## 11. MANAGEMENT OF INFORMATION

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e Confidential Notes:
  - (i) A Confidential Note for a related Minute will be marked "confidential", produced on pink paper and circulated to Members AT THE MEETING. It will be signed with the public Minute of the same number. MEMBERS MUST RETURN THE CONFIDENTIAL NOTE AT THE END OF THE MEETING FOR CONFIDENTIAL DISPOSAL (Deferred for review by IT Working Group following Full Council on 20 February 2023)
  - (ii) The Council Master Minute Book only will include the letter C next to the open Minute eg. Min. 491/14C.
  - (iii) The Confidential Note for the Minute, along with the public version of the same Minute, will be retained in a separate file marked

**Commented [L1]:** We are currently not doing this as we are sending electronically because there is too much information to be able to read and absorb just before the meeting, such as 3 pages on the neighbourhood plan. Therefore need to consider either changing this standing order or confirming you want to receive confidential notes as standing orders state. This was raised at last year's Annual Council meeting with the IT Working Group to review, however, this meeting has not taken place.

“Confidential Notes for Minutes” in the Clerk’s office, out of reach of the public.

- (iv) A list to be kept of Confidential Notes for Minutes at the front of the file, to show the date, subject and Minute number.

## 12. DRAFT MINUTES

Full Council meetings      ●  
Committee meetings      ●  
Sub-committee meetings      ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- 
- 
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes



or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
  - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
  - ii. granting the dispensation is in the interests of persons living in the Council's area; or
  - iii. it is otherwise appropriate to grant a dispensation.

#### 14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, **report this to the Council.**
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

**Commented [L2]:** Clerk: This is in conflict with the advice from the Monitoring Officer which informs you to keep it confidential until a decision is made. How do you wish to proceed? And in terms of notification do you want me to just email councillors or via an agenda item in the public domain? The advice from the Monitoring Officer was that I only notify when a decision has been made.

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (7 ) days before the meeting confirming his/her/their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her/their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection

legislation, in accordance with the Council's relevant policies and procedures;

- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority
- xv. The Clerk shall notify all members of Council of every new planning application and planning application decision made on a weekly basis, by forwarding the local authority notification email to all councillors and add all planning applications received by the Council on the agenda of the Planning Committee who meet every 21 days and have delegated powers to submit comments to the local authority
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

**16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reportedwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d At the Finance Committee meeting in May/June, the Responsible Financial Officer shall provide:
  - i. each committee member with a statement summarising the Council's receipts and payments (or income and expenditure) for the year to date for information; and
  - ii. to the committee member the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to the Finance Committee to review in May/June and then to all councillors with the agenda papers for approval by the Full Council in June. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

**Commented [L3]:** Amend to Section 2 in line with NALC Model Standing Orders amended 2022.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting

councillors or staff to encourage or support their tender outside the prescribed process;

- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

#### 19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing & Resources committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of [the Staffing & Resources committee] or, if he is not available, the vice-chairman (if there is one) of [the Staffing & Resources committee] of absence occasioned by illness or other reason and that person shall report such absence to the Full Council at its next meeting.
- c The chairman of [the Council and the chairman of the Staffing & Resources committee or in their absence, the vice-chairmen] shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk The reviews and appraisal shall be reported verbally and are subject to approval by resolution by Full Council.

- d In line with the Council's adopted Grievance Policy, wherever possible, any grievance should be raised informally with the employee's line manager (the Clerk). In the case of the Clerk to the Council raising a grievance this should be directed to the Chairman for the Council unless the complaint is about the Chairman in which case another Member can be identified to handle the Clerk's concerns. The recipient of the grievance from the Clerk should share the grievance with the Staffing & Resources committee and the issues should be treated with discretion and confidentiality at all times.
- e If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to the Clerk, or in the case of the Clerk, to the Chairman.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

**The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015 if its gross annual income or expenditure (whichever is higher) exceeds £200,000.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**  
(Below is not an exclusive list).

*See also standing order 11.*

- a **The Council may use a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**



- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

**22. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

**23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

**24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

**25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

**26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ( 2 ) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

27. **ELECTIONS AND CO-OPTION**

- a The Council will advertise any vacancy in the local press, council and community noticeboards, council website and social media sites.
- b Polling cards will **NOT** be issued by Wiltshire Council if a contested election is held for any vacant seat. **Election promotion will be via a full page advert in the Melksham News plus the methods in 27.a) to advertise a vacancy.**
- c Prospective candidates being considered for co-option will be required to provide the council with a written statement of interest and to attend the Full Council Meeting when the vote takes place (where possible) to make a short presentation.
- d Co-option voting will take place during the relevant Full Council meeting by a show of hands against the name of the candidate(s) they wish to see co-opted. Candidates will only be accepted if they have received a majority vote.
- e Candidates with the lowest vote will be eliminated and the Candidate with the highest vote will be duly elected. Where there is a tie, members will be required to repeat the process with just those candidates until a candidate has achieve a majority vote.
- f The Council reserve the right to not co-opt a prospective candidate, even if they are the only candidate, if they do not consider the candidate to be suitable for the seat.



# MELKSHAM WITHOUT PARISH COUNCIL

## COMPLAINTS PROCEDURE

**Adopted on 22<sup>nd</sup> May 2023**

1. Melksham Without Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
  - 3.1. Complaints by one Council employee against another Council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
  - 3.2. Complaints against Councillors. Complaints against Councillors are covered by the Code of Conduct for Members adopted by the Council at its annual meeting every May and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Wiltshire Unitary Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Wiltshire Unitary Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.

6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council (in writing), who will report your complaint to the Complaints Committee of the Council or to the Council (as appropriate).
8. The Clerk or the Complaints Committee of the Council or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Complaints Committee of the Parish Council or to the full Council (as appropriate) and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

## Contacts

The Clerk – Mrs Teresa Strange  
 Melksham Without Parish Council  
 Melksham Community Campus (First Floor)  
 Market Place  
 MELKSHAM  
 Wilts SN12 6ES

Telephone: 01225 705700  
 Email: clerk@melkshamwithout-pc.gov.uk

The Chair - Cllr John Glover  
 15 Wellington Drive  
 Bowerhill  
 MELKSHAM  
 SN12 6QW

Email: john.glover@melkshamwithout-pc.gov.uk

<b><u>Review date (Annually at Annual Council in line with Standing Orders &amp; Complaints Procedure)</u></b>	<b><u>Amendments</u></b>
<u>22 May 2023</u>	<u>Approved with amendment to point 7</u>
<u>13 May 2024</u>	





## MELKSHAM WITHOUT PARISH COUNCIL

# Code of Conduct (incorporating Protocol on Member/Officer Relations)

## Code of Conduct

### General principles

You are a member or co-opted member of Melksham Without Parish Council and hence you shall have regard to the following principles - **selflessness, integrity, objectivity, accountability, openness, honesty and leadership.**

### Standards of councillor conduct

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the following requirements, by leadership and example.

Accordingly, when acting in your capacity as a member or co-opted member:

1. You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
2. You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
3. When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
4. You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
5. You must be as open as possible about your decisions and actions and

the decisions and actions of your authority, and should be prepared to give reasons for those decisions and actions.

6. You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties, and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out below:
7. You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

### **Registering and declaring pecuniary and non-pecuniary interests**

8. You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as a husband or wife, or as if you were civil partners.
9. In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interests which your authority has decided should be included in the register.
10. If an interest has not been entered onto the authority's register you must disclose the interest to any meeting of authority at which you are present, whereby you have a disclosable interest in any matter being considered and where the matter is not a sensitive interest.
11. Following any disclosure of an interest which is not on the authority's Register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.
12. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your authority.



# Protocol On Member/Officer Relations

## 1. Introduction and Principles

- 1.1 The purpose of this Protocol is to guide Members and Officers of the Council in their relations with one another in such a way as to ensure the smooth running of the Council and to satisfy the ethical standards required.
- 1.2 Given the variety and complexity of such relations this Protocol does not seek to be either prescriptive or comprehensive. It simply offers guidance on some of the issues which most commonly arise. It is hoped, however, that the approach which it adopts to these issues will serve as a guide to dealing with other circumstances.
- 1.3 This Protocol is to a large extent a written statement of current practice and convention. It seeks to promote greater clarity and certainty. If the Protocol is followed, it should ensure that Members receive objective and impartial advice and that Officers are protected from accusations of bias and any undue influence from Members.
- 1.4 This Protocol is consistent with the Members' Code of Conduct. Consequently, a breach of the provisions of this Protocol may also constitute a breach of these Codes.
- 1.5 This Protocol should be read in conjunction with the Codes of Conduct, and any guidance issued by the Standards Committee and/or Monitoring Officer of Wiltshire Council.

## 2. Limitations of Members' Authority

- 2.1. The authority of Members is collective and, as individuals, they have no authority to issue specific directions to any employee, or make criticism directly. Members must not formally inspect any Parish Council property without authority or issue orders or correspondence.
- 2.2. The long standing requirements on Members, as employers, were re-affirmed in law by an Employment Appeals Tribunal, *Moore v Bude & Stratton Town Council*. This confirmed that the Council collectively was the employer, that the unofficial actions of an individual Member could destroy the entire basis of the employer/employee relationship and that employees were entitled to a "reasonably congenial working relationship".

## 3. The Relationship: General Points

- 3.1 Whilst both Members and Officers are servants of the public and they are indispensable to one another the responsibilities are distinct. Members are responsible to the electorate and serve only so long as their term of office lasts. Members are responsible for setting policy. Officers are responsible to

the Council. Their job is to give advice to Members and the Council, and to carry out the Council's work under the direction and control of the Council and its various bodies.

- 3.2 At the heart of the Codes and this Protocol, is the importance of mutual respect. Member/Officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between Members and Officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.
- 3.3 Members must respect the impartiality and integrity of all the Council's Officers. Similarly, all Officers must respect the role of Members as elected representatives.
- 3.4. Inappropriate relationships can be inferred from language/style. To protect both Members and Officers, Officers should address Members at all formal meetings as Councillor or Chair. Save where circumstances clearly indicate that a level of informality is appropriate. Similarly, when addressing Officers at formal meetings of the Council, Members should address Officers by their post title.
- 3.5 A Member should not raise matters relating to the conduct or capability of an Officer in a manner that is incompatible with the objectives of this Protocol. This is a longstanding tradition in public service. An Officer has no means of responding to criticisms in public. If a Member feels he/she has not been treated with proper respect, courtesy or has any concern about the conduct or capability of an Officer, he/she should raise the matter with the Clerk. Any action taken against an Officer in respect of a complaint, will be dealt with in accordance with this policy. If the concern relates to the Clerk then the Member should raise the issue with the Chairman.
- 3.6 An Officer should not raise matters with a Member relating to the conduct or capability of another Officer in a manner that is incompatible with the overall objectives of this Protocol.
- 3.7 Where an Officer feels that he/she has not been properly treated with respect and courtesy by a Member, he/she should raise the matter with the Clerk. In these circumstances the Clerk will take appropriate action either by approaching the individual Member and/or the Chairman or by referring the matter to the Monitoring Officer in accordance with the Code of Conduct.

#### **4. Roles of Members And Officers**

- 4.1 Members have four main roles:
  - Determining the policy of the Council
  - Monitoring and reviewing the performance of the Council in implementing that policy and delivering services

- Representing the Council externally
- Acting as advocates on behalf of their constituents and the wider community

4.2 Officers have the following main roles:

- Initiating policy proposals
- Implementing agreed policy, managing and providing services and being accountable for the efficiency and effectiveness of the services provided
- Providing professional advice to the Council, its various bodies and individual members
- Ensuring the Council always acts in a lawful manner

## **5. The Council Decision Making Process**

- 5.1 Day to day decision making remains the responsibility of the Clerk as delegated by the Parish Council.
- 5.2 Members must always remember that decisions and policies, once determined by the Parish Council are binding.

## **6. The Relationship: General Points**

- 6.1 Officers are responsible for day-to-day managerial and operational decisions within the Council and will provide support to all Members in their various roles.
- 6.2 In giving such advice to Members and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and make recommendations. Members should not seek to pressure the Officer to make a recommendation contrary to the Officer's professional view because of their wish to express a contrary view.
- 6.3 The Clerk has certain statutory roles which need to be understood and respected by all Members. Members must respect these statutory obligations, must not obstruct the Clerk in the discharge of his/her responsibilities and must not victimise him/her for discharging his/her responsibilities.
- 6.4 The following key principles reflect the way in which Officers generally relate to Members:-
- All Officers are employed by, and accountable to the Council as a corporate body
  - Support from Officers is needed for all of the authority's functions
  - Day to day managerial and operational decisions should remain the responsibility of the Clerk and other Officers and
  - All Officers will be provided with training and development to help them support the various Member roles effectively.

- 6.5. Finally, it must be remembered that Officers within the Parish Council are accountable to the Clerk and whilst Officers should always seek to assist a Member, they must not, in so doing, go beyond the bounds of whatever authority they have been given by the Clerk.

## **7. Preparation Of Council Agendas, Minutes And Reports And Conduct Of Meetings**

- 7.1. The Clerk, or other appointed Officer, although responsible under statute for preparing the agendas for all meetings of the Parish Council, Committees, Subcommittees and Working Parties and for circulation of them to meet statutory requirements, will normally do so in consideration with the appropriate Chair. Additional matters for discussion may only be considered at the discretion of the Chair, in agreement with the Clerk.
- 7.2. The Clerk, or other appointed Officer, is responsible for the content of all Minutes and for circulation of them to meet statutory requirements.
- 7.3. An Officer will be present at all meetings involving Members of the Parish Council and will advise on any questions relating to Standing Orders, Financial Regulations, legal requirements or committee procedures and will produce formal minutes of the meeting.
- 7.4. When a named Officer has produced a written report for the consideration of Members he/she is known as the "lead Officer" for the particular topic and is always given the opportunity to introduce the report and answer any questions about it, preferably having received notice verbally or in writing.
- 7.5. The lead Officer may not necessarily be the same Officer who attends to give advice on legal requirements or procedures and produce the minutes as referred to in 7.3 above.
- 7.6. All Committee reports will contain a Recommendation where appropriate, which formally sets out the best advice from the Officer concerned, although the decision to accept this or not rests with the Members. Members should raise issues with that Officer prior to the meeting if at all possible.
- 7.7. Any Member is entitled to submit a Notice of Motion relevant to some question over which the Parish Council has power or which affects its area, for inclusion on the Parish Council Agenda. It must be received by letter or email by 7 days before the council meeting. Any such motion, on being adopted, would stand referred to the relevant Committee if it related directly to the Parish Council's services.
- 7.8. Unless authorised otherwise by the Chair of the meeting concerned, during Committee meetings, all mobile telephones and other electronic devices will be switched to silent.,.

- 7.9 All Members shall seek the advice of the Clerk where they consider there is doubt about the vires for a decision or where they consider a decision might be contrary to pre-determined policies of the Council.
- 7.10 Members and Officers should be mutually supportive in order to minimise any potential embarrassment to the Council. Criticism of officers should be dealt with in private and, by the same token, Officers will never be publicly critical of the Council or its policies.

#### **8. The Relationship: Officer Support: Member And Party Groups**

- 8.1 It must be recognised by all Officers and Members that in discharging their duties and responsibilities they serve the Council as a whole.
- 8.2 The only basis on which the Council can lawfully provide support services (e.g. stationery, typing, printing, photo-copying, transport etc) to Members is to assist them in discharging their role as Members of the Council. Such support services must therefore only be used on Council business. They should never be used in connection with party political or campaigning activity.

#### **9. Members' Access To Information And To Council Documents**

- 9.1 Members have the right to ask for information pursuant to their legal rights to information. This right extends to such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as a Member of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Clerk.
- 9.2 As regards the legal rights of Members to inspect Council documents, these are covered partly by statute and partly by the common law.
- 9.3 Members have a statutory right to inspect any Council document which contains material relating to any business which is to be transacted by the Council.
- 9.4 The common law rights of Members remain intact and are much broader and are based on the principle that any Member has prima facie right to inspect Council documents so far as his/her access to the document is reasonably necessary to enable the Member properly to perform his/her duties as a Member of the Council. This principle is commonly referred to as the 'need to know' principle.
- 9.5 The exercise of this common law right in regard to sensitive information depends therefore, upon an individual Member being able to demonstrate that he/she has the necessary 'need to know'. In this respect a Member has no right to 'a roving commission' to go and examine documents of the Council.

Mere curiosity is not sufficient. The crucial question is the determination of the 'need to know'. This question must initially be determined by the Clerk.

- 9.6 In some circumstances (e.g. a meeting of the Council or its bodies and a Member wishing to inspect documents relating to the business of that meeting) a Member's 'need to know' will normally be presumed. In other circumstances (e.g., a Member wishing to inspect documents which contain personal information about third parties) the Member will normally be expected to justify the request in specific terms.
- 9.7 Further and more detailed advice regarding Members rights to inspect Council documents may be obtained from the Clerk.
- 9.8 Finally, any Council information provided to a Member must only be used by Members for the purpose for which it was provided, i.e. in connection with the proper performance of the Member's duties as a Member of the Council. Therefore, for example, early drafts of Committee reports/briefing papers are not suitable for public disclosure and should not be used other than for the purpose for which they were supplied.

## **10. Correspondence**

- 10.1 Correspondence between an individual Member and an Officer should not normally be copied (by the Officer) to any other Member. Where exceptionally it is necessary to copy the correspondence to another Member, this should be made clear to the original Member. In other words, a system of 'silent copies' should not be employed.
- 10.2 Official letters on behalf of the Council should normally be sent in the name of the appropriate Officer, rather than in the name of a Member. Letters which, for example, create legal obligations or give instructions on behalf of the Council should never be sent out in the name of a Member.

## **11. Publicity and Press Releases**

- 11.1 Local authorities are accountable to their electorate. Accountability requires local understanding. This will be promoted by the Authority by explaining its objectives and policies to the electors and taxpayer. In recent years, all local authorities have increasingly used publicity to keep the public informed and to encourage public participation. Every Council needs to tell the public about the services it provides. Increasingly, local authorities see this task as an essential part of providing services. Good, effective publicity aimed to improve public awareness of a Council's activities is, in the words of the Government, to be welcomed.
- 11.2 Publicity is, however, a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential, therefore, to ensure that local authority decisions on publicity are properly made in accordance with clear principles of good practice. The

government has issued a Code of Recommended Practice on Local Authority Publicity. The purpose of the Code is to set out such principles. The Code develops the conventions that should apply to all publicity at public expense and which traditionally have applied in both central and local government. The Code is issued under the provisions of the Local Government Act 1986 as amended by the Local Government Act 1988 which provides for the Secretary of State to issue Codes of Recommended Practice as regards the content, style, distribution and costs of local authority publicity and such other matters as he/she thinks appropriate. That section requires that all local authorities shall have regard to the provisions of any such Code in coming to any decision on publicity.

- 11.3 Officers and Members of the Council will, therefore, in making decisions on publicity, take account of the provisions of this Code. If in doubt, Officers and/or Members should initially seek advice from the Clerk. Particular care should be paid to any such publicity used by the Council around the time of an election. Particular advice will be given on this by the Clerk.
- 11.4 The Clerk is the Parish Council's press officer, and as such all press publications should be issued by the Clerk and be the view of the Council as a Corporate Body. This includes publicity on social media platforms as well as press publications.

## **12. Members In Their Ward Role and Officers**

- 12.1 Whenever a public meeting is organised by the Council to consider a local issue, all the Members representing the Ward or Wards affected will as a matter of course, be invited to attend the meeting. Similarly, whenever the Council undertakes any form of consultative exercise on a local issue, the Ward Members will be notified at the outset of the exercise.
- 12.2 Should Members or local residents convene a local meeting; Officer attendance will be at the discretion of the Clerk and will take account of the purpose of the meeting.
- 12.3 In all circumstances, the role of Officers at such meetings is to provide information on the topic under consideration and any decision making process which might be relevant, but not to offer or share judgements. Officers will seek to assist in the effective engagement of the community but will be mindful at all times of the integrity of the formal decision making process.
- 12.4 Members attending local consultation meetings, which may on occasion give rise to heated debate, should be mindful of the restrictions on the responses available to Officers and both Officers and Members should act at all times in accordance with their respective Codes of Conduct.

### 13. Access To Premises

- 13.1 Officers have the right to enter Council land and premises to carry out their work.
- 13.2 Members have a right of access to Council land and premises to fulfil their duties. When making visits as individual members, member should:
- whenever practicable, notify and make advance arrangements with appropriate manager or officer in charge;
  - comply with health and safety, security and other workplace rules;
  - not interfere with the services or activities being provided at the time of the visit;
  - if outside his/her own ward notify the ward members beforehand; and
  - take special care at schools and establishments serving vulnerable sections of society to avoid giving any impression of improper or inappropriate behaviour.

### 14. Use Of Council Resources

- 14.1 The Council provides all members with services such as typing, printing and photocopying, and may provide goods such as stationery and computer equipment, to assist in them discharging their roles as members of the Council. These goods and services are paid for from the public purse. They should not be used for private purposes or in connection with party political campaigning activities.
- 14.2 Members should not put pressure on staff to provide resources or support which officers are not permitted to give.

### 15. Conclusion

- 15.1 Mutual understanding and openness on these sort of sensitive issues and basic respect are the greatest safeguard of the integrity of the Council, its Members and Officers.
- 15.2 Questions of interpretation of this Protocol will be determined by the Clerk.
- 15.3 Copies of the Protocol will be issued to all Members, upon election, and all Officers.

Review date (Annually at Annual Council in line with Standing Orders)	
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Reviewed Code of Conduct Policy against the LGA version in May 2021 (Min 08/21)	Agreed to continue with MWPC Model.
Full Council July 2021 (Min 164(b)/21)	Agreed to merge the Code of Conduct and Protocol on Member/Officer Relations into one Policy document.
Annual Council 22 May 2023 (Min 10b).	Annual Council 22 May 2023



# MELKSHAM WITHOUT PARISH COUNCIL

## ROLES AND RESPONSIBILITIES OF A PARISH COUNCILLOR

- Effectively represents the interests of their ward or parish.
- Fulfils and enacts any statutory requirements of an elected member of the Council.
- Actively and constructively contributes to good governance.
- Actively encourages community participation and citizen involvement in the work of the Council.
- Encourages people to take up their roles of active and engaged citizenship.
- Knows and has contact with key local stakeholders.
- Represents the Council to the community, and the community to the Council, using all appropriate means.
- Is a channel of communication for the ward or parish and ensures constituents are informed of services available; decisions that affect them and the reasons for those decisions.
- Develops and maintains a working knowledge of organisations (including principal councils) operating within the area which have an impact on the wellbeing of both the community and the council as a whole.
- Deals with constituents' enquiries and representations fairly and without prejudice.
- Carries out case work for constituents and represents their interests, or enables the constituents to take action to deal with the matter themselves.
- Identifies and works with local "hard to reach" and under-represented groups to ensure their views can be identified.
- Contributes to the formation of the Council's policies and plans by active involvement in the Council meetings, committees and working parties.
- Undertakes appropriate training and development to help fulfill the requirements of the Councillor role.
- Acts as the Council's representative on outside bodies and reports back on their activities.
- Champions the causes which relate to the interests and sustainability of the Council's area and campaigns for improvement in the quality of life of those living in, working in or visiting the area.

Wiltshire Association of Local Councils – January 2013  
Adopted by Melksham Without Parish Council, 15 May 2017  
Re-adopted at the Annual Council meeting on 22 May 2023

## Online Finance Training from The Parkinson Partnership

The upcoming dates can be found on the WALC website.

Follow links through to the Parkinson Partnership bookings page.

[Wiltshire Association of Local Councils \(wiltshire-alc.org.uk\)](http://wiltshire-alc.org.uk)

## Dates for your diary

Date	Event	Information
April		
16th	VAT for VAT registered councils	Book online
23rd	VAT for unregistered councils (VAT126)	Book online
25th	Finance for Councillors	Book online
May		
2nd	Procurement	Book online
21st	Finance for councillors	Book online
30th	VAT for unregistered councils(VAT126)	Book online
June		
6th	D-Day Celebrations Anniversary	<a href="#">D-Day Celebrations</a>
11th	VAT – Partial exemption	Book online
13th	Finance for Councillors	Book online
18th	Finance for Councillors	Book online
20th	VAT for registered councils	Book online
July		
2nd	VAT for unregistered councils (VAT126)	Book online
3rd	Internal Controls	Book online





# MELKSHAM WITHOUT PARISH COUNCIL

For review at Annual Council meeting 13<sup>th</sup> May 24

## COMMITTEE STRUCTURE AND TERMS OF REFERENCE

### 1. NUMBER AND NAMES OF COMMITTEES

There shall be five Standing Committees of the Parish Council called:-

1. Finance Committee
2. Planning Committee
3. Staffing and Resources Committee
4. Asset Management Committee
5. Highways and Street Scene Committee

### 2. PURPOSE & DELEGATED AUTHORITY

The purpose of committees is to assist the Council as a whole to fulfil its responsibilities and functions as swiftly and efficiently as possible, by ensuring matters are thoroughly examined so that decisions are based on well-informed opinion. The Council as a corporate body, has ultimate responsibility for committee activities and committees report to the main Council. All committee recommendations and decisions will therefore be formally recorded by the Clerk and referred to the main Council for final ratification and approval. Where the Council chooses to delegate authority to a committee this will be done via a formal Council resolution prior to the Committee meeting.

### 3. FREQUENCY OF MEETINGS & FUNCTION

While the five main committees are Standing Committees, the frequency of meetings for committees will vary according to ~~its~~ their function and responsibilities.

#### 3.1. **Finance Committee:** The Finance Committee will meet at least 3 times per year in May/June, March and January. It will function to:

- a) Be responsible for all Council matters directly relating to finance and spending
- b) Prepare and monitor the Council budget (January)
- c) Recommend the Council precept, based on budget requirements (January)
- d) Ensure Council funds are managed and invested for maximum return
- e) Consider grant applications and allocate grant aid (March (February in an election year))

- f) Carry out an Annual Review of the Council Insurance Policy to ensure Council assets are properly insured and liabilities covered (May)
- g) Carry out an Annual Review of Financial Regulations & Risk Register (May/June)
- h) Carry out a review of Year End Accounts, Audit requirements and Compliance to Transparency Code (May/June)
- i) Finance Committee members will ~~approve accounts at Council meetings and~~ sign cheques and authorise online banking payments in the office monthly and as required (2 signatories) in line with Financial Regulations.

**3.2. Planning Committee:** The Planning Committee will meet every 3 weeks to review planning applications if necessary. It will function to:-

- a) Ensure all planning applications are properly considered within the legal time framework of three weeks, set by Wiltshire Council. The Planning Committee has delegated powers to submit comments on planning applications, licenced premises applications, street trading applications ~~and~~ pre-application consultations, and ~~approve street naming (or should this be Full Council?)~~. Officers have delegated powers to automatically submit original comments made on the planning application, to the Planning Inspectorate for Appeals.
- b) Consider other planning matters and correspondence, including any queries and discussions relating to s106 legal agreements.
- c) Refer any planning item to Full Council as and when necessary.
- d) Nominate Committee members to attend planning inquiries, and Wiltshire Council Planning Committees (Strategic & Western Area) and to attend planning site meetings.
- e) To Review the minutes of the Neighbourhood Plan Steering Group Meetings.
- f) To meet with developers at pre-application stage and as projects progress, in line with the Pre-App Policy in the Neighbourhood Plan.
- g) ~~To give delegated powers to submit responses to informal and formal consultations~~
  - Government consultations on Planning issues
  - Wiltshire Council consultations on Planning issues Eg Design Code, Gypsy & Traveller Plan, Local Plan review (?)
  - Pre-application consultations by developers
  - Neighbourhood Plan consultations from neighbouring parishes

h)

**3.3 Staffing and Resources (query what the Resources is? As covered by Asset Management g) Committee:** The Staffing and Resources Committee will meet as required. It will function to:

- a) Appoint members of staff in liaison with the Clerk.
- b) Conduct staffing interviews and assessments.
- c) Assess job contracts and job descriptions to ensure they meet Council requirements and are in line with current legislation.
- d) Be responsible for staff health and safety in the work environment and risk assessment.
- e) Encourage appropriate training for staff development
- f) Advise on staff-related matters; e.g. appropriate pay rates, disciplinary matters, disputes etc

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- g) Review staffing policies regularly.

Should any disciplinary matter be discussed by the Staffing Committee, then the Chair of Council will leave the room and not be included in the circulation of papers and correspondence.

**3.4 Asset Management Committee:** The Asset Management Committee will meet as required. It will function to:

- a) Seek quotes on the provision, maintenance, repair or renewal of assets in the parish to inform the Finance Committee/Full Council.
- b) Review and assess quarterly written play area reports, identifying any actions required; and Annual Independent Play Area inspection reports.
- c) Address continued management of Bowerhill Pavilion and Sports Field, including annual maintenance contracts and the promotion of hiring of the facilities.
- d) Liaise with Shaw Village Hall Management Committee & Berryfield Village Hall Management Company to ensure maintenance schedules are adhered to so the building is suitably maintained and insured for its users.
- e) Review Allotment Tenancy Agreement and annual rent charges. Consider correspondence and requests from Allotment Tenants.
- f) Officers to have delegated powers to accept new bookings for the Bowerhill Sports Field and arrange suitable charges and for the Clerk to consult with the Chair and Vice Chair of the Asset Management Committee if necessary.
- g) Review Council resources, including parish and office equipment, to ensure staff are properly equipped to carry out work demands.

**3.5 Highways and Streetscene Committee:** The Highways and Streetscene Committee will meet every three months in line with Wiltshire Council Local Highways and Footpath Improvement Group (LHFIG)

**3.6** It will function to:

- a) Consider all Highways, Footpaths & Rights of Way issues, recommending those to be supported and requested for action via LHFIG, within a timeframe that allows the Council Appointed Representative to report back to the next LHFIG meeting and submission of requests in time for the LHFIG agenda.
- b) Officers have delegated powers to consider all non-statutory Highways and Streetscene jobs to be carried out by the Parish Steward, prioritise these and report to Wiltshire Council using their approved system. The committee will set the overall priorities for the Parish Steward tasks.
- c) Consider correspondence and requests from residents on Highways and Streetscene matters.
- d) Make recommendations for jobs to be addressed by the Parish Caretaker that do not fall under the statutory remit of Wiltshire Council or the Parish Steward.

**4. CHAIRMAN & MEMBERSHIP**

The Chair and Vice-Chair will be ex-officio members on all committees **(To review during 4 year term of office)**

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In line with Standing Order 4)d)vi) Every Committee shall at its first meeting before proceeding to any other business elect a Chair and may elect a Vice-Chair who shall hold office until the next Annual Meeting of the Council. If both the Committee Chair and Vice-Chair are unable to attend, the Committee may elect a Chair for that Meeting.

Every member of the Council will be expected to serve on at least one Committee.

The quorum for committees wholly comprised of Council Members is half of the members on each committee **(All committees are currently 7 members, therefore the Quorum is 4 Members).**

Only members nominated to serve on a Committee may vote on committee decisions made, unless attending as a substitute.

In line with Standing Order 4d)v) A member who is unable to attend a committee meeting may send another suitable councillor as a substitute for that meeting. The substitute may then vote in that meeting on any resolution on behalf of the committee member. The member must inform an officer of the proposed substitution in advance of the committee meeting.

All Council members are welcome to attend any Committee meetings and may speak at the discretion of the Chair.

## 5. NUMBER OF MEMBERS ON COMMITTEES

The number of members on committees will be as follows:

### **Finance Committee**

Chair, Vice-Chair & 5 Council members

### **Planning Committee**

Chair, Vice-Chair & 5 Council members

### **Staffing & Resources Committee**

Chair, Vice-Chair & 5 Council members

### **Asset Management Committee**

Chair, Vice-Chair & 5 Council members

### **Highways & Streetscene Committee**



Chair, Vice-Chair & 5 Council members

## 6. RULES OF AGENDA, PROCEDURE AND DEBATE

Any item for an Agenda on any committee, if not referred to the Committee by Full Council will need to be communicated in writing (email is sufficient) to the Clerk at least ten days prior to the Committee Meeting in question.

The Clerk will give Committee members at least three days clear notice of a committee meeting, including Saturdays but excluding Sundays. All Committee meetings will be advertised on Council notice boards at least three clear days prior to a meeting. [\(Think this needs updating to read they will be advertised on the website with at least 3 clear days, but we have no control over when volunteers put agendas up in the noticeboards. Although, the dates are advertised on the list of dates for the year.\)](#)

The Council rules of procedure and debate as detailed in the Council Standing Orders, will apply to all committees.

All discussion on an item will be directed through the Chair. A member may speak for up to 3 minutes on any particular item. Once a committee decision has been made in the normal way via a proposer, and seconder and formal vote, no further discussion may place on that item.

All committees will have regard to Council policy already in place.

Any major expenditure item, which has not already been included in the Council budget for the year in which funds are required, will be referred to the next meeting of the Council and if necessary the next Finance Committee meeting for consideration.

Declarations of Interest, pecuniary or otherwise, must be declared by all members at the commencement of a committee meeting and recorded in the Minutes. [\(If anyone spots anything during the meeting to speak then though, so update this? or is this paragraph needed as in the Standing Orders?\)](#)

## 7. ATTENDANCE OF PRESS AND PUBLIC

The press and public are welcome to attend all Committee meetings. The Committee will adjourn to allow for a period for public participation if members of the public attend. The time allowed for public participation will be at the discretion of the Chair.

Exclusion of the press and public will not be exercised generally but will only take place by resolution, for a particular occasion, if publicity would prejudice the public interest by reason of the confidential nature of the business under discussion. Reasons for exclusion are in accordance with the Public Bodies (Admissions to Meetings) Act 1960: matters relating to employees, terms of tenders, proposals and counter-proposals in contract negotiations, preparation of legal cases, and disputes.

A councillor who is not a member of a committee has the same rights as a member of the public. Therefore, if such a councillor wants to see certain

exempt information or documentation, or remain in a committee meeting where members of the public have been excluded for Data Protection, Employment law or reasons detailed above; they must demonstrate the reasons for their “need to know” and explain how it is necessary for them to perform their duties as a councillor. It will then be at the discretion of the committee (or for papers outside of the meeting, the officer).

~~*These terms of reference were reviewed and approved by Melksham Without Parish Council at the Annual Council Meeting on Monday 16<sup>th</sup> May 2022.*~~

***Reviewed and approved at the Annual Council Meeting on Monday, 22 May 2023.***

## **Committees and Working Parties for 2023/24**

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

**Chair of Council for 2023/24: Cllr John Glover**

**Vice Chair of Council for 2023/24: Cllr David Pafford**

### **Finance Committee:**

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

### **Planning Committee:**

Councillors Richard Wood (**Chair**), John Glover, Alan Baines (**Vice Chair**), Peter Richardson, David Pafford, Mark Harris and Terry Chivers

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

Councillors John Glover, Alan Baines (**Chair**), **VACANCY**, David Pafford, Robert Shea-Simonds (**Vice Chair**), Shona Holt and **VACANCY**.

### **Asset Management Committee:**

Councillors John Glover, David Pafford, Alan Baines (**Chair**), Terry Chivers, Shona Holt, Martin Franks, **VACANCY** (**Vice Chair**).

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

Councillors John Glover, Alan Baines (**Chair**), Mark Harris, David Pafford (**Vice Chair**), Robert Shea-Simonds, Terry Chivers and Martin Franks.

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

Councillors John Glover, David Pafford, Nathan Keates, Alan Baines and Peter Richardson

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

Councillors John Glover, David Pafford and Martin Franks

### **Office Accommodation Project Working Party:**

Councillors Richard Wood, John Glover, David Pafford, Mark Harris, **VACANCY**, **VACANCY** and Robert Shea-Simonds.

(Stefano Patacchiola was the parish council's IT representative for this project)

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

Councillors John Glover, **VACANCY**, David Pafford, Shona Holt and Mark Harris.

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

Councillors John Glover, David Pafford and Alan Baines

### **Road Safety Working Party**

Councillors Shona Holt, **VACANCY**, Peter Richardson, **VACANCY**, Robert Shea-Simonds

### **Heath & Safety Representative**

Martin Franks

**Cemetery Working Group.** NEW – Joint working party with the Town Council

## Lorraine McRandle

---

**From:** Teresa Strange  
**Sent:** 02 May 2024 13:31  
**To:** Lorraine McRandle  
**Subject:** FW: Cemeteries Working Group  
**Attachments:** Motion to set up acemeteries working group.docx

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**From:** Committee Clerk <committee.clerk@melksham-tc.gov.uk>  
**Sent:** 02 May 2024 13:20  
**To:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Subject:** Cemeteries Working Group

Good afternoon Teresa.

Full Council on Monday considered a motion from Councillor Alford and resolved to set up a Cemeteries Working Group to explore the options for future delivery of the cemetery service. It is intended to be a joint group with the parish so I am formally inviting Parish Councillors to join. Our membership will be decided at the annual meeting on 20 May. I attach a copy of the motion.

Have a good day

Andrew

Andrew Meacham  
**Committee Clerk**



T: (01225) 704187  
E: [committee.clerk@melksham-tc.gov.uk](mailto:committee.clerk@melksham-tc.gov.uk)  
I: [www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)

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## MELKSHAM TOWN COUNCIL

### Notice of Motion: Joint cemetery working party

Proposed by: **Phil Alford**

Seconded: Simon Crundell

Dated: **25/3/25**

#### Purpose of the motion

The purpose of the motion is to set up a cemetery working party to assess the current situation of cemeteries in the Melksham area. It should determine the existing and future capacity and if there is the need for a new cemetery. It should then explore options for future provision. Due of the shared use with Melksham Without parish council the group should look to work with the parish to form a joint working group.

#### Background (Including previous resolution/s made and date/s if applicable)

Provision in Melksham is largely delivered from the cemetery adjacent to St Michaels Church. This is an old West Wilts District Council cemetery and is nearing capacity.

#### Current Situation

Parish and Town councils have a statutory duty to provide cemetery services. Wiltshire Council currently do this as it owns the main site in Melksham. This service was originally provided by WWDC prior to the formation of the Unitary Authority. Other Districts in Wiltshire do not provide this service and Wiltshire Council does not have a cemetery strategy. The current site has an agreement in place for expansion and has about three years of capacity left.

#### What financial implications are there?

Cemeteries generate income from the sale of plots. Should we acquire a site it can be funded from sales. Other sites generate an income for the town and parish councils.

#### How does the motion link to Town Council policies and core values?

The building helps deliver on our commitment to resilient communities.

#### What risks are there? (Provide a risk assessment)

No risk

#### What crime and disorder implications are there?

None

#### What environmental and biodiversity considerations are there?

Any outcome that leads to the acquisition of a new site would provide an opportunity for biodiversity enhancements.

#### What safeguarding concerns are there?

None

#### . Motion

To set up a working party, inviting the parish to join, and to explore the options for future delivery of the cemetery service.

. **Does the motion impact/ support any previous decisions of council?**

No

. **Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?**

No

. **Please summarise any specific recommendations you have in relation to next steps**

- Set up a small group. Invite the parish to join. Engage WC over the existing provision and planning considerations. Explore options and then engage landowners to consider opportunities around land acquisition.

**Office Use:**

Date of receipt by Proper Officer:

Date of proposed council meeting for motion:

Date/s of relevant resolutions:  
(record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:

## ORGANISATION REPRESENTATIVES

For 2023/24

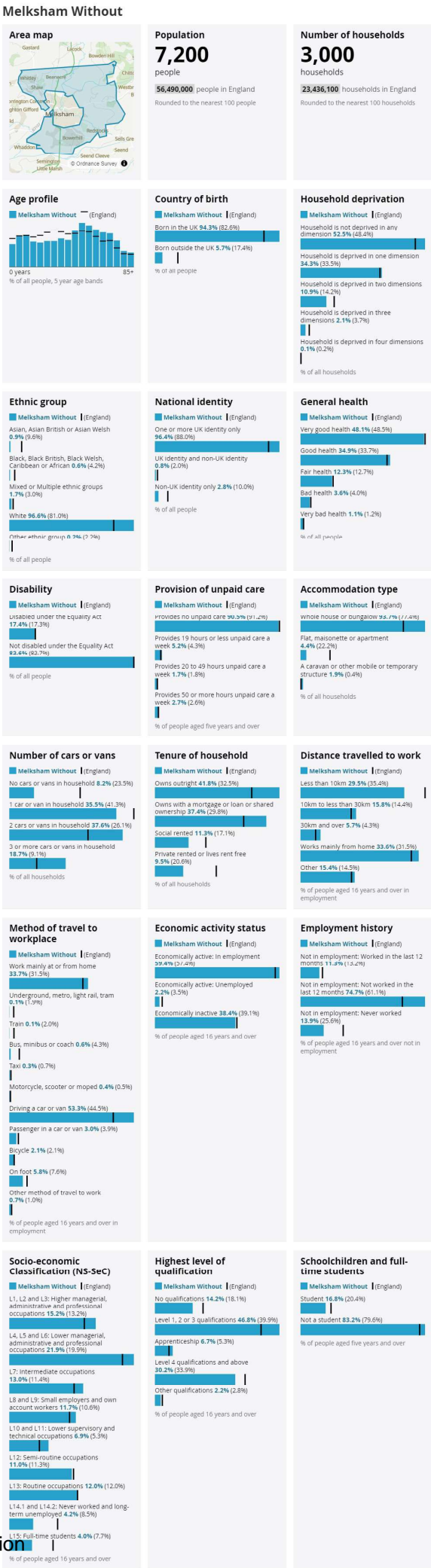
### Organisations:

Age UK	John Doel
Berryfield & Semington Road Action Group (BASRAG)	Richard Wood
Berryfield Village Hall	Shona Holt
Bowerhill Residents Action Group (BRAG)	Nathan Keates (Sub: <b>Vacancy</b> )
Bowerhill Village Hall Trust	<b>VACANCY</b>
CCTV Working Group (Town Council)	Mark Harris
Community Action Whitley & Shaw (CAWS) & Flood Wardens	Peter Richardson
CPRE (Wiltshire Branch)	Martin Franks
Health & Wellbeing Group (Melksham Area Board)	John Glover
Local Highways & Footway Improvement Group	Alan Baines
Melksham Area Board	John Glover & David Pafford
Melksham ATC	<b>VACANCY</b>
Melksham Charities/Almhouses	R Shea-Simonds & John Doel
Melksham Hospital & Community (Friends of)	Robert Shea-Simonds
Melksham Joint Neighbourhood Plan Steering Group	John Glover & David Pafford (A Baines & R Wood – reserve)
Melksham Oak Community School Governor	David Pafford
Melksham Transport Group	Mark Harris
Operational Flooding Working Group	Alan Baines
Parish Highways & Street Scene Rep	Parish Officer – L. McRandle
Police Liaison	Officers
Press Representative	Clerk – Teresa Strange
Shaw Hall Management Committee	Martin Franks
Shurnhold Fields (Friends of)	(from Shurnhold Working Group Reps)
Whitley Reading Rooms	John Doel
Wilts & Berks Canal Trust	Mark Harris
Wiltshire, Swindon & Oxfordshire Canal Partnership	Mark Harris
WALC (Wiltshire Association of Local Councils)	<b>VACANCY</b>

### Footpath Representatives:

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

When did mapping exercise in 2023 it provided a different population figure. Therefore querying figure.





# MELKSHAM WITHOUT PARISH COUNCIL

## OBJECTIVES & PRIORITIES FOR 2023/24

### Officer's Notes in Red for review at Annual Council 13/5/24

- Melksham Neighbourhood Plan\*
  - Implementation, monitor and use of policies in NHP#1.
  - Review of current Plan, production of draft NHP#2, formal consultation and submission to Wiltshire Council
    - Evidence of good use of NHP#1 policies in planning decisions made
    - Extensive consultation on NHP#2 during 2023, with intensive work to review all the responses received and ensure robust version going forward to submission later in 2024.
- To input and influence Wiltshire Council's Local Plan Review\*
- Provided comprehensive response to consultation.
- To influence and lobby Central Government to change the new NPPF (National Planning Policy Framework) legislation for Neighbourhood Plans protected to a 3-year land supply, to hold for more than 2 years, working with the Wiltshire Area Localism & Planning Alliance (WALPA).
- Changes to NPPF brought into effect in December 2023 and will hold for Melksham until 19<sup>th</sup> December 2025 (2 years)
- Water refill points – to progress installation of water refill points at Bowerhill & Shaw sports fields.
- Water refill installed at Bowerhill Sports Field but awaiting repair
- To review the Emergency Plan\*
- On list to discuss with MTC as joint project. Some technical behind the scenes work planned in May 24 (originally met in July 23 but struggled with MTC engagement).
- Bowerhill Sports Field enhancement project – teen shelter/gym equipment. Survey of residents undertaken on types of equipment to install with 131 survey results received. Council decision based on consultation for way forward. Applying to SUEZ for grant funding in May 24.
- Shurnhold Fields car park and improved entrance project\*
- Wiltshire Council have been successful in receiving a grant from the EA for a flood alleviation scheme which is currently being worked on, which has to happen before car park project.
- To continue to maintain a good working relationship with Wiltshire Council, the Area Board and all the neighbouring parishes who abut Melksham Without.
- Believe good working relationship with Wiltshire Council officers and councillors and neighbouring parishes – could add the MP in here too
- Progress East of Melksham Community Centre with Melksham Town Council.
- On agenda for MTC extraordinary meeting
- Move towards pilot of Real Time Information (RTI) in bus shelters (Mitchell Drive and Melksham Market Place)\* RTI on order for Mitchell Drive and Kestrel Court and surveyed ready for the Market Place (but not ordered yet as need battery version still not signed off by Wiltshire Council)

## Priorities for Term of Council (2021/25)

- To continue to use less paper/become more climate friendly (in line with Wiltshire Council's goal of being Carbon Neutral by 2030).
- **Ongoing**
- Work towards obtaining Quality Gold Award <https://www.nalc.gov.uk/our-work/local-council-award-scheme>
- **Not started, on hold until NHP work finished**
- Continue to provide enhanced access to council meetings via remote technology to improve community engagement.
- **Ongoing and working well**
- To obtain mains drainage for Beanacre
- **Installed in Westlands Lane in 2023 with Wessex Water completion in December, with residents beginning to connect now. No plans for the rest of Beanacre due to traffic management issues on A350**
- To achieve the best outcome for the parish as a whole, for the proposed A350 Bypass. **Chasing updates on the report currently sat at DfT**
- To continue to progress wider Realtime Information (RTI) in bus shelters across the parish and town\* **Project underway to install RTI at Mitchell Drive, Kestrel Court and Market Place.**
- To seek to obtain higher speed internet access in the parish
- **No progress**
- To develop a policy to improve road safety in the parish, maximizing the levers that the council have control or influence over.
- **Road Safety Workshop now in place**

\* Working with Melksham Town Council

Adopted at the Annual Council Meeting 22 May 2023

### **Officer suggestions for priorities for next year:**

1. New lease for Shaw Village Hall (expires April 25), tied in with Land Registry of land
2. Lime Down campaign

### **For longer term:**

1. Improve drainage at Bowerhill Sports Field

## MELKSHAM WITHOUT PARISH COUNCIL COUNCIL MEETING DATES 2023/24

**Please Note:** All Council Meetings commence at 7.00pm and are held at Melksham Without Offices, First Floor, Melksham Community Campus, Market Place, SN12 6ES unless otherwise stated.

Web - [www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk) E-mail - [office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk) Tel - 01225 705700

### **CHANGES TO PREVIOUSLY APPROVED LIST**

ANNUAL COUNCIL	MONDAY 13 MAY 2024
PLANNING	MONDAY 20 MAY 2024
FINANCE (Re Insurance)	MONDAY, 20 MAY 2024
To approve Insurance cover before 1 June with delegated powers and review year end documents and external audit – needs Full Council to approve External Audit docs before 30 June	
BANK HOLIDAY	MONDAY 27 MAY 2024
FREE MONDAY	MONDAY 03 JUNE 2024
PLANNING	MONDAY 10 JUNE 2024
ROAD SAFETY WORKING GROUP (after Planning)	MONDAY, 10 JUNE 2024
FULL COUNCIL	MONDAY 17 JUNE 2024
ASSET MANAGEMENT (7.30pm – Site meeting 6.30pm)	MONDAY, 24 JUNE 2024
PLANNING COMMITTEE	MONDAY 1 JULY 2024
FREE MONDAY	MONDAY 08 JULY 2024
FREE MONDAY (alternative Highways Comm if lots of items*)	MONDAY 15 JULY 2024
PLANNING (Highways Comm after Planning*)	MONDAY 22 JULY 2024
FULL COUNCIL	MONDAY 29 JULY 2024
In line with MWPC protocols the council do not meet in August to allow for councillors and staff holidays and a break! (apart from Planning applications which have to have comments back every 21 days) – the meeting on 12 August will therefore be fluid.	
FREE MONDAY	MONDAY, 05 AUGUST 2024
PLANNING COMMITTEE	MONDAY 12 AUGUST 2024
FREE MONDAY	MONDAY 19 AUGUST 2024
BANK HOLIDAY	MONDAY 26 AUGUST 2024
PLANNING COMMITTEE	MONDAY 02 SEPTEMBER 2024
FULL COUNCIL	MONDAY 09 SEPTEMBER 2024

FREE MONDAY	MONDAY 16 SEPTEMBER 2024
PLANNING COMMITTEE	MONDAY 23 SEPTEMBER 2024
HIGHWAYS & STREETSCENE COMMITTEE* (to follow Planning) (To feed into LHFIG meeting on 4 November)	MONDAY 23 SEPTEMBER 2024
FREE MONDAY	MONDAY 30 SEPTEMBER 2024
FULL COUNCIL	MONDAY 07 OCTOBER 2024
PLANNING COMMITTEE	MONDAY 14 OCTOBER 2024
FREE MONDAY	MONDAY 21 OCTOBER 2024
HALF TERM	MONDAY 28 OCTOBER 2024
PLANNING COMMITTEE	MONDAY 4 NOVEMBER 2024
FULL COUNCIL	MONDAY 11 NOVEMBER 2024
FREE MONDAY	MONDAY 18 NOVEMBER 2024
PLANNING COMMITTEE	MONDAY 25 NOVEMBER 2024
FULL COUNCIL	MONDAY 2 DECEMBER 2024
MWPC CHRISTMAS MEAL?	MONDAY 9 DECEMBER 2024
PLANNING COMMITTEE	MONDAY 16 DECEMBER 2024
FINANCE COMMITTEE To recommend budget and precept	MONDAY 06 JANUARY 2025
PLANNING COMMITTEE	MONDAY 13 JANUARY 2025
FULL COUNCIL	MONDAY 20 JANUARY 2025
FREE MONDAY	MONDAY 27 JANUARY 2025
PLANNING COMMITTEE	MONDAY 03 FEBRUARY 2025
(ALTERNATIVE date for Finance Comm to review grants**)	MONDAY 10 FEBRUARY 2025
FULL COUNCIL	MONDAY 17 FEBRUARY 2025
PLANNING COMMITTEE	MONDAY 24 FEBRUARY 2025
FINANCE COMMITTEE (to review grants)	MONDAY 03 MARCH 2025
(ALTERNATIVE date for Annual Parish meeting**)	MONDAY 10 MARCH 2025
PLANNING COMMITTEE	MONDAY 17 MARCH 2025
FULL COUNCIL	MONDAY 24 MARCH 2025
ANNUAL PARISH (Venue TBC)	MONDAY 31 MARCH 2025
PLANNING COMMITTEE	MONDAY 07 APRIL 2025
FULL COUNCIL (Last meeting of Council in term of office)	MONDAY 14 APRIL 2025
EASTER MONDAY	MONDAY 21 APRIL 2025

## PLANNING COMMITTEE

*BANK HOLIDAY*

ANNUAL COUNCIL

PLANNING

FINANCE (Re Insurance)

To approve Insurance cover before 1 June with delegated powers and review year end documents and external audit – needs Full Council to approve External Audit docs before 30 June

*BANK HOLIDAY*

*FREE MONDAY*

PLANNING

FULL COUNCIL

MONDAY 28 APRIL 2025

MONDAY 05 MAY 2025

MONDAY 12 MAY 2025

MONDAY 19 MAY 2025

MONDAY, 19 MAY 2025

MONDAY 26 MAY 2025

MONDAY 02 JUNE 2025

MONDAY 09 JUNE 2025

MONDAY 16 JUNE 2025

**Asset Management and Staffing Committee meetings to be arranged as and when needed.**

\* The next LHFIG meeting is 15 August, therefore it is proposed to hold a Highways meeting on either 15 July or 22 July, depending on the amount of agenda items. The next meeting is due to be held on 4 November and waiting confirmation of future LHFIG meeting dates before scheduling the remaining Highways meetings

Annual Parish Meetings must be held between 1 March and 1 June but the 2025 meeting may have to be earlier in March (10<sup>th</sup> March) due to Purdah if you wish to give out grant cheques etc. which would mean the Finance Committee would have to be held earlier too

Date of Annual Council meeting (and therefore subsequent meetings) may have to change, depending when local elections take place in May (Annual Council meetings have to take place within 14 days of parish council elections).

**MINUTES of the Full Council Meeting of Melksham Without  
Parish Council held on Monday 22 April 2024 at Melksham Without Parish  
Council Offices, Melksham Community Campus (First Floor), Market  
Place, Melksham, SN12 6ES at 7.00pm**

**Present:** Councillors David Pafford (Vice Chair of Council), Alan Baines, John Doel, Martin Franks, Mark Harris, Shona Holt, Peter Richardson and Robert Shea-Simonds

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

**In attendance:** Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold) and Wiltshire Council Nick Holder (Bowerhill) & Inspector Andy Lemon (for part of meeting)

**Via Zoom:** Councillors Nathan Keates and John Glover (for part of meeting)

**501/23 Welcome, Announcements & Housekeeping**

Councillor Pafford welcomed everyone to the meeting and went through the evacuation procedures in the event of a fire. He also reminded those present that the meeting was being recorded and would be published on YouTube but deleted once the minutes were approved.

The following announcements were made:

- Lime Down Solar. The deadline for anyone wishing to submit comments as part of the consultation was Friday, 26 April.
- There will be a short unveiling of a memorial plaque on Saturday, 27 April at 11.30am at Queen Mary Gardens for former Melksham Town Clerk, Jean Harris who also served as a councillor for a short period on Melksham Without Parish Council.

The Clerk reminded Members the Council was in a period of purdah given the upcoming elections for the Police & Crime Commissioner on 2 May and therefore advised Members to keep the discussions with the Police tonight to operational and local issues, and not the wider scope of policing policy.

**502/24 a) To receive apologies and consider approval of reasons given.**

Apologies were received from Councillor Glover who was on holiday, Councillor Wood due to a previous social engagement and Councillor Chivers who was back in hospital.

The Clerk informed the meeting Councillor Keates had also tendered is apologies due to work commitments, but had joined the meeting via

Zoom and was aware he could not take part in the meeting or vote.

**b) To review Councillor Andy Russell's Leave of Absence**

Councillor Pafford informed the meeting, that Councillor Russell had decided to resign from the parish council for health reasons and had written to the Clerk thanking the Chair, Vice Chair and Clerk for their support and understanding and what a pleasure it had been working with everyone on the council.

The Clerk confirmed that the Elections team at Wiltshire Council would be informed as soon as possible, who would advertise the vacancy in due course. Once the notices had been received, these would go out to the various noticeboards within the parish to see if 10 electors from Bowerhill wished to call an election. There would be an opportunity for the council to co-opt a new councillor if no election was requested

**503/23 Invited Guests:**

Standing Orders were suspended and Detective Inspector Lemon and the Wiltshire Councillors present were invited to speak to the Council.

**a) Wiltshire Police: Detective Inspector Andrew Lemon**

Detective Inspector Lemon thanked the parish council for the invitation and updated Members on recent changes to operational procedures within the local Police Teams and Neighbourhood Policing Teams. There was a new "Community Commitment", issued earlier in the year by the Chief Constable, a community contract between the Police and the community which concentrated on 3 areas ie violence reduction, safer public spaces and reduction in burglary offences.

The Clerk highlighted that Bowerhill and Berryfield did not seem to have a particular officer(s) designated to them in the recent Police report issued, with Detective Inspector Lemon confirming these areas were covered by PC Elliott Holdsworth.

Councillor Baines noted PC Holdsworth did not appear to be responsible for Redstocks which was odd, when he was responsible for Bowerhill, Seend and other villages south of Melksham with Detective Inspector Lemon agreeing to investigate and report back.

Councillor Pafford sought clarification of the 20,000 additional Police officers currently being recruited across the Country and asked how many would be allocated in Wiltshire.

Detective Inspector Lemon informed the meeting he understood c1000 new Police officers had been recruited in Wiltshire recently.

### **Melksham Crime Figures for first quarter of 2024:**

9.5% reduction in violence against the person.  
38.4% reduction in drug offences.  
66% reduction in the use of weapons.  
20% increase in burglaries (5 additional crimes reported in 3 months)  
Increase in vehicle crime (7 additional crimes reported in 3 months)  
With the biggest increase seen in sexual offences.

Detective Inspector Lemon informed the meeting he would ask Sergeant Rutter to circulate the quarterly crime data to the parish council and to attend a future meeting if requested, to answer any questions relating to the figures along with Sergeant Rutter.

With regard to the increase in burglaries, it was explained this was mainly against businesses with local youths involved who were now in the criminal justice system and as a consequence there had been a noticeable reduction in burglaries since.

With regard to the council's previous concerns at trailers parking on Bowerhill Industrial Estate, Detective Inspector Lemon had noted, having driven through there himself recently, that they had re-appeared and would be liaising with Sergeant Rutter to look into this.

Wiltshire Councillor Holder thanked the Police for their response to a recent spate of vehicles being broken into on Bowerhill, with residents having raised with him their thanks for the police response.

Councillor Richardson asked if more speed enforcement could be undertaken in the Shaw & Whitley area, noting there was a noticeable difference in driver behaviour when Police were present, to help support Community Speedwatch. Detective Inspector Lemon informed the meeting the Police would be in the area the following day to assist Community Speedwatch.

Councillor Shea-Simonds sought the best way to get in touch with local Police, with the advice being in the first instance to report to 101, however Detective Inspector Lemon was happy for himself or Sergeant Rutter to be contacted directly if necessary.

Inspector Lemon sought an update on Semington Road bus gate, informing the meeting the Police were increasing their presence in order to stop and educate people on use of the bus gate and was informed an ANPR camera would be installed shortly.

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

Wiltshire Councillor Alford informed the meeting he had been active in Whitley recently regarding the public consultation on proposals for a



battery storage facility north of Top Lane, Whitley.

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

Wiltshire Councillor Holder informed the meeting that the planning application for the footpath to the rear of Melksham Oak School (PL/2023/10488) had been approved, with work on the footpath due to start in July and be fully operational by the start of the Autumn term. A toucan crossing would be installed where the footpath met the new Eastern distributor road (Rocket Way) into the new development East of Melksham and would be operational before the footpath is completed.

Regarding the proposed new primary school at Pathfinder Place, a meeting was due to take place with the School Design Team in order to understand why progress on the planning application had stalled.

**d) Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural)**

Unfortunately, Councillor Seed was unable to attend the meeting but had submitted a report which had been circulated to Members for information.

Standing Orders were reinstated.

Detective Inspector Lemon left the meeting at 7.42pm.

**504/23 a) To receive Declarations of Interests**

There were no declarations of interest.

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

None received.

**506/23 To consider holding items in Closed Session due to confidential nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required (Agenda items 9e) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.***

**Resolved:** For item 9e, regarding the Neighbourhood Plan, update to be held in closed session.

**507/23     Public Participation**

There were no members of public present.

**508/23     To approve the Minutes of the Full Council Meeting held on 25 March 2024 and Confidential Notes to accompany the minutes.**

**Resolved:** To approve both the Full Council minutes of 25 March 2024 and the Confidential Notes to accompany the minutes and for the Chair to sign.

Councillor Pafford explained there were several references to joint projects with the Town Council within the minutes and given their lack of engagement, it had been suggested the Town Council hold an extraordinary council meeting to cover all outstanding decisions; with the Parish Clerk, Chair and Vice Chair in attendance.

**Min 469(b)(i): Shurnhold Fields**

The Friends of Shurnhold Fields have been successful in receiving a £8,000 National Lottery grant towards a new lawn mower. However, it is still unclear where it will be stored until the proposed shed is installed as part of the car park project for Shurnhold Fields.

**Min 469(d): MUGA Safety Re-surfacing**

Cleaning of the safety surfacing in the play areas had been undertaken the previous week.

**Min 469(e): Grass Cutting**

J H Jones has started their new contract for this year to cut the grass and empty bins in various locations around the parish and fully understood the need for the Council to go out to tender later in the year.

**Min 469(f): Speed Indicator Devices (SID) deployment**

It was understood J H Jones having been contracted to install the parish council's two SIDs was due to deploy them this week. A risk assessment had been provided, as well as other documentation requested.

**509/23     To approve the Minutes of the Annual Parish Meeting held on 15 April 2024.**

**Resolved:** To approve and for the Chair to sign the Annual Parish Meeting minutes of 15 April 2024.

**510/23 Planning**

- a) To approve the Planning Committee Minutes of 8 April 2024 and Confidential Notes to accompany the minutes.**

**Resolved:** To approve both the Planning Committee minutes of 8 April and Confidential Notes to accompany the minutes and for the Chair to sign.

- b) To formally approve the Planning Committee recommendations of 8 April 2024.**

**Resolved:** To approve the recommendation contained within the Planning Committee minutes of 8 April 2024.

- c) Proposed New Depot on former Christie Miller Site, Bowerhill.**

Several Members of the parish council and the Clerk had attended a pre-app meeting the previous week with Sam Howell, Director of Highways & Transport and Wiltshire Councillor Holder who had outlined proposals for the site, with re-assurances given there was a schedule/timetable for the proposals.

- d) Proposed battery storage facility north of Top Lane, Whitley (Lime Down Solar). To consider community benefit ideas to submit to public consultation**

**Resolved:** To submit as part of the parish council's response to the public consultation the following:

As the parish council strongly objects to the proposed battery storage facility north of Top Lane, Whitley and a decision on whether this site will be included in the Development Consent Order (DCO) application will not be made until September 2024, the council do not wish to provide feedback on community benefit at this stage.

- e)C To consider latest update on the Melksham Neighbourhood Plan Review (JMNP#2) and to approve additional funding.**

**THIS ITEM WAS HELD IN CLOSED SESSION.**

**511/23 Finance**

- a) Receipts & Payments reports for March**

**Resolved:** To note the Receipts & Payments reports for March.

- b) To seek cheque signatories/online authority for April payments**

**Resolved:** For Councillors Baines and Doel to be cheque signatories/online authority for April payments.

**c) To approve Bank Account and Fund Transfers**

The Clerk reported the parish council now had a Churches Charities & Local Authorities (CCLA) account, with it previously agreed to transfer £500,000 into the account. However, as time had moved on only £400,000 was available to transfer into the account and therefore sought a steer from Members how much they wished to proceed.

The parish council had also received 50% of its precept £130,796 into the Lloyds account and once the various grant cheques had been cashed approximately £130,000 would be available in the Lloyds account, with the Clerk seeking a steer from Members if they wished to transfer some of the monies into a fixed term deposit account, in order to receive interest; leaving the previously agreed £5,000 buffer.

The Clerk explained in transferring monies from the Lloyds current account in to the CCLA account, the agreed amount would have to be transferred into the Unity current account in the first instance by cheque, and then transferred to the CCLA account.

**Resolved:** To transfer £400,000 into the CCLA account now, with Councillors Holt and Pafford signing the relevant paperwork necessary to transfer the funds.

To also transfer £125,000 from the Lloyds current account into the CCLA account via the Unity current account.

**d) Quarterly Reports for Quarter 4 Jan, Feb, Mar)**

**i) Budget vs Actual**

**Resolved:** To note the Budget vs Actual report.

The Clerk advised that although this was effectively the year-end figures for 2023/24, they would look different in the year end reporting as these were before all the reserve movements, accruals, debtors etc had been taken into account. This piece of work had taken place last Thursday.

**ii) Bank Reconciliation**

**Resolved:** To note the Bank Reconciliation report.

**iii) To note VAT reclaim submitted**

**Resolved:** To note a VAT reclaim of £2,083.98 had been submitted earlier in the day.

**iv) To note “Over £500 spend” report to meet Transparency good practice**

**Resolved:** To note the ‘over £500 spend’ report would be uploaded to the council’s website in due course, in order to meet transparency good practice.

**e) Council Tax Levels**

Members noted the precepts for 2024/25 in England had been published for all town and parish councils, with the average Band D precept being £85.88 per annum (an average increase of £6.74 (8.5%)), this compared with Melksham Without Parish Council’s precept for this period of £89.94 per annum (an increase of £5.73 (6.17%)).

**512/23 Asset Management**

**a) To receive update on play area legal transfers for Pathfinder Place, Berryfield, Kestrel Court**

The Clerk expressed frustration there was still no update from Taylor Wimpey and Wiltshire Council respectively on the legal transfer documents for all 3 play areas.

**b) To consider holding an Asset Management Committee Meeting on 24 June**

The Clerk sought a steer from Members if they were happy to hold an Asset Management meeting on 24 June, which amongst other things, would review the council’s assets in terms of condition.

**Resolved:** To hold an Asset Management Committee meeting on Monday, 24 June at the Campus at 7.30pm, with a site meeting prior at 6.30pm at Hornchurch Road Play Area, Bowerhill.

**c) Bowerhill Pavilion & Sports Field**

**i) To approve electricity quotation for the Pavilion**

As the current electricity contract for the Pavilion was due to expire on 25 August 2024, the council’s energy broker Utility Aid had provided various electricity quotes for comparison.

**Resolved:** To approve the EDF 36-month contract at £1,980.29 per annum, saving the parish council £1,844 per annum.

**ii) To consider a request from Future of Football to install advertising signage for their tea hut just outside the Bowerhill Sports Field**

Members noted the suggested location of the advertising signage near the ramp down to the sports field was outside the ownership of the parish council and on Highway land, which could cause confusion for people, in thinking that the tea hut was available all the time and not just on match days.

The Clerk sought a steer from Members if they were happy in principle with the request, prior to her contacting the Highways department at Wiltshire Council.

**Resolved:** To inform Future of Football the parish council are happy in principle for advertising signage to be installed on the parish council sports field land directing people to their tea hut on match days; but not on the highway land.

Councillor Glover joined the meeting via Zoom during this item at 8.43pm.

**d) To consider update on bleed kits investigations**

Councillor Pafford reminded the meeting, that the council had received advice from Community Heartbeat not to install the bleed kits in the parish council's defibrillator cabinets, as they were concerned if the kits were deployed, it would indicate the defibrillator was also deployed and therefore not available for people to use in an emergency.

The Clerk informed the meeting she had spoken to the community responders who attended the Annual Parish council meeting last week who felt that the defib cabinets were the best place for the bleed kits to be available to the community, particularly the ones outside pubs, and therefore the Clerk suggested going back to Community Heartbeat to progress this further.

The Clerk explained that it had been suggested that there was a scheme available to provide bleed kits in taxis elsewhere in the country and therefore had spoken to the representative of Melksham Taxis who was on the Wiltshire Taxi Forum and they had agreed to put bleed kits on their next agenda, however, they had raised concern at skill levels and availability.

Councillor Richardson informed the meeting a defibrillator had been installed outside the new Whitley Stores on Top Lane but was not

clear if this device had been registered with the relevant authority with the Clerk agreeing to look into this.

**Resolved:** For officers to continue investigations.

**e) To consider update and agree way forward for Environment Agency project for flood prevention measures at Shurnhold Fields**

The meeting was informed this was one of the items awaiting a response from the Town Council which would be discussed at a forthcoming Extraordinary meeting of the Town Council.

**f) To note update on the installation of a new defibrillator outside Bowerhill Village Hall and successful Government grant funding bid**

The Clerk informed the meeting a resident had offered to donate funding for a new defibrillator at Bowerhill Village Hall outside the gates, with the parish council being successful in receiving a Government grant and receiving a defibrillator and cabinet worth approximately £2,000, with the parish council match funding £750 towards the grant.

Having met with the council's electrician a suitable location for a pole to install the device had been found just outside the village hall pedestrian gate, with the device to be connected to Bowerhill Village Hall electricity supply.

The Clerk informed Members the electricity installation costs would be £748 excl VAT, by Kan Connections; with the costs associated with digging a trench to connect to Bowerhill Village Hall being £295 excl VAT; by J H Jones.

Councillors had previously requested that the defib was installed under a street light to avoid the purchase of one, but that was not feasible and would incur much more cost in terms of connection. There would be a light on the post that the defib cabinet would be installed on, but a low wattage one that will be on all night, on a night not motion sensor, and would cost about £10 per year to run. The ongoing electricity cost of the cabinet and light to be borne by the village hall committee as connected to their supply.

**g) To approve the upgrade of Office 365 for office computers**

**Resolved:** To approve the upgrade of the officer's Office 365 system at a cost of increased subscription this financial year £194.40

excluding VAT, with the costs to come from general contingency reserve.

## **513/23     Highways**

### **a) To approve the Highway & Streetscene Minutes of 8 April 2024**

**Resolved:** To approve and for the Chair to sign the Highway & Streetscene Minutes of 8 April 2024.

### **b) To formally approve the Highway & Streetscene recommendations of 8 April 2024**

**Resolved:** To formally approve the Highway & Streetscene recommendations of 8 April 2024.

### **c) Local Highway & Footway Improvement Group (LHFIG).**

The Clerk explained this item had been placed on the agenda in order to consider the percentage of funding the parish council contributed towards projects in the parish, having noted Town Councillor Jon Hubbard had raised a concern at a recent LHFIG meeting that both the Town Council and Melksham Without Parish Council were contributing 50% towards projects, whereas the smaller parishes were only contributing 30%.

Councillor Baines informed the meeting it had been raised by the previous Chair of LHFIG that it was unfair that smaller parish councils were contributing the same percentage rate of 30% for projects, as the town council and the parish council, as they had a larger number of residents to help contribute towards the costs, therefore, it had been agreed some time ago to increase the town and parish council contribution to 50%.

It was noted if a parish were keen to see a particular project approved, they could increase their funding contribution towards the costs involved if they wished.

**Resolved:** It was unanimously agreed to keep the current funding contribution rate of 50% for LHFIG projects.

### **d) Waiting Restriction Requests**

Several Members had met with Mark Stansby, Principal Highway Engineer and Hannah Sibson, Apprentice Civil Engineer the previous week, to review the various waiting restriction requests in the parish. Whilst agreeing to the proposals for the following locations:

- Avro Way
- Merlin Way



- Pathfinder Way
- Westinghouse Way
- Semington Road Bridge
- Westlands Lane

The following modifications were suggested:

- Lancaster Road: To extend the waiting restrictions to include the roundabout on Lancaster Road.
- Mitchell Drive: To remove the proposed waiting restrictions on Mitchell Drive/Barnes Wallis Close junction and the bus stop and to include waiting restrictions on Mitchell Drive from Barnes Wallis Close junction to Halifax Road on the left-hand side (excluding the parking bays).

**Resolved:** To formally approve the waiting restrictions and the suggested modifications on Lancaster Road and Mitchell Drive.

#### **514/23 Emergency Response:**

##### **a) To note update on flooding resources from Environment Agency & Wiltshire Council**

Members noted the information contained in the documentation provided.

The Clerk drew Members' attention to the following comment which was of interest which highlighted why football matches on Bowerhill Sports Field for instance had to be cancelled a number of times in recent months:

'It has been an exceptionally wet autumn and winter in Wiltshire. It was the second wettest October to February period since records began in 1871 for the River Bourne, the Upper and Middle Bristol Avon, and the Upper and Middle Hampshire Avon.'

##### **b) To receive update on progress of joint Emergency Plan with Melksham Town Council and use of SSEN grant funding to publicise**

The Clerk explained she had placed this item on the agenda as it was hoped there would be an update, however, this was another project which was awaiting feedback from the Town Council, who would be discussing this and other joint projects at a forthcoming Extraordinary meeting of the Melksham Town Council.

**515/23 Community projects/partnership organisations:**

**a) To receive update on the Village Hall meeting held on 11 April**

The Clerk explained the meeting had been useful, with several village halls represented at the meeting, with lots of them now signed up to the Village Hall WhatsApp Group in order to share information.

**b) Wiltshire Explore App**

The Clerk explained a training session for volunteers and officers in uploading content to the App had taken place on 10 April, with another session to agree content due to take place the following day. Unfortunately, no one from the Town Council was in attendance, with discussions taking place to get someone involved from the Town Council in due course.

**c) Campaign to Protect Rural England (CPRE)**

Councillor Franks explained both himself and the Clerk had met with a representative of CPRE Wiltshire on 4 April, which had been a useful meeting with it agreed to keep communication ongoing.

The Clerk explained CPRE ran the Best Kept Village competition and whilst the parish council had previously completed the paperwork for the various entries, several years ago community groups had taken over doing this. Unfortunately, none of the villages in the parish had entered the previous year or this year and queried if the admin involved in each entry had been a barrier for some entering the competition and sought a steer from Members if they were happy for officers to take on the admin work involved, particularly, if this encouraged more villages to enter.

**Resolved:** To inform community groups in September each year, that the parish council are happy to assist with the application form for the Best Kept Village competition if they wished to enter.

**516/23 What have we done to meet the Climate Friendly agenda**

**a) To consider any action following the Environment Agency report on the sewage overflows into the watercourse in the parish (Southbrook)**

A list of sewer overflows/discharges into watercourses in the parish and adjacent areas in 2023 had been circulated to Members before the meeting and included the following locations:

- Shaw School:  
Sewer storm overflow spilled **68** times for a total of **591.50 hours**, discharging into Southbrook.

- Bowerhill Wastewater Treatment works  
Sewer storm overflow spilled **24** times for a total of **115.80 hours**, discharging into the Berryfield stream
- Melksham Treatment works  
Sewer storm overflow spilled **45** times for a total of **788.80 hours**, discharging into the River Avon.
- Semington Brook Pumping Station  
Sewer storm overflow spilled **23** times for a total of **259.50 hours**, discharging into Semington Brook.
- Lacock Water Recycling Centre  
Sewer storm overflow spilled **92** times for a total of **1,536.53 hours**, discharging into the Bristol Avon.

Councillor Pafford sought a steer from Members if the parish council wished to comment, particularly as all were under the remit Wessex Water.

Councillors expressed concern at the levels of sewer overflows and discharges into watercourses and the damage this caused.

**Resolved:** For the Clerk to write to Wessex Water informing them their published information released on sewage overflows was very useful and to ask they inform the parish council urgently on what steps they intend to take to improve the situation.

Meeting closed at 9.50pm

Signed:.....  
Chair, Full Council, 13 May 2024

Date: 02/04/2024

**Melksham without Parish Council Current Year**

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Time: 14:27

**Cashbook 1**

User: MR

**Current Account & Instant Acc**

For Month No: 12

**Receipts for Month 12****Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		5,685.77					5,685.77	
V3809-BACS	Banked: 04/03/2024	10.00						
V3809-BACS	Berryfield Village Hall	10.00			1120	110	10.00	Inv.406- Annual hall rent
V3810-BACS	Banked: 04/03/2024	35.00						
V3810-BACS	Allotment Holder	35.00			1320	310	35.00	Briansfield plot 31 rent
V3811-BACS	Banked: 05/03/2024	38.50						
V3811-BACS	Future of Football FC	38.50			1210	210	38.50	Inv.410-11v11 pitch 4th Feb
V3812-BACS	Banked: 05/03/2024	55.00						
V3812-BACS	Future of Football FC	55.00			1210	210	55.00	Inv.398- Booking 3rd & 4th Mar
V3813-BACS	Banked: 11/03/2024	66.00						
V3813-BACS	Bath Road Wanderers	66.00			1210	210	66.00	Inv.407- Match 10th March 24
V3814-BACS	Banked: 11/03/2024	35.00						
V3814-BACS	Allotment Holder	35.00			1320	310	35.00	Rent for plot 12 Briansfield
V3815-BACS	Banked: 14/03/2024	1,750.55						
V3815-BACS	Melksham Town Council	1,750.55			1480	170	997.50	Inv.399 NHP response local pla
					1480	170	753.05	Inv.400- 70% of cost NHP 23/24
V3818-CASH	Banked: 20/03/2024	23.81						
V3818-CASH	BASRAG	23.81			1130	110	23.81	Inv.405- Photocopying (061)
V3818-CASH	Banked: 20/03/2024	-23.81						
V3818-CASH	BASRAG	-23.81			1130	110	-23.81	Inv.405- Photocopying ERROR
500182	Banked: 20/03/2024	23.81						
V3818-CASH	BASRAG	23.81			1130	110	23.81	Inv.405- Photocopying (061)
500181	Banked: 21/03/2024	35.00						
V3819-CHQ	Allotment Holder	35.00			1320	310	35.00	Briansfield plot 25 rent
V3820-BACS	Banked: 25/03/2024	132.00						
V3820-BACS	Staverton Ranhers	132.00			1210	210	66.00	Inv.408-9th March 24 match
					1210	210	66.00	Inv.408- 23rd March 24 match
	Banked: 28/03/2024	35,500.00						
V3804	Unity Bank	35,500.00			220		35,500.00	Transfer to top up Lloyds-CHQs
<b>Total Receipts for Month</b>		<b>37,680.86</b>	<b>0.00</b>	<b>0.00</b>			<b>37,680.86</b>	
<b>Cashbook Totals</b>		<b>43,366.63</b>	<b>0.00</b>	<b>0.00</b>			<b>43,366.63</b>	

Continued on Page 207

Payments for Month 12					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>
15/03/2024	Daisy (Onebill)	V3816-DD	45.29		7.55	4190	120	37.74	Inv.480-Campus WIFI & Line
15/03/2024	Daisy (Onebill)	V3817-BACS	45.29		7.55	4384	220	37.74	Inv.481- Pavilion WiFi & Line
Total Payments for Month			90.58	0.00	15.10			75.48	
Balance Carried Fwd			43,276.05						
Cashbook Totals			43,366.63	0.00	15.10			43,351.53	

Receipts for Month 12				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		112,802.24					112,802.24	
Banked:		0.00						
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		112,802.24	0.00	0.00			112,802.24	

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Date: 02/04/2024

Time: 14:27

Melksham without Parish Council Current Year

Cashbook 2

Unity Bank

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User: MR

For Month No: 12

Payments for Month 12				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/03/2024	Grist Environmental	V3822-DD	127.20		21.20	4770	220	106.00	Inv.6010 B'hill waste away
06/03/2024	EDF Energy	V3805-DD	196.54		9.36	4302	220	187.18	Pavilion Electricity
18/03/2024	Lloyds Bank PLC	V3806-DD	969.70		93.96	4351	120	4.04	Mouse mat for spare desk
						4150	120	26.31	Hook, sellotape & First aid kit
						4490	142	12.37	Hazard Tape
						4150	120	6.59	HDMI Cable
						4381	220	84.84	Toilet rolls for pavilion
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone subscription
						4175	120	5.50	Website domain
						4680	170	192.00	NHP Website domain
						4200	120	12.99	Online meeting subscription
						4650	170	403.00	SLCC Annual Membership
						4140	120	3.00	Monthly fee
28/03/2024	Trade UK (Screwfix)	V3781-BACS	10.18		1.70	4490	142	8.48	Caretaker items
28/03/2024	Agilico	V3782-BACS	65.89		10.98	4130	120	54.91	Inv.391- Office photocopying
28/03/2024	Building Control Specialists	V3783-BACS	876.00		146.00	4721	220	730.00	10260- Control panel service
28/03/2024	JH Jones & Sons	V3784-BACS	42.00		7.00	4721	220	35.00	Inv.4079- Pitch inspection
28/03/2024	Wiltshire Age UK	V3785-BACS	2,875.00			4685	170	2,875.00	Inv.9273-MCS Support Q4 Jan-Ma
28/03/2024	Jens Cleaning	V3786-BACS	336.00			4381	220	336.00	Inv.1079-Pavilion cleaning
28/03/2024	JH Jones & Sons	V3787-BACS	1,765.12		294.19	4400	142	38.13	Inv.4056-Kestrel Shrub mainten
						4409	142	179.67	Inv.4056- Hornchurch Grass Cut
						4820	142	36.21	Inv.4056- SHF Annual Cut
						347	0	-36.21	Inv.4056- SHF Annual Cut
						6000	142	36.21	Inv.4056- SHF Annual Cut
						4402	320	66.16	Inv.4056- Allotment Grass cutt
						4400	142	244.09	Inv.4056-Play Area grass cutti
						4780	142	57.75	Inv.4056- Play Area bin emptyi
						4781	220	87.54	Inv.4056- JSF Bin emptying
						4401	220	761.38	Inv.4056- JSF Grass cutting
28/03/2024	Radcliffe Fire Protection Ltd	V3788-BACS	105.16		17.53	4721	220	87.63	Inv.12160-Call out Pavilion
28/03/2024	St Barnabas Church	V3789-BACS	78.64			4420	142	78.64	Inv.029- Beanacre play area re
28/03/2024	Wiltshire Council	V3790-BACS	2,843.25			4270	140	2,843.25	298-Office rent-1 Jan-31 Mar
28/03/2024	Wiltshire Council	V3791-BACS	164.43			4680	170	70.47	Inv.882-Thurs 26th Oct
						4680	170	93.96	Inv.882-11th Nov
28/03/2024	F&L J Di Claudio	V3792-BACS	520.00			4545	142	520.00	Removal of Beanacre shelter
28/03/2024	Miriam Zaccarelli	V3793-BACS	752.00			4680	170	752.00	Additional NHP resource
28/03/2024	Wiltshire Pension Fund	V3794-BACS	2,322.88			4045	130	1,771.08	Period 12- March 2024
						4000	130	281.93	Period 12- March 2024

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Date: 02/04/2024

## Melksham without Parish Council Current Year

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Time: 14:27

## Cashbook 2

User: MR

## Unity Bank

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4020	130	141.76	Period 12- March 2024
						4010	130	128.11	Period 12- March 2024
						4041	130	945.35	Period 12- March 2024
						4000	130	601.40	Period 12- March 2024-T
						4000	130	317.07	Period 12- March 2024-NI
						4020	130	250.80	Period 12- March 2024-T
						4020	130	139.61	Period 12- March 2024-NI
						4010	130	206.60	Period 12- March 2024-T
						4010	130	116.08	Period 12- March 2024-NI
						4460	142	178.40	Period 12- March 2024-T
						4800	320	11.20	Period 12- March 2024-T
						4070	120	26.00	Period 12- March 2024-T
28/03/2024	Teresa Strange	V3796-BACS				4000	130		March 2024 Salary
28/03/2024	Lorraine McRandle	V3797-BACS			0.75	4020	130		March 2024 Salary
						4250	120	6.00	Land registry search- Berryfie
						4155	120	7.35	Milk & Coffee for office
						4120	120	3.20	Postage for Full Council agend
						4370	120	3.74	Recycling sacks
						4155	120	1.35	Milk for office
28/03/2024	Marianne Rossi	V3798-BACS				4010	130		March 2024 Salary
						4250	120	6.00	Land registry search- Kestrel
						4120	120	1.95	Postage- Notices & Posters
						4120	120	187.50	Purchase of stamps
28/03/2024	Terry Cole	V3799-BACS				4460	142		March 2024 Salary
						4050	142	47.50	Travel Allowance- March
						4051	142	50.40	Mileage x112 miles
28/03/2024	David Cole	V3800-BACS				4800	320		March 2024 Salary
28/03/2024	John Glover	V3801-BACS	38.62			4070	120	38.62	March Chairs allowance
28/03/2024	Aquasafe Environmental Ltd	V3802-BACS	150.00		25.00	4212	220	125.00	Inv.240308- March visit
28/03/2024	Wiltshire Publication	V3803-BACS	89.28		14.88	4230	120	74.40	Inv.75117-Annual Parish advert
28/03/2024	Current Account & Instant Acc	V3804	35,500.00			200		35,500.00	Transfer to top up Lloyds- CHQs
28/03/2024	Unity Trust Bank	V3807-FEE	0.60			4140	120	0.60	Manual Handling fee
31/03/2024	Unity Trust Bank	V3808-FEE	28.65			4140	120	28.65	Service Charge
Total Payments for Month			60,483.13	0.00	642.55			59,840.58	
Balance Carried Fwd			52,319.11						
Cashbook Totals			112,802.24	0.00	642.55			112,159.69	

Total Salaries  
for March 2024

£7,517.74



Date: 02/04/2024

**Melksham without Parish Council Current Year**

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**Cashbook 3**

**User: MR**

**Fixed Term Deposit**

**For Month No: 12**

**Receipts for Month 12**

**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		0.00	0.00	0.00			0.00	

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Date: 02/04/2024

**Melksham without Parish Council Current Year**

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**Cashbook 3**

**User: MR**

**Fixed Term Deposit**

**For Month No: 12**

**Payments for Month 12**

**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>
<hr/>									
			0.00						
<hr/>									
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			
			<hr/>			<hr/>			

Date: 02/04/2024

**Melksham without Parish Council Current Year**

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**Cashbook 4**

**User: MR**

**Instant Access Unity 20476339**

**For Month No: 12**

**Receipts for Month 12**

**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 :		405,520.72					405,520.72	
V3821-INTE Banked: 31/03/2024		3,314.04						
V3821-INTE Unity Trust Bank		3,314.04			1080	110	3,314.04	Interest
Total Receipts for Month		3,314.04	0.00	0.00			3,314.04	
Cashbook Totals		408,834.76	0.00	0.00			408,834.76	

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Date: 02/04/2024

**Melksham without Parish Council Current Year**

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**Cashbook 4**

**User: MR**

**Instant Access Unity 20476339**

**For Month No: 12**

**Payments for Month 12**

**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
0.00									
<b>Total Payments for Month</b>			0.00	0.00	0.00			0.00	
<b>Balance Carried Fwd</b>			408,834.76						
<b>Cashbook Totals</b>			408,834.76	0.00	0.00			408,834.76	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 General Account Income</b>								
1076 Precept	235,689	245,271	245,271	(0)			100.0%	
1080 Bank Interest Received	37	15,600	2,500	(13,100)			624.0%	
1100 Grants and Donations RCVD	8,361	3,000	12,500	9,500			24.0%	
1120 Shaw VH and Playing Field-Rent	20	20	20	0			100.0%	
1130 Photocopying and YE Account Sa	70	52	50	(2)			104.1%	
1140 Solar Farm Community Fund	16,119	17,547	27,000	9,453			65.0%	
1430 Wessex Water Compensation	0	0	5,000	5,000			0.0%	
<b>General Account Income :- Income</b>	<b>260,296</b>	<b>281,491</b>	<b>292,341</b>	<b>10,850</b>			<b>96.3%</b>	<b>0</b>
<b>Net Income</b>	<b>260,296</b>	<b>281,491</b>	<b>292,341</b>	<b>10,850</b>				
6001 less Transfer to EMR	24,480	0						
<b>Movement to/(from) Gen Reserve</b>	<b>235,816</b>	<b>281,491</b>						
<b>120 Administration costs</b>								
4070 Chairs Allowance	816	994	900	(94)		(94)	110.5%	
4080 Members Training	0	45	180	135		135	25.0%	
4090 Members Expenses	0	0	50	50		50	0.0%	
4100 Audit Fees	3,190	395	2,600	2,205		2,205	15.2%	
4120 Postage	992	893	600	(293)		(293)	148.8%	
4130 Photocopying	2,408	3,096	750	(2,346)		(2,346)	412.8%	
4140 Bank Charges	161	157	185	28		28	84.6%	
4150 Admin and Stationery	817	952	500	(452)		(452)	190.3%	
4155 Refreshments Comm Events	136	214	150	(64)		(64)	142.7%	
4160 Minute Books Binding	0	0	750	750		750	0.0%	
4175 Email & Cloud hosting	1,087	1,209	1,200	(9)		(9)	100.7%	
4180 IT Support	140	0	300	300		300	0.0%	
4185 Accountancy Support	1,025	183	975	792		792	18.7%	
4190 Telephone/Broadband/Line Rent	1,644	853	850	(3)		(3)	100.4%	
4200 Room Hire/Zoom	789	156	300	144		144	52.0%	
4210 Safety/PAT Check	57	84	150	66		66	55.8%	
4220 Chairman's Brd/Chain of Office	0	0	200	200		200	0.0%	
4230 Advertising	162	297	500	203		203	59.5%	
4240 Quarterly Newsletter	990	495	2,000	1,505		1,505	24.8%	
4250 Land Search Fee	20	79	50	(29)		(29)	158.0%	
4351 New Equip & Furniture	5,132	99	1,200	1,101		1,101	8.2%	
4352 Office Relocation	1,800	0	0	0		0	0.0%	
4370 Cleaning Materials	33	49	50	1		1	97.4%	
4390 Professional Services	1,500	(250)	0	250		250	0.0%	
4391 GDPR Compliance	35	35	35	0		0	100.0%	

Continued over page

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4720 Repairs & Maintenance - Office	21	0	0	0		0	0.0%	
Administration costs :- Indirect Expenditure	22,957	10,033	14,475	4,442	0	4,442	69.3%	0
<b>Net Expenditure</b>	<b>(22,957)</b>	<b>(10,033)</b>	<b>(14,475)</b>	<b>(4,442)</b>				
6000 plus Transfer from EMR	3,300	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(19,657)</b>	<b>(10,033)</b>						
<b>130 Staffing</b>								
4000 Clerk's Salary							115.3%	
4010 Finance & Amenities Officer Sa							107.1%	
4020 Parish Officer Salary							107.3%	
4041 NI - EmployER	9,564	10,192	9,800	(392)		(392)	104.0%	
4045 Superannuation - EmployER	17,201	19,455	17,338	(2,117)		(2,117)	112.2%	
4048 Office Staff Mileage & Parking	140	12	150	138		138	7.8%	
4055 Staff Training	905	435	200	(235)		(235)	217.5%	
4060 Staff DBS	0	0	100	100		100	0.0%	
Staffing :- Indirect Expenditure	119,803	128,853	116,770	(12,083)	0	(12,083)	110.3%	0
<b>Net Expenditure</b>	<b>(119,803)</b>	<b>(128,853)</b>	<b>(116,770)</b>	<b>12,083</b>				
<b>140 Council Office Costs</b>								
4270 Office Rent - Campus	6,920	11,035	11,373	338		338	97.0%	
Council Office Costs :- Indirect Expenditure	6,920	11,035	11,373	338	0	338	97.0%	0
<b>Net Expenditure</b>	<b>(6,920)</b>	<b>(11,035)</b>	<b>(11,373)</b>	<b>(338)</b>				
<b>142 Parish Amenities</b>								
1440 Shurnhold Fields Income	0	0	13,500	13,500			0.0%	
1460 Insurance Claim	0	1,011	0	(1,011)			0.0%	
1470 Berryfield Village Hall Reimbu	2,483	410	0	(410)			0.0%	
1475 Room Hire Reimburse	180	60	0	(60)			0.0%	
1490 Memorial Street Furniture	0	900	0	(900)			0.0%	
Parish Amenities :- Income	2,663	2,381	13,500	11,119			17.6%	0
1190 Defibrillator- OLD	3,519	0	0	0		0	0.0%	
4049 Defibrillator	0	4,288	12,430	8,143		8,143	34.5%	
4050 Caretaker Travel Allowance	570	570	570	0		0	100.0%	
4051 Caretaker Mileage & Parking	578	578	500	(78)		(78)	115.7%	
4281 Insurance	4,694	3,611	5,234	1,624		1,624	69.0%	
4385 Play Area Safety Surface Clean	3,300	0	4,050	4,050		4,050	0.0%	
4400 Play Area - Grass Cutting	3,079	4,703	3,387	(1,316)		(1,316)	138.9%	

Continued over page

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4409 Hornchurch Road Public Open Sp	1,960	1,976	2,156	180		180	91.7%	
4410 ROSPA Inspections	569	1,636	1,613	(23)		(23)	101.4%	
4415 Tree Inspections and Work	0	2,146	2,300	154		154	93.3%	
4420 St Barnabas Annual Rent	10	89	10	(79)		(79)	886.4%	
4460 Caretaker Salary							99.4%	
4490 Repair & Maintenance - Parish	3,215	2,274	3,904	1,630		1,630	58.2%	
4500 Weedspraying	2,473	3,438	2,684	(754)		(754)	128.1%	
4510 LHFIFG Contributions	0	4,460	25,000	20,540		20,540	17.8%	
4540 Speed Indicator Device	3,575	405	4,338	3,933		3,933	9.3%	
4545 New Bus Shelter	0	520	16,500	15,980		15,980	3.2%	
4560 Shaw & Whitley Flood Resource	923	24	500	476		476	4.9%	
4575 Play Areas	480	13,331	18,700	5,369		5,369	71.3%	
4576 Drinking Water Fountains	0	875	0	(875)		(875)	0.0%	
4582 New Berryfield Village Hall Pr	569,467	18,760	11,719	(7,041)		(7,041)	160.1%	
4583 PWL Capital Payment	99,000	335,983	99,000	(236,983)		(236,983)	339.4%	
4584 PWL Interest Payment	5,259	2,166	4,022	1,856		1,856	53.8%	
4585 East of Melksham Community Cen	315,030	0	0	0		0	0.0%	
4590 Street Furniture	2,611	1,321	3,000	1,679		1,679	44.0%	
4600 Bus Shelters Cleaning	0	300	1,100	800		800	27.3%	
4780 Play Area - Bin Emptying	630	1,547	950	(597)		(597)	162.9%	
4785 Replacing Wiltshire Council bi	1,134	359	2,000	1,641		1,641	17.9%	
4820 Shurnhold Fields Project	1,980	3,871	2,000	(1,871)		(1,871)	193.5%	3,871
4825 Shurnhold Fields CAPITAL Expen	0	0	27,000	27,000		27,000	0.0%	
Parish Amenities :- Indirect Expenditure	1,034,084	420,141	265,642	(154,499)	0	(154,499)	158.2%	3,871
<b>Net Income over Expenditure</b>	<b>(1,031,421)</b>	<b>(417,760)</b>	<b>(252,142)</b>	<b>165,618</b>				
6000 plus Transfer from EMR	1,002,924	3,871						
<b>Movement to/(from) Gen Reserve</b>	<b>(28,497)</b>	<b>(413,889)</b>						
<b>170 Community Support</b>								
1480 Neighbourhood Plan Income	2,098	1,751	0	(1,751)			0.0%	
1485 Grants	0	5,000	0	(5,000)			0.0%	
Community Support :- Income	2,098	6,751	0	(6,751)				0
4610 Section 137 Grant	13,850	18,190	17,000	(1,190)		(1,190)	107.0%	
4620 Village Hall Grants	14,700	16,300	20,000	3,700		3,700	81.5%	
4630 Other Grants (TIC - Section 14	600	600	700	100		100	85.7%	
4650 Subscriptions	1,552	2,103	1,935	(168)		(168)	108.7%	
4670 Melks Public Toilets Contrib	2,591	5,000	7,500	2,500		2,500	66.7%	
4675 Real Time Information- Bus She	0	0	7,000	7,000		7,000	0.0%	
4680 Neighbourhood Plan	7,942	9,799	2,000	(7,799)		(7,799)	490.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4685 Melksham Community Support	0	14,141	11,500	(2,641)		(2,641)	123.0%	
4686 Melksham Emergency Support	0	340	0	(340)		(340)	0.0%	
Community Support :- Indirect Expenditure	41,235	66,473	67,635	1,162	0	1,162	98.3%	0
<b>Net Income over Expenditure</b>	<b>(39,137)</b>	<b>(59,723)</b>	<b>(67,635)</b>	<b>(7,912)</b>				
6000 plus Transfer from EMR	18,465	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(20,672)</b>	<b>(59,723)</b>						
<b>210 Jubilee Sports Field Income</b>								
1210 Football Bookings	11,450	10,046	6,000	(4,046)			167.4%	
1260 Hire of Lounge/Kitchen Area un	75	105	135	31			77.4%	
1270 Pavilion & Field Grants	0	2,400	0	(2,400)			0.0%	
Jubilee Sports Field Income :- Income	11,525	12,551	6,135	(6,416)			204.6%	0
<b>Net Income</b>	<b>11,525</b>	<b>12,551</b>	<b>6,135</b>	<b>(6,416)</b>				
<b>220 Jubilee Sports Field Expenditu</b>								
4212 Safety/PAT Check - % JSF Use	3,463	3,110	3,568	458		458	87.2%	
4282 Insurance - % JSF Use	4,312	576	5,024	4,448		4,448	11.5%	
4302 Electricity - % JSF Use	1,681	1,716	2,000	284		284	85.8%	
4312 Gas - % JSF Use	2,565	798	3,000	2,202		2,202	26.6%	
4322 Water and Sewage - % JSF Use	360	573	450	(123)		(123)	127.3%	
4381 Cleaning Contractor - % JSF Us	1,888	2,046	2,750	704		704	74.4%	
4384 WiFi & Line- Pavilion	65	330	264	(66)		(66)	125.1%	
4401 JSF Grass Cutting/Line Marking	8,306	8,375	9,414	1,039		1,039	89.0%	
4405 JSF Hedge Maintenance	1,050	0	578	578		578	0.0%	
4430 Rates - % JSF Use	0	0	835	835		835	0.0%	
4700 Grass Cutting extra to Cntrct	(101)	450	0	(450)		(450)	0.0%	
4721 Repairs & Maintennce - JSF	5,199	14,230	1,884	(12,346)		(12,346)	755.3%	
4740 Pitch & Pavilion Improvements	0	746	1,500	755		755	49.7%	
4750 Deep Clean	300	350	350	0		0	100.0%	
4770 Waste Collection - %JSF Use	1,238	801	600	(201)		(201)	133.5%	
4781 JSF Bin Emptying	955	963	1,051	88		88	91.6%	
4791 Boiler Servicing - % JSF Use	400	420	446	26		26	94.2%	
Jubilee Sports Field Expenditu :- Indirect Expenditure	31,682	35,482	33,714	(1,768)	0	(1,768)	105.2%	0
<b>Net Expenditure</b>	<b>(31,682)</b>	<b>(35,482)</b>	<b>(33,714)</b>	<b>1,768</b>				
6000 plus Transfer from EMR	3,445	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(28,237)</b>	<b>(35,482)</b>						

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>310 Allotment Income</b>								
1310 Berryfield Allotment Rents - C	1,298	2,855	1,373	(1,482)			207.9%	
1320 Briarsfield Allotment Rent - C	1,199	2,668	1,140	(1,528)			234.0%	
Allotment Income :- Income	<u>2,496</u>	<u>5,522</u>	<u>2,513</u>	<u>(3,009)</u>			<u>219.8%</u>	<u>0</u>
<b>Net Income</b>	<u>2,496</u>	<u>5,522</u>	<u>2,513</u>	<u>(3,009)</u>				
<b>320 Allotment Expenditure</b>								
4323 Water - Allotments	373	557	475	(82)		(82)	117.2%	
4402 Allotment Grass Cutting	722	728	795	67		67	91.5%	
4722 Repairs & Maintenance - Allotm	1,028	37	60	23		23	61.4%	
4800 Allotment Warden Salary	■	■	■	■		■	90.2%	
Allotment Expenditure :- Indirect Expenditure	<u>3,170</u>	<u>2,133</u>	<u>2,230</u>	<u>97</u>	<u>0</u>	<u>97</u>	<u>95.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(3,170)</u>	<u>(2,133)</u>	<u>(2,230)</u>	<u>(97)</u>				
6000 plus Transfer from EMR	585	0						
<b>Movement to/(from) Gen Reserve</b>	<u>(2,585)</u>	<u>(2,133)</u>						
<b>350 CIL</b>								
1420 Community Infrastructure Levy	12,014	84,428	50,000	(34,428)			168.9%	
CIL :- Income	<u>12,014</u>	<u>84,428</u>	<u>50,000</u>	<u>(34,428)</u>			<u>168.9%</u>	<u>0</u>
<b>Net Income</b>	<u>12,014</u>	<u>84,428</u>	<u>50,000</u>	<u>(34,428)</u>				
6001 less Transfer to EMR	12,014	0						
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>84,428</u>						
<b>400 S106</b>								
1170 Wiltshire Council Contribution	425,998	0	31,000	31,000			0.0%	
S106 :- Income	<u>425,998</u>	<u>0</u>	<u>31,000</u>	<u>31,000</u>			<u>0.0%</u>	<u>0</u>
<b>Net Income</b>	<u>425,998</u>	<u>0</u>	<u>31,000</u>	<u>31,000</u>				
6001 less Transfer to EMR	425,998	0						
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>						
<b>Grand Totals:- Income</b>	<b>717,090</b>	<b>393,123</b>	<b>395,489</b>	<b>2,366</b>			<b>99.4%</b>	
<b>Expenditure</b>	<b>1,259,850</b>	<b>674,150</b>	<b>511,839</b>	<b>(162,311)</b>	<b>0</b>	<b>(162,311)</b>	<b>131.7%</b>	
<b>Net Income over Expenditure</b>	<b>(542,760)</b>	<b>(281,026)</b>	<b>(116,350)</b>	<b>164,676</b>				
plus Transfer from EMR	1,028,719	3,871						
less Transfer to EMR	462,492	0						
<b>Movement to/(from) Gen Reserve</b>	<u>23,467</u>	<u>(277,156)</u>						

## Total Staff Salaries:

Actual Last Year  
£103,066Actual Year to date  
£110,481Budgeted for staff salaries 2023/24  
£101,530

**MINUTES of the Planning Committee of Melksham Without Parish Council  
held on Monday, 29 April 2024 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); John Glover (Council Chair); David Pafford (Council Vice Chair); Mark Harris and Peter Richardson

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

**In attendance:** Councillor Martin Franks; Wiltshire Councillor Nick Holder (Bowerhill Ward) and 9 members of public

**In attendance via zoom:** 2 Members of public

**517/23 Welcome, Announcements & Housekeeping**

Councillor Wood welcomed everyone to the meeting and went through the evacuation procedures for the building in the event of a fire. He also reminded those present that the meeting was being recorded and would be published on YouTube but deleted once the minutes were approved.

**518/23 To receive Apologies and approval of reasons given**

Apologies were received from Councillor Baines who was feeling unwell.

It was noted Councillor Chivers was not present, but had been in and out of hospital recently.

**519/23 Declarations of Interest**

**a) To receive Declarations of Interest**

There were no declarations of interest.

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

None received.

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

To note the Parish Council has a dispensation lodged with Wiltshire Council dealing with S106 agreements relating to planning applications within the parish.

- 520/23 To consider holding items in Closed Session due to confidential nature** *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of agenda item 11(a)(i) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

Councillor Wood advised item 11(a)(i) regarding an update on Neighbourhood Plan (NHP#2) be held in closed session.

**Resolved:** To hold item 11(a)(i) in closed session.

**521/23 Public Participation**

Standing Orders were suspended to enable Wiltshire Councillor Holder and members of the public to address the Planning Committee.

The Developers for 178a Woodrow Road (PL/204/01559) informed the meeting they had submitted revised plans, reducing the number of proposed dwellings from 4 to 2, with discussion held with neighbours on the revised scheme.

**Pathfinder Way School (PL/2023/08049) and Pathfinder Place (16/01123/OUT)**

Wiltshire Councillor Nick Holder informed the meeting he had met with the architects, planners and school team regarding the proposed new primary school on Pathfinder Way in order to discuss objections received, including from Highways, and how these could be resolved in order to move the scheme forward. As a resident of Maitland Place was still objecting to proposals, the application would have to be considered at a Strategic Planning Committee for a decision as it was a Wiltshire Council application.

Highways had raised a concern regarding the vehicular access from Pathfinder Way and the safety of pedestrians crossing the entrance in order to access the school site from the A365 crossing direction. Therefore, discussions had taken place on how to alleviate these concerns and an approach was being made to Taylor Wimpey to apply for an easement on the piece of land adjacent to the school on the right-hand side, in order to have an access point off of the 'hoggin' footpath into the school site in order to avoid conflict with vehicles accessing the site.

A secondary access was requested north of the site and now the proposed development for 210 homes and a 70-bed care home (pl/2022/08504) had been approved, it was proposed to build into the design a secondary access from the site.

The application for the school was still not ready to come forward as a

final design due to the Easement required from Taylor Wimpey, if this was delivered satisfactorily, along with the secondary access north of the site, Wiltshire Councillor Holder explained he was prepared to withdraw his current 'call in'.

With regard planning enforcement, there is still an Enforcement Notice for the area around the school site related to landscaping, which is still outstanding. Therefore, Wiltshire Councillor Holder suggested the parish council may wish to include this on their Planning Committee agendas as a standing item until the matter was resolved, which was agreed.

It had been made clear the path in the public open space area adjacent to the school needs to be properly reinstated/cleared, so it can be used as an access point around the site. The land transfer from Taylor Wimpey to Wiltshire Council will not take place until this condition has been satisfied, along with the landscaping of the area. Once the transfer has taken place a 3m metal fence will be erected around the school to make it secure.

Councillor Glover noted the parish council had suggested an additional alternative entrance be installed on the left-hand side of the school site. Wiltshire Councillor Holder informed the meeting this had now been taken out, given the introduction of a new pedestrian access to the right-hand side of the school.

A meeting had taken place regarding outstanding highway works for the Pathfinder Place development, including a change to the directional signage on The Spa roundabout. An update on outstanding remedial works for both sides of Pathfinder Place had now been received with these works due to be completed by the end of May, with a request submitted for the drains to be jet washed to clear debris once the works had been completed. Wiltshire Council will then be in a position to adopt the highway and install the waiting restrictions requested by the parish council.

Councillor Wood sought clarification when the roundabout as part of the Hunters Wood/The Acorns development would be completed. Wiltshire Councillor Holder confirmed works were due to start the following day with traffic lights in operation for 2/3 days, and whilst one section of the road will be open to traffic, it was hoped works would be fully completed by 26 July.

Several residents of Chapel Lane, Beanacre were in attendance to voice their concerns at proposals for 3 dwellings on land to the rear of 52e Chapel Lane (PL/2023/05883) following a new Wiltshire Council consultation period being triggered by additional flood risk related documents being submitted by the applicant:

- Despite several documents recently being added to the planning

portal, there are still no answers to questions previously raised by residents, particularly about flooding issues in the area.

- Residents have still not been contacted by the applicant to ascertain where their septic tanks are located, particularly as it is understood there is a legal requirement for the distance between septic tanks.
- There is concern the proposed design will not mitigate against existing flooding issues. It is understood that due to major flooding issues recently experienced, one neighbour adjacent to the site is having to install a new septic tank.
- The impact additional vehicles will have on access/egress onto the lane which is a bridleway and is already dangerous for existing residents.
- Access onto the A350. Residents already have to wait several minutes in order to cross the road when turning right. The junction is contrary to highway policy with regard to perpendicular accesses on to trunk roads for new development as per resident's discussions with highways officers.
- The impact heavy construction traffic will have on the bridleway, which is very narrow.
- Whilst the local farmer used to use Chapel Lane to access their farm, they no longer do this, as it is too difficult to get vehicles up and down the lane.
- Given the distance to the nearest primary school (Shaw Primary) which is understood to be oversubscribed, it would be a difficult journey for any new residents wishing to walk children to school.
- Inappropriate location for development of this size.
- Drainage scheme inappropriate for location. There are inaccuracies within a drainage submission document which states the proposed hard standing will allow for the natural treatment of the seepage of oil into the watercourse and processing, which is contrary to Environment Agency Environmental Guidance Note PPG5 for pollution prevention and control guidance.
- There is no reference in the documentation submitted which addresses the impact the development will have on the mature hedgerow, which is currently full of wildlife.
- The sign for the bridleway seems to have disappeared which was only put up recently.

Standing Orders were reinstated.

Councillor Wood asked if Members were happy for agenda item 7 regarding revised plans be moved further up the agenda which was agreed.

**522/23 Revised Plans/Additional Information:** To comment on any revised plans or additional information on planning applications received within the required **timeframe (14 days)**.

**PL/2023/05883:** Land rear of 52e Chapel Lane, Beanacre. Erection of 3

dwellings, with access, parking and associated works, including landscaping (outline application with all matters reserved – Resubmission of PL/2022/06389).

**Comments:** Having reviewed the additional information, the Parish Council still **STRONGLY OBJECT** to the proposals reiterating their previous comments and submit the following additional comments:

- Flooding/Drainage. The parish council are not convinced the latest reports alleviate concerns about the impact this development will have on existing flooding/drainage issues in the area and note inaccuracies in one of the reports, which states within the body of the report ground water flood risk is medium/high, however, in the conclusion, it states the risk is medium and therefore misleading.
- Impact on the bridleway. Attention is drawn to the comments of the Rights of Way Officer to proposals with regard to rights of vehicular access on the bridleway for residents of the proposed new development. It is noted current residents have recently paid for the bridleway to be resurfaced, with the approval of Wiltshire Council. Therefore, it will be down to residents to maintain the bridleway in future, however, there does not appear to be anything included in the planning documents which refers to the ongoing maintenance of the bridleway for residents of the proposed new development.
- Highway safety and access onto the A350. Existing residents already have to wait several minutes to access the A350. There is a concern, additional dwellings will exacerbate the situation. It is understood the junction on to the A350 is contrary to highway policy with regard to perpendicular accesses on to trunk roads for new developments.

The meeting was reminded the application had been 'called in' by Wiltshire Council Alford for consideration at a Wiltshire Council Planning meeting, if the Planning Officer were minded to recommend approval.

Wiltshire Councillor Holder and residents of Chapel Lane left the meeting at this point.

**PL/2024/01559:** 178a Woodrow Road, Forest, Melksham. Proposed 4 dwellings after demolition of existing dwelling.

Members noted the number of dwellings proposed had

been reduced from 4 to 2 dwellings, in line with the pre application advice previously given, with proposals providing more amenity space to the rear of each dwelling, as well as 3 parking spaces for each dwelling, which was an improvement on previous proposals.

The Clerk informed the meeting that a resident of Woodrow Road had raised concern about where surface water would be drained to and queried if Wiltshire Council Drainage had been consulted on proposals, as the parish council had requested.

It was noted the parish council had previously raised a concern that the Wessex Water sewage pumping station on Woodrow Road had already failed a couple of times recently, which had caused sewage to back-up to the house on the opposite side of the road, resulting in the property having to be sandbagged in Storm Henk earlier in the year, with the parish council asking for Wessex Water to be consulted.

The Clerk informed the meeting there did not appear to be responses from Wessex Water or Drainage on the planning portal, however, noted this could be as a result of Wiltshire Council not consulting Wessex Water or Drainage on proposals for smaller developments.

The Clerk informed the meeting whilst Councillor Baines was not present, he had raised a concern whether the space between the two properties and around the sides of the properties was sufficient.

The applicant confirmed the property on the left-hand side was the same distance to the boundary as existing and the boundary between the two properties was 1.2m, with a 900mm space to the side of the property on the right, which was sufficient to install a gate and for wheelie bins to get through.

With regard to surface water, the applicant confirmed this ran into a land drainage ditch. Currently there was a manhole in front of the ditch which connected to it, with the ditch having recently been dredged, as it had been full of debris for some time and may have caused flooding issues further downstream.

The applicant noted a pipe ran down the whole of Woodrow Road which took away rain water and was currently going into the ditch on the site. However, noted there appeared to be a blockage somewhere

along the pipe that required further investigation to help prevent flooding further downstream.

The applicant explained with regard to rain water run-off whilst the proposals were larger than the existing house, the existing house and garage had tarmac between, with paving at the back with a non permeable driveway. However, it was proposed the majority of the new access would be permeable and now the ditch had been cleared, this would provide a better soakaway for rain water run-off.

The Clerk asked the applicants if they were happy for the parish council to forward their details to Highways in order to liaise with them on site regarding the drain, which the applicants agreed and informed the meeting they would also be contacting Wiltshire Council on this matter.

**Comments:** No Objection.

The applicants left the meeting at this point.

**523/23 To consider the following new Planning Applications**

**PL/2024/02019:** The Paddocks, 493a Semington Road, Melksham.  
Single storey pitched roof extension.

**Comments:** No objection.

**PL/2024/03462:** The Willows, Lower Woodrow, Forest, Melksham.  
Erection of single-storey side extension and associated works.

**Comments:** No objection.

**524/23 Lime Down Solar Farm Public Consultation – proposed battery storage facility north of Top, Lane**

The Clerk explained whilst the parish council had already submitted their comments to the public consultation she had placed this item on the agenda, in order for the Planning Committee to have sight of responses from others.

- Corsham Town Council were objecting to proposals and would be sending fuller comments, once they had held a pre app meeting with Lime Down Solar, they had also sent some useful information regarding their Batscape strategy which was part of Corsham's Neighbourhood Plan.



- Atworth Parish Council at a recent meeting had discussed proposals, however, the Chair felt they could not comment on it as they had not been consulted. Therefore, the Clerk had gone back to them to say they would not be consulted as it was not a planning application but a public consultation and would be speaking to their Clerk to encourage a response.
- Community Action Whitley & Shaw (CAWS) had provided a comprehension response to the consultation.

The meeting was informed if proposals were submitted and subsequently approved, the development was not subject to Community Infrastructure Levy charges (CIL).

The Clerk informed the meeting Melksham Town Council had not considered a response to the consultation and sought a steer from Members if they wish to request formally that the town council consider a response and for the parish council's response to the consultation to be sent to the landowners, Neston Estates.

Councillor Glover felt the Batscape report from Corsham Town Council was a really useful document and that perhaps it would be useful for Melksham's Neighbourhood Plan to have a similar document.

Councillor Pafford as Chair of the Neighbourhood Plan Steering Group felt it was worthwhile considering, as long as there was no impact on the timeline of the current neighbourhood plan review, noting it could be something which could be produced at a later stage.

Councillor Richardson informed the meeting a Wiltshire Council Tree Protection Officer had recently visited the site, having been contacted by local residents concerned at proposals and the impact on trees. The Tree Protection Officer had subsequently submitted a proposed Tree Protection Order for 13 trees and one woodland, which was supported by the community of Whitley, with Members of the Planning Committee also supporting the application.

**Resolved:** To forward the parish council's response to the consultation to Sir James Fuller, Neston Estate and their agents Savills and to make a formal request to the Town Council they consider proposals for a battery storage facility north of Top Lane, Whitley at their next appropriate meeting.

**525/23 Current planning applications: Standing item for issues/queries arising during period of applications awaiting decision.**

- a) **Blackmore Farm (Planning Application PL/2023/11188): Outline permission for demolition of agricultural outbuildings and development of up to 500 dwellings; up to 5,000m<sup>2</sup> of employment (class E(g)(i)) & class E(g)(ii); land for primary school (class F1); land for mixed use hub (class E/class F); open space; provision of**

**access infrastructure from Sandridge Common; and provision of all associated infrastructure necessary to facilitate the development of the site.**

No update to report.

- b) Proposed Primary School, Land at Pathfinder Way, Bowerhill. Reserved Matters application (PL/2023/08046) pursuant to outline permission 16/01123/OUT relating to the appearance, landscaping, layout and scale of the proposed primary school (including Nursery and SEN provision).**

Members noted the update earlier in the meeting from Wiltshire Councillor Holder.

- c) Longleaze Lane (PL2023/06725). Proposed construction of elderly care home (use class C2) with associated access works, landscaping and drainage. Improvements to site access and Longleaze Lane/Snowberry Lane junction.**

Whilst the application was not in the parish but in the town, Members noted with disappointment the application had been approved at a Strategic Planning Committee meeting on 17 April.

The Clerk informed the meeting the Planning Officer had recommended approval, with both Wiltshire Councillors Sankey and Holder having attended the meeting to object to proposals, particularly with regard to the lack of parking and had also raised the concerns of the parish council.

Frustration was expressed at the outcome of the meeting and the lack of funding to improve health services as only £37,000 was offered.

It was noted the development would be subject to Community Infrastructure Levy (CIL) charges, which would go to the Town Council, as it was in the town, however, there would be the 10% shared pot of CIL available between both councils as per the agreement made.

**526/23 Planning Enforcement:** To note any new planning enforcement queries raised and updates on previous enforcement queries.

- a) Battery Storage Facility, Land to the south west of Melksham Substation, Westlands Farm, Westlands Lane, Whitley (PL/2024/01377 & PL/2024/01378. Variation of conditions 1 (approved plans), 2 (soft landscaping) and 7 (Construction Traffic Management Plan) on PL/2022/02615 (17/04116/FUL).**

The Clerk informed the meeting a resident of Corsham Road, Whitley had contacted Public Protection at Wiltshire Council concerned at the

noise levels from the site, with Public Protection having visited the site on several occasions. The Clerk asked if the members wished to submit further comments to the variation in conditions applications, which were seeking to install additional battery storage containers to those that had recently been installed on both applications/sites.

The noise concerns that have been raised relate to both the 6-month delivery and installation period and now the noise from the cooling fans on the installed batteries.

Clarification was sought if this application was required to increase biodiversity on the site by 10%.

**Resolved:** To submit further comments to the variation in conditions applications, highlighting the concerns of a nearby resident at the noise levels during delivery and construction, and now the finished installation; with reference to the public protection interventions to date.

The parish council request a noise assessment be taken during the stages of application, construction and installation with a clear indication of the noise limits that will be put in place.

To query where the applicant can identify they can get a 10% increase in biodiversity net gain on the site, in addition to the 10% increase as part of the previous original application.

## **527/23 Planning Policy**

### **a) Neighbourhood Planning**

#### **i) To note the draft Steering Group minutes of 3 April 2024.**

Members noted the minutes of the meeting held on 3 April.

#### **ii) To receive update on NHP#2, approve invoices if received and consider additional budget requirements to get plan to Examination**

**THIS ITEM WAS HELD IN CLOSED SESSION.**

#### **iii) To reflect on responses to planning applications for monitoring of the Neighbourhood Plan**

As raised earlier in the meeting, it was suggested the Neighbourhood Plan Steering Group consider a Batscape report as part of the documentation to support the neighbourhood plan.

The Clerk informed the meeting it was understood Wiltshire Council had been successful in receiving grant funding for Active Travel in various areas including Melksham and therefore had contacted

Wiltshire Council to ascertain the specific schemes the funding would be used for in Melksham but was awaiting a response.

- b) To consider a response to the Government proposals on a series of measures aimed at ‘accelerating’ the planning service (closes 1 May).** [www.slcc.co.uk/an-accelerated-planning-system-consultation/](http://www.slcc.co.uk/an-accelerated-planning-system-consultation/)

The Clerk noted the Government were seeking changes to the planning processing in suggesting commercial planning applications, be determined within 10 weeks instead of 13 weeks and understood they were also asking whether this should also be applied to major housing/major infrastructure planning applications, which did not give a lot of time for people to respond.

**Resolved:** To respond to the consultation opposing proposals to shorten the length of time a major housing/infrastructure planning application should be determined.

**c) Local Plan and Gypsy and Traveller Development Plan.**

Members noted the Local Plan had been delayed and therefore, would now be considered by Wiltshire Council’s Cabinet on 8 October, followed by Full Council on 22 October, with the Gypsy and Traveller Development Plan being considered by Cabinet on 9 July.

**528/23 S106 Agreements and Developer meetings: (Standing Item)**

**a) Updates on ongoing and new S106 Agreements**

**i) Pathfinder Place:**

Following a site meeting several weeks ago to highlight the outstanding remedial works to be completed, an Estate Completion Programme had been provided by Clive Aveyard working on behalf of Taylor Wimpey listing the various works to be completed which had been forwarded to the Residents Association for their information.

**ii) Buckley Gardens, Semington Road (PL/2022/02749: 144 dwellings)**

The Clerk, Councillors Holt and Baines had met recently with Martin Rose, Highways Officer and undertaken a site visit to look at the new bus shelters recently installed outside the New Inn and adjacent to Telford Drive, as part of the Buckley Gardens and Bowood View planning applications respectively.

It was noted as part of their application for Buckley Gardens, that David Wilson Homes had installed a new bus shelter outside the New Inn, however, everyone at the meeting agreed the kerb stones were in the wrong place for buses to pull in and

drop off passengers, therefore this was being taken up, with whoever had signed it off at Wiltshire Council.

**iii) Land to rear of Townsend Farm for 50 dwellings (PL/2023/00808)**

It was noted as part of the application that the developer had to provide a bus stop outside their site and a suitable location had been identified during a recent site visit, on the opposite side of the road near the Mobile Home Park (second entrance/exit), with the Highway Officer investigating whether there was sufficient verge available for a hard standing, in order people could get on/off the bus and into the mobile home park safely.

**iv) Land South of Western Way for 210 dwellings and 70 bed care home (PL/2022/08504).**

It was understood recent ground investigations had taken place.

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

It was noted the planning application for the footpath to the rear of Melksham Oak (PL/2023/10488) had recently been approved with several conditions.

The Clerk informed the meeting with regard to Bowood View's S106 public art contribution, Wiltshire Council were currently holding £3,000 for the maintenance of the artwork on the side of Berryfield Village Hall, along with £800 for contingency and for 18 months had been requesting this money in order to forward to the village hall for the upkeep of the artwork but so far had not received confirmation that this funding would be transferred.

As part of the S106 Agreement for Buckley Gardens, there had been a £200,000 highway contribution in order to improve the pedestrian crossing on the A350 on its Eastern Arm, which had subsequently been paid for under Active Travel, with the parish council asking that this funding be pooled in order to improve a pedestrian route to Pathfinder School. However, the approved planning application for 210 dwellings and a 70-bed care home (PL/2023/08504) on land south of Western Way included a footpath to the rear of the school.

Councillor Wood noted a small section of verge adjacent to the A365 may not include a footway and suggested the funding could go towards funding this.

It was noted the S106 highway funding also made reference to making the crossing on the Western arm less desirable.

**Resolved:** To place an item regarding the £200,000 Highway

Improvement funding on a future agenda for discussion.

To formally confirm that the parish council wish to progress that the outstanding £3,800 public art funding from Bowood View is transferred to the Berryfield Village Hall Trust as they are the ones maintaining it.

**c) Contact with developers**

The Clerk informed the meeting the agents for Bloor Homes for the New Road Farm site allocation in the Local Plan had been in touch seeking a meeting but had not heard back on a preferred date.

The meeting closed at 8.50pm

Signed:.....  
Chair, Annual Council, 13 May 2024

## Teresa Strange

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**Subject:** FW: s106 highway improvements relating to Buckley Gardens, David Wilson development, land east of Semington Road

**Attachments:** Decision Notice - outline - Buckley Gardens.pdf; Decision Notice - reserved matters - Buckley Gardens.pdf; SITE LAYOUT (5).pdf; WhatsApp Image 2024-03-21 at 10.11.19\_62daf155.jpg

### Clerk's Note:

You were originally asking for this £200k (and pooled funds from Townsend Farm) to be used for a new footpath to access the proposed primary school at Pathfinder for children from Semington Road. Now that the land south of Western Way (210 houses and 70 bed care home) has been approved at appeal, there will be a footpath through the development to access the school.

Therefore, do you want to put some thought to suggesting to Wiltshire Council what that £200k could be used for? And do you wish to pursue the "making the desire line less desirable" bit too? albeit it is still well used by residents (witnessed at recent site visit).

There is also £70,000 in the s106 for Townsend Farm for "towards the improvement of pedestrian accessibility in the vicinity of the development".

TS

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**From:** Teresa Strange  
**Sent:** 21 March 2024 10:29  
**To:** Wiltshire, Mark <mark.wiltshire@wiltshire.gov.uk>  
**Cc:** Jonathon. Seed (jonathon.seed@wiltshire.gov.uk) <jonathon.seed@wiltshire.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Councillor Alan Baines (alan.baines@melkshamwithout-pc.gov.uk) <alan.baines@melkshamwithout-pc.gov.uk>  
**Subject:** s106 highway improvements relating to Buckley Gardens, David Wilson development, land east of Semington Road

Hi Mark

Thank you for your time when we met in Bowerhill yesterday.

We also discussed the highway s106 funds for the new development that has just started on site at land east of Semington Road, now known as Buckley Gardens.

As we are aware, the s106 funds £200,000 were to improve the pedestrian crossing on the A350 but were undertaken by Wiltshire Council as part of the Government funding for the Hilperton – Melksham active travel route.

When we met yesterday, you said that the money could not be used for anything else, and I explained that had been dealt with at the Western Area Planning Committee meeting.

Please find attached the decision notices for the outline application 20/01938/OUT and reserved matters PL/2022/02749.

I have highlighted the relevant bits, but particularly note point 19 on the reserved matters decision notice that deals specifically with this.

I have also screen shot the bit in the s106 about making the left arm of the roundabout less desirable for pedestrians to cross.

The parish council are keen that the works secured in the s106, including works to be done by Wiltshire Council are undertaken in a timely manner.

They have been secured as mitigation for either sustainability or safety reasons as part of the planning process and therefore the parish council do not think it's unreasonable that they should be undertaken ready for when the site is occupied, and not years afterwards.

I have also highlighted the bit about the 2m high gate for services access only onto Shails Lane, which we discussed.

We look forward to hearing plans of when the highlighted items in the s106 are programmed in for works to be undertaken.

With kind regards,

Teresa

Teresa Strange  
Clerk & Responsible Financial Officer  
Melksham Without Parish Council  
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On twitter: @melkshamwithout

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**"Head of Housing"**

means the manager for the time being of the Housing Enabling Team or such other person as the Council may appoint to perform the functions of the Head of Housing under this Deed

**"Highway Contribution"**

means:

- (i) the sum of two hundred thousand pounds (£200,000.00) towards the upgrading of the double pelican crossing on the A350 east of the A350 / Old Semington road roundabout 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; and
- (ii) the sum of four thousand pounds (£4000) for the improvement of pedestrian signing between the development and the Melksham town centre, and the development and the formal A350 crossings near Hampton West roundabout

**"Homes England (HE)"**

means Homes England which is the trading name of the Homes and Communities Agency established by Section 1 of the Housing and Regeneration Act 2008 or such other body replacing it in function

... by HE's Affordable Homes

- 16 Condition 17 of Outline Application 20/01938/OUT set out the requirement for the erection and maintenance of security hoarding; and for the avoidance of doubt, such hoarding shall be erected to prevent any vehicular construction usage of the private road known as Shails Lane.
- 17 Notwithstanding the submitted detail, the developer shall use all best endeavours to support Melksham Without Parish Council (or other parties) in the delivery of a future footbridge crossing over the brook to the north of the application site to link the development site with the 'Village Hall'. This informative is based on the commitment expressed by the applicant to enter into a separate agreement with Melksham Without Parish Council if required to bring about the enhanced pedestrian connections, most of which extend beyond the site parameters.
- 18 The developer is encouraged to enter into further discussions with officers pursuant to providing an additional informal area of play within the proposed/approved public open space.
- 19 The developer is encouraged to enter into a s106 deed of variation without delay to secure the repurposing of £200,000 for alternative off-site highway and pedestrian connection improvement works to improve connectivity between the development site, the town centre to the north and education facilities to the east, inclusive of Local Cycling Walking Infrastructure Plan routes, and measures to enhance the use of the pedestrian route on the eastern side of the roundabout between Old Semington Road and Melksham.

*Parvis Khansari* ~ Corporate Director, Place

## Lorraine McRandle

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**From:** Teresa Strange  
**Sent:** 01 May 2024 13:45  
**To:** Lorraine McRandle  
**Cc:** Alan Baines; Shona Holt  
**Subject:** FW: Bus shelter Query - Telford Drive / Semington Road, Melksham, Wiltshire  
**Attachments:** GWQ1688.1.pdf; GWQ1688.pdf

Hi Lorraine

Can you add to the annual council agenda please, so we can have a quick council decision.

Thanks, Teresa

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**From:** Rose, Martin <martin.rose@wiltshire.gov.uk>  
**Sent:** 01 May 2024 10:24  
**To:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Subject:** FW: Bus shelter Query - Telford Drive / Semington Road, Melksham, Wiltshire

Hi Teresa,

We have contacted GW shelters re. the fogging issues. Below is their response.

The question is, do we bite the bullet and completely remove the glass panels top / bottom as discussed. (£500)

The other option is to replace with either a new half panel or quarter end panel. See attached quote. This may fend off any public criticism if we totally remove the glass. The cost for the second option is around £1700

Regards

Martin Rose IEng, FIHE, MCIHT, CMgr MCMI  
Principal Engineer – Traffic Engineering  
Highway Asset Management and Commissioning  
Wiltshire Council ,  
County Hall, Bythesea Road  
Trowbridge BA14 8JN



Email: [martin.rose@wiltshire.gov.uk](mailto:martin.rose@wiltshire.gov.uk)  
Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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<http://www.wiltshire.gov.uk/mywiltshire-online-reporting>

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**From:** Glen Wilson <[glen@gwsheltersolutions.co.uk](mailto:glen@gwsheltersolutions.co.uk)>  
**Sent:** Tuesday, April 30, 2024 6:16 PM  
**To:** Anderson, Sarah <[Sarah.Anderson@wiltshire.gov.uk](mailto:Sarah.Anderson@wiltshire.gov.uk)>  
**Cc:** Rose, Martin <[martin.rose@wiltshire.gov.uk](mailto:martin.rose@wiltshire.gov.uk)>  
**Subject:** RE: Bus shelter Query - Telford Drive / Semington Road, Melksham, Wiltshire

Hi Sarah, I am sorry you are having these issues, although presumably, as you say, this is only happening in the morning until the temperature rises. The panel is toughened glass so it is purely a temperature issue during the winter / spring months and should not be a problem in the summer. It has never been raised as an issue, as it disperses eventually but I can see that it could be a problem for people existing Telford Drive in the mornings. As it is glass, the condensation can obviously be wiped away easily but that is not really an answer as there is no one to do it so I think there are two options.

1. Is to remove the glass panel, as you suggest, but I would not really recommend that as the wind will whistle through the gap and people will constantly complain about the missing panel. The shelter will constantly look incomplete and damaged.
2. Is to change the full end panel for a half or quarter width end panel. We could excavate the post and re-use it in the new position but would have to supply new glazing rails and glass panels but this would still provide some weather cover whilst improving the visibility. The half panel would be approximately 575mm wide, the quarter end panel would be 300mm wide.

I have attached a quotation for both options (**GWQ1688** for glass removal and **GWQ1688.1** for the replacement end panel) and would perhaps recommend the second option although this is much more expensive, as it will involve excavation. We would therefore need to set up the traffic management again, whereas removing the glass would be quite a simple task and we could park around the corner. You will see that there is no total on GWQ1688.1 as we have included the option of the half and quarter end panel so you would choose one or the other.

I hope that the above makes sense and that the attached are of interest but should you require any further information, please do not hesitate to contact us.

Kind regards

**Glen Wilson**  
Managing Director  
GW Shelter Solutions Ltd  
Tel: 02392 210052  
Email: [sales@gwsheltersolutions.co.uk](mailto:sales@gwsheltersolutions.co.uk)  
Web: [www.gwsheltersolutions.co.uk](http://www.gwsheltersolutions.co.uk)



Registered Office: 28 Woodstock Avenue, Horndean, Hampshire PO8 9TG

---

**From:** Anderson, Sarah <[Sarah.Anderson@wiltshire.gov.uk](mailto:Sarah.Anderson@wiltshire.gov.uk)>  
**Sent:** Tuesday, April 30, 2024 1:18 PM  
**To:** Glen Wilson <[glen@gwsheltersolutions.co.uk](mailto:glen@gwsheltersolutions.co.uk)>

**Cc:** Rose, Martin <[martin.rose@wiltshire.gov.uk](mailto:martin.rose@wiltshire.gov.uk)>

**Subject:** Bus shelter Query - Telford Drive / Semington Road, Melksham, Wiltshire

Hi Glen,

You will remember we organised for 2 x shelters to be built in Melksham not long ago, just off the junction of Telford Drive / Semington Road Melksham. Photo and plan attached.

The Parish Council have contacted us because they have had complaints about the bus shelter on the Telford drive side of the road: The view for drivers coming out of Telford Drive is sometimes obscured by the side panel on the bus shelter recently erected – specifically in inclement weather where the panel can “fog over”. We are talking through a number of options with them, one being the possibility of removing the glass from the top side panel of the bus shelter. I was wondering if you were able to give me a quotation to carry out this work please?

I was also wondering if this is something you may have come across before and if so, whether you have managed to overcome it at all? It is obviously something that would happen only occasionally and is subjective in terms of whether it is an issue .....depending on many factors...weather, driver confidence ,how busy the road is at the time, whether anyone is waiting at the bus stop...ect

It would be useful to obtain a quote to remove the glass from the top of the side panel, and whether there are any other options available to us?

Thanks for your advice,

Sarah Anderson  
Engineer  
Traffic Management  
Highways Asset Management and Commissioning

(Please note my normal working days are Tues-Fri until 3pm)

✉ Wiltshire Council | County Hall | Trowbridge  
Wiltshire | BA14 8JD  
☎ 01225 713494 |  
@ [sarah.anderson@wiltshire.gov.uk](mailto:sarah.anderson@wiltshire.gov.uk)

[www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)  
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## Quotation

Quote No	GWQ1688.1	Date	30/04/2024		
Customer	Wiltshire Council County Hall Bythesea Road Trowbridge BA14 8JD	Site Address	Semington Rd before Telford Drive Melksham Wiltshire SN12 6DP		
Contact	Sarah Anderson - 01225 713494 <a href="mailto:Sarah.Anderson@wiltshire.gov.uk">Sarah.Anderson@wiltshire.gov.uk</a>	Delivery Period	8 weeks from receipt of order		
Item No	Description	Qty	Unit cost	Total	
<b>1. Details</b>	<b>To carry out the following work:</b>				
1a	Carefully remove and dismantle full end panel glazing rails and glass, excavate posts and set aside for re-use, excavate for new post position and install new glass rails (half end panel or quarter end panel) and glass panels, reinstate both areas.	1	£1,000.00	£1,000.00	
<b>2. HEP Parts</b>					
2a	New half end panel kit with glass panels	1	£234.78	£234.78	
<b>3. QEP Parts</b>					
3a	New quarter end panel kit with glass panels	1	£217.07	£217.07	
<b>4. Installation</b>					
4a	For dig into level site, back of path	inc			
4b	Temporary lights with TM plan	1	£500.00	£500.00	
<b>5. Colour</b>					
3a	Polyester powder coated Green RAL 6028	inc			
<b>6. Exceptions</b>					
6a	Out of hours or exceptional working	exc			
	<b>Where excavation work is involved, a licence / permit is likely to be required. Any costs associated with applying for permits, opening notices or additional information requested by the customer/contractor are excluded and will be charged extra</b>				

### SPECIFIC TERMS & CONDITIONS OF THIS QUOTATION

- Quotation is valid for 30 days
- Terms of payment - strictly 30 days nett
- GW Shelter Solutions shelters are to be dug-in to the ground unless otherwise stated (to approximately 350mm)
- Slopes in excess of 150mm must also be notified
- Prices are exclusive of VAT and any charges relating to obtaining opening/planning notices & utility plans etc
- Prices include for standard chapter 8 traffic management, anything extra such as traffic lights will be an extra cost

Please refer to additional document for full terms and conditions

**GW Shelter Solutions Ltd**  
28 Woodstock Avenue  
Horndean, Waterlooville  
Hampshire PO8 9TG

[www.gwsheltersolutions.co.uk](http://www.gwsheltersolutions.co.uk)  
[sales@gwsheltersolutions.co.uk](mailto:sales@gwsheltersolutions.co.uk)

02392 210052

Registered in England: 11996824 VAT Number: 323 2730 36

Quotation				
Quote No	GWQ1688	Date	30/04/2024	
Customer	Wiltshire Council County Hall Bythesea Road Trowbridge BA14 8JD	Site Address	Semington Rd before Telford Drive Melksham Wiltshire SN12 6DP	
Contact	Sarah Anderson - 01225 713494 <a href="mailto:Sarah.Anderson@wiltshire.gov.uk">Sarah.Anderson@wiltshire.gov.uk</a>	Delivery Period	2 weeks from receipt of order	
Item No	Description	Qty	Unit cost	Total
1. Details	To carry out the following work:			
1a	Remove and dispose of top full end panel of glass to improve visibiity	1	£250.00	£250.00
2. Installation				
2a	Park off site so traffic management not required	inc		
3. Colour				
3a	n/a			
4. Exclusions				
4a	N/a			
		Total		£250.00

### SPECIFIC TERMS & CONDITIONS OF THIS QUOTATION

- 1 Quotation is valid for 30 days
- 2 Terms of payment - strictly 30 days nett
- 3 GW Shelter Solutions shelters are to be dug-in to the ground unless otherwise stated (to approximately 350mm)
- 4 Slopes in excess of 150mm must also be notified
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- 6 Prices include for standard chapter 8 traffic management, anything extra such as traffic lights will be an extra cost

Please refer to additional document for full terms and conditions

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**sales@gwsheltersolutions.co.uk**

02392 210052

Registered in England: 11996824 VAT Number: 323 2730 36

## Teresa Strange

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**From:** Teresa Strange  
**Sent:** 16 April 2024 13:56  
**To:** Rose, Martin  
**Subject:** RE: Semington Road Bus Shelters

That could cover some RTPI for them!

We would like to arrange a site visit to have a look at them please, further to the concerns raised by residents about its siting in the visibility splay, its end panel, and where they bus stop for the other development on the other side of the road could go.

Maybe you could let us know when you are free?

All the best, Teresa

---

**From:** Rose, Martin <martin.rose@wiltshire.gov.uk>  
**Sent:** 10 April 2024 10:33  
**To:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Subject:** Semington Road Bus Shelters

Hi Tersea,

A quick note to say we have settled the accounts for the above work which came to £ 20,383.06  
There was interest on this S106 account and we currently have £2,448.94 remaining to spend.

Regards

Martin Rose IEng, FIHE, MCIHT, CMgr MCMI  
Principal Engineer – Traffic Engineering  
Highway Asset Management and Commissioning  
Wiltshire Council ,  
County Hall, Bythesea Road  
Trowbridge BA14 8JN



Email: [martin.rose@wiltshire.gov.uk](mailto:martin.rose@wiltshire.gov.uk)  
Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## Suggested budget provision for Melksham Neighbourhood Plan for 2024/25

For approval by Melksham Without Parish Council and Melksham Town Council at their respective meetings on Monday 13th May ahead of the Neighbourhood Plan Steering Group meeting on Wednesday 15th May 24

Prepared by Teresa Strange, MWPC 8/5/24

Activity	Indicative Cost (excluding VAT)
<p><b>Place Studio</b> - NHP consultants - following meeting with Katie Lea (Place) and Teresa Strange (MWPC) 2/05/24 - Place to produce new quotation for approval. The previous quote approved some time ago was to take the Plan to adoption stage but noted that this did not take into account any changes to the NPPF (which happened in Dec 23) and the publishing of the draft Local Plan by Wiltshire Council (which happened in July 23). There has also been considerable extra work for some of the site allocations as not straightforward as brownfield. On 2/5/23 Katie and Teresa agreed the best way forward was to draw a line on the expenditure to the year ending 31/3/24 and to start a new quote to get to adoption. Note that a small element of this expenditure may slip into 2025/26 as we are unsure when the Examination will be. Referendum not expected until 2025/26. This includes for additional support for another Regulation 14 formal consultation in Summer 2024. The quote includes for their policy writing, attending meetings with Wiltshire Council, stakeholders and landowners, briefing and attending meetings with the technical support professionals. The physical production of the plan (Reg 14 B version, and submission version), assistance with dedicated website, and evidence documents. Complete analysis and reporting on the responses received at Reg 14 A&amp;B.</p>	<p>£10,000</p>

<b>Regulation 14 (B) - Summer 2024</b> Indicative sum for venue hire, publicity and event materials, full page adverts in the Melksham News, postage - all to be decided at Steering Group on 15/5/24 (Based on Postage £150, Printing leaflets/materials £1000, Venues £350, MIN 4 x £500 full page adverts)	£3,500
<b>Anthony Keown, AK Urbanism, Urban Planner</b> specialist support for Cooper Tires site allocation (quote approved by MTC and MWPC in 2023/24 but have not yet been invoiced, work has been ongoing). Additional support has been provided following Reg 14A responses but so far negotiated in price previously quoted and approved. 80 hours @ £75 = £6,000	£6,000
<b>Bailey Venning Associates Ltd</b> - specialist viability assessment work previously provided via Locality funded technical support, this is currently not available and so the addendum required has been provided as a separate quote. Note any meetings and additional work will be charged at £120 per hour. Note that the AECOM addendum work on the Strategic Environmental Assessment has been negotiated as a free of charge note to the main report as unable to enter into "small" contract work and not tech support available. Also chasing the release of more technical support from 1st April 2024 via Michelle Donelan MP.	£3,250
<b>TOTAL</b>	<b>£22,750</b>
<b>To be split on agreed 70/30 MTC/MWPC share</b>	
Melksham Town Council contribution	<b>£15,925</b>
Melksham Without Parish Council contribution	<b>£6,825</b>

Note for Melksham Town Council:	
<p>It was agreed in December 2023 that Melksham Without Parish Council were providing all the Officer support for the Melksham Neighbourhood Plan and in particular for the large task of the Reg 14 consultation, with another Reg 14 consultation now triggered. It was agreed that the town council would contribute to MWPC undertaking all the officer support, which includes bringing in temporary administration staff. This will need to be repeated for Reg 14 (B) consultation in the Summer, unless the Town Council are able to provide considerable officer support from now onwards. Indicative sum given here; based on providing support until submission in October 24 at £250 per month which is the current sum for the temp only. 6 months at £250 per month. NOTE, this does not include for additional support provided by MWPC Clerk as assumes that MTC Locum Clerk will be providing that support moving forward.</p>	<p><b>£1,500</b></p>

Receipts for Month 1				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		43,276.05					43,276.05	
V3847-BACS	Banked: 05/04/2024	66.00						
V3847-BACS	Future of Football	66.00			1210	210	44.00	Part Inv.418-W/C 1st April
					1210	210	22.00	Inv.412- 25th March evening se
V3848-BACS	Banked: 11/04/2024	600.00						
V3848-BACS	Wiltshire Council	600.00			1420	350	600.00	19/00221 Shaw Hill CIL
V3849-BACS	Banked: 15/04/2024	70.00						
V3849-BACS	Allotment Holder	70.00			1310	310	70.00	RELET rent 12a Berryfield
V3850-BACS	Banked: 16/04/2024	385.00						
V3850-BACS	Future of Football	385.00			1210	210	220.00	Inv.411- Weekend blanket booki
					1210	210	165.00	Part Inv.417- Weekend blanket
V3851-BACS	Banked: 18/04/2024	150.00						
V3851-BACS	Wiltshire Council	150.00			1155	110	150.00	Inv.401-refreshments & equipme
V3852-BACS	Banked: 19/04/2024	130,796.00						
V3852-BACS	Wiltshire Council	130,796.00			1076	110	130,796.00	Parish precept 1 of 2
V3853-BACS	Banked: 22/04/2024	66.00						
V3853-BACS	Bath Road Wanderers	66.00			1210	210	66.00	For match 21st April 24
V3864-BACS	Banked: 22/04/2024	1,001.50						
V3864-BACS	Melksham Town Council	1,001.50			1480	170	867.10	Inv.413 NHP Room hire
					1480	170	134.40	Inv.414- NHP wix website
V3865-BACS	Banked: 29/04/2024	440.00						
V3865-BACS	Future of Football	440.00			1210	210	110.00	Inv.418- W/C 8th April trainin
					1210	210	110.00	Inv.418- W/C 15th April traini
					1210	210	110.00	Inv.418- W/C 22nd April traini
					1210	210	110.00	Inv.418- W/C 29th April traini
Total Receipts for Month		133,574.50	0.00	0.00			133,574.50	
Cashbook Totals		176,850.55	0.00	0.00			176,850.55	

Payments for Month 1				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/04/2024	Bowerhill Village Hall Trust	V3823-6152	5,000.00			4620	170	5,000.00	Grant Award 2024/25
15/04/2024	Shaw Village Hall	V3824-6153	9,250.00			4620	170	9,250.00	Grant Award 2024/25
15/04/2024	Berryfield Village Hall Trust	V3825-6154	4,800.00			4620	170	4,800.00	Grant Award 2024-25
15/04/2024	Bowerhill Residents Action Gro	V3826-6155	450.00			4610	170	450.00	Grant Award 2024/25
15/04/2024	BASRAG	V3827-6156	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	CAWS	V3828-6157	1,290.00			4610	170	1,290.00	Grant Award 2024/25
15/04/2024	4Youth (South West)	V3829-6158	3,000.00			4610	170	3,000.00	Grant Award 2024/25
15/04/2024	Bowerhill Baby & Toddler Group	V3830-6159	1,643.42			4610	170	1,643.42	Grant Award 2024/25
15/04/2024	Group Five	V3831-6160	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	Melksham PHAB Club	V3832-6161	400.00			4610	170	400.00	Grant Award 2024/25
15/04/2024	Wiltshire Air Ambulance	V3833-6162	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	Melksham Community First Respo	V3834-6163	930.00			4610	170	930.00	Grant Award 2024/25
15/04/2024	HELP Counselling Services	V3835-6164	200.00			4610	170	200.00	Grant Award 2024/25
15/04/2024	Life Education Centres Wiltshi	V3836-6165	400.00			4610	170	400.00	Grant Award 2024/25
15/04/2024	Melksham Community Money advic	V3837-6166	300.00			4610	170	300.00	Grant Award 2024/25
15/04/2024	Age UK Wiltshire	V3838-6167	300.00			4610	170	300.00	Grant Award 2024/25
15/04/2024	Wiltshire Citizens Advice	V3839-6168	1,000.00			4610	170	1,000.00	Grant Award 2024/25
15/04/2024	Alzheimer's Support	V3840-6169	400.00			4610	170	400.00	Grant Award 2024/25
15/04/2024	Meadowbrook Wiltshire	V3841-6170	340.00			4610	170	340.00	Grant Award 2024/25
15/04/2024	FearFree	V3842-6171	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	Melksham Food & River Festival	V3843-6172	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	that meeting space	V3844-6173	300.00			4610	170	300.00	Grant Award 2024/25
15/04/2024	Crimestoppers Trust	V3845-6174	150.00			4610	170	150.00	Grant Award 2024/25
15/04/2024	Melksham Carnival	V3846-6175	1,000.00			4610	170	1,000.00	Grant Award 2024/25
15/04/2024	Friends of Shurnhold Fields	V3847-6176	1,000.00			4610	170	1,000.00	Grant Award 2024/25
15/04/2024	Connect Shaw & Whitley	V3848-6177	250.00			4610	170	250.00	Grant Award 2024/25
15/04/2024	AFC Melksham Disabled Football	V3849-6178	300.00			4610	170	300.00	Grant Award 2024/25
15/04/2024	Melksham Gardeners Society	V3850-6179	250.00			4610	170	250.00	Grant Award 2024/25
15/04/2024	Melksham Amateur Swimming Club	V3851-6180	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	Shaw & Whitley Garden Club	V3852-6181	200.00			4610	170	200.00	Grant Award 2024/25
15/04/2024	Melksham Cricket Club	V3853-6182	220.00			4610	170	220.00	Grant Award 2024/25
15/04/2024	Melksham WI	V3854-6183	200.00			4610	170	200.00	Grant Award 2024/25
15/04/2024	Wiltshire Youth Canoe Club	V3855-6184	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	Shaw & Whitley Art Group	V3856-6185	250.00			4610	170	250.00	Grant Award 2024/25
15/04/2024	Melksham Tourist Info Centre	V3857-6186	600.00			4630	170	600.00	Grant Award 2024/25
15/04/2024	Bowerhill Village Hall	V3823-6152	-5,000.00			4620	170	-5,000.00	VOID-Grant CHQ
15/04/2024	HELP Counselling	V3835-6164	-200.00			4610	170	-200.00	VOID- Grant CHQ
15/04/2024	Crimestoppers Trust	V3845-6174	-150.00			4610	170	-150.00	VOID- Grant CHQ
15/04/2024	Daisy (Onebill)	V3854-DD	45.29		7.55	4190	120	37.74	Inv.311- Campus wifi & line
15/04/2024	Daisy (Onebill)	V3855-DD	45.29		7.55	4384	220	37.74	Inv.312-Pavilion wifi & line
24/04/2024	Unity Bank	V3856-6187	125,000.00			220		125,000.00	Transfer to Unity Trust Bank

Continued on Page 210

Total Payments for Month	157,664.00	0.00	15.10	157,648.90
Balance Carried Fwd	19,186.55			
Cashbook Totals	176,850.55	0.00	15.10	176,835.45

Date: 02/05/2024

## Melksham without Parish Council Current Year

Page: 212

Time: 13:59

## Cashbook 2

User: MR

## Unity Bank

For Month No: 1

## Receipts for Month 1

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		52,319.11					52,319.11	
Banked: 08/04/2024		400,000.00						
V3861	Instant Access Unity 20476339	400,000.00			230		400,000.00	Transfer to Unity Trust Bank
Banked: 24/04/2024		125,000.00						
V3856-6187	Current Account & Instant Acc	125,000.00			200		125,000.00	Transfer to Unity Trust Bank
Total Receipts for Month		525,000.00	0.00	0.00			525,000.00	
Cashbook Totals		577,319.11	0.00	0.00			577,319.11	

Continued on Page 213



## Payments for Month 1

## 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>
02/04/2024	Grist Environmental	V3859-DD	82.56		13.76	4770	220	68.80	Inv.204-B'hill waste away
02/04/2024	Teresa Strange	V3860-S/O	5.30		0.88	4190	120	4.42	Out of hours mobile- April
09/04/2024	London Hearts	V3863-BACS	750.00			4049	142	750.00	Match fund-B'hill V Hall defib
10/04/2024	EDF Energy	V3862-DD	203.49		9.69	4302	220	193.80	Inv.009-Pavilion Electricity
16/04/2024	Lloyds Bank PLC	V3846-DD	247.68		40.03	4370	120	10.49	Window Cleaner
						4150	120	41.88	Pens, paper & locable box
						4150	120	4.14	Cash receipt book
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone subscription
						4175	120	5.50	Website domain
						4175	120	12.99	Online meeting subscription
						4120	120	4.55	Postage for notices & posters
						4140	120	3.00	Monthly fee
26/04/2024	Ace Shelters	V3823-BACS	4,290.00		715.00	4545	142	3,575.00	Inv.1782-New bus shelter Beana
26/04/2024	Agilico	V3824-BACS	57.42		9.57	4130	120	47.85	Inv.520-Office photocopying
26/04/2024	JC Combustion Services Ltd	V3825-BACS	480.00		80.00	4791	220	400.00	3917-Boiler and water heat ser
26/04/2024	Jens Cleaning	V3826-BACS	336.00			4381	220	336.00	Inv.1080-March/April cleaning
26/04/2024	JH Jones & Sons	V3827-BACS	1,765.12		294.19	4400	142	38.13	4107-Kestrel Court Shrub maint
						4409	142	179.67	Hornchurch grass cutting
						4820	142	36.21	SHF annual cut
						4402	320	66.16	Allotment grass cutting
						4400	142	244.09	Play Area grass cutting
						4780	142	57.75	Play Area bin emptying
						4781	220	87.54	JSF Bin emptying
						4401	220	761.38	JSF Grass cutting
26/04/2024	Rialtas Business Solutions Ltd	V3828-BACS	428.40		71.40	4185	120	357.00	Inv.848-Annual support & maint
26/04/2024	HELP Counselling	V3829-BACS	200.00			4610	170	200.00	Grant award 2024/25
26/04/2024	Crimestoppers Trust	V3830-BACS	150.00			4610	170	150.00	Grant award 2024/25
26/04/2024	Bowerhill Village Hall Trust	V3831-BACS	5,000.00			4620	170	5,000.00	Grant award 2024/25
26/04/2024	Aquasafe Environmental Ltd	V3832-BACS	150.00		25.00	4212	220	125.00	Inv.406-Monthly PPM visit Apri
26/04/2024	Rialtas Business Solutions Ltd	V3833-BACS	1,041.60		173.60	4185	120	868.00	Inv.31577- Y/E Closedown
26/04/2024	Nettl of Melksham	V3834-BACS	2,862.20		458.70	4680	170	2,403.50	NHP consultation materials
26/04/2024	Wiltshire Pension Fund	V3835-BACS	2,195.66			4000	130	272.17	Period 1- April 2024
						4020	130	128.09	Period 1- April 2024
						4010	130	130.07	Period 1- April 2024
						4045	130	1,665.33	Period 1- April 2024
26/04/2024	HM Revenue & Customs	V3836-BACS	2,462.33			4000	130	536.40	Period 1- April 2024-T
						4000	130	236.36	Period 1- April 2024-NI
						4020	130	206.40	Period 1- April 2024-T
						4020	130	92.83	Period 1- April 2024-NI
						4010	130	212.80	Period 1- April 2024-T

Continued on Page 214

## Payments for Month 1

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4010	130	95.56	Period 1- April 2024-NI
						4460	142	192.40	Period 1- April 2024-T
						4800	320	8.60	Period 1- April 2024-T
						4041	130	880.98	Period 1- April 2024
26/04/2024	Teresa Strange	V3837-BACS				4000	130		April 2024 salary
26/04/2024	Lorraine McRandle	V3838-BACS				4020	130		April 2024 Salary
						4120	120	8.70	Ditch letters & agenda pack x1
26/04/2024	Marianne Rossi	V3839-BACS				4010	130		April 2024 Salary
26/04/2024	Terry Cole	V3840-BACS				4460	142		April 2024 Salary
						4050	142	47.50	Travel Allowance- April 24
						4051	142	43.65	Mileage x97 miles
26/04/2024	David Cole	V3841-BACS				4800	320		April 2024 Salary
26/04/2024	JH Jones & Sons	V3842-BACS	1,939.20		323.20	4740	220	1,616.00	Inv.4142- Pitch fertilizing
26/04/2024	Miriam Zaccarelli	V3843-BACS	105.00			4680	170	105.00	Inv.2402-NHP Additional resour
26/04/2024	Wilts Assoc of Local Councils	V3844-BACS	1,404.88		234.15	4650	170	700.76	Inv.163- WALC Subscription
						4650	170	469.97	Inv.163- NALC Subscription
26/04/2024	Wiltshire Publication	V3845-BACS	636.00		106.00	4240	120	530.00	Inv.466- Spring newsletter
26/04/2024	CCLA	V3858-BACS	150,000.00			240		150,000.00	Transfer to CCLA account
30/04/2024	Teresa Strange	V3857-S/O	5.30		0.88	4190	120	4.42	Inv.310- Out of hours mobile
<b>Total Payments for Month</b>			184,198.19	0.00	2,556.05			181,642.14	
<b>Balance Carried Fwd</b>			393,120.92						
<b>Cashbook Totals</b>			577,319.11	0.00	2,556.05			574,763.06	

Receipts for Month 1		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 1				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		0.00						
	<b>Cashbook Totals</b>		0.00	0.00	0.00			0.00	

Receipts for Month 1				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount
Balance Brought Fwd :		408,834.76					408,834.76
Banked:		0.00					
			0.00				0.00
Total Receipts for Month		0.00	0.00	0.00			0.00
Cashbook Totals		408,834.76	0.00	0.00			408,834.76

Payments for Month 1				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>
08/04/2024	Unity Bank	V3861	400,000.00			220		400,000.00	Transfer to Unity Trust Bank
Total Payments for Month			400,000.00	0.00	0.00			400,000.00	
Balance Carried Fwd			8,834.76						
Cashbook Totals			408,834.76	0.00	0.00			408,834.76	

Receipts for Month 1				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: 26/04/2024		150,000.00					
V3858-BACS	Unity Bank	150,000.00			220		150,000.00 Transfer to CCLA account
Total Receipts for Month		150,000.00	0.00	0.00			150,000.00
Cashbook Totals		150,000.00	0.00	0.00			150,000.00

Payments for Month 1				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			150,000.00						
Cashbook Totals			150,000.00	0.00	0.00	150,000.00			



Officers note:

The full detail of the insurance will be looked at by the Finance Committee on 20th May. This has been included in your packs to approve payment to ne made for the insurance.



As per Fin Reg 4.1 expenditure on revenue items of £5,000 or over must be approved by the Full Council. Although, this quote is under the limit, bearing in mind the cyber insurance this is close to the limit

Melksham Without Parish Council  
1st Floor  
Melksham Community Campus  
Market Place  
MELKSHAM  
Wiltshire  
SN12 6ES

Zurich Town, Parish and  
Community Council Team  
PO Box 726  
Chichester  
PO19 9PS

Invoice

Invoice Date: 12th April 2024      Invoice No: 532522936      Client ref: 3703833

Policy	Policy Term	(£) Premium
YLL-2720873563	01/06/2024-31/05/2025	4,049.88
Inspection Contract (If Applicable)		0.00
Sub total		4,049.88
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		485.99
TOTAL		£4,535.87

Payment is due before your cover starts, or immediately if your cover is already in place.

Please make cheques payable to Zurich Municipal and send to Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS

If paying by BACS, please note our new bank details and amend your records accordingly.

Acc Name: Zurich Town & Parish, Insurer Trust Account      Acc Number: 23110249  
Sort Code: 20 – 65 - 82      Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

Invoice Queries  
Phone: 0800 917 9426  
Email: accounts.team@uk.zurich.com

Our VAT registration number is: 107 8316 77

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Melksham Without Parish Council  
1st Floor  
Melksham Community Campus  
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MELKSHAM  
Wiltshire  
SN12 6ES

Zurich Town, Parish and  
Community Council Team  
PO Box 726  
Chichester  
PO19 9PS

## Remittance Advice

Invoice Date: 12th April 2024

Invoice No: 532522936

Client ref: 3703833

Policy	Policy Term	(£) Premium
YLL-2720873563	01/06/2024-31/05/2025	4,049.88
Inspection Contract (If Applicable)		0.00
Sub total		4,049.88
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		485.99
<b>TOTAL</b>		<b>£4,535.87</b>

**Payment is due before your cover starts, or immediately if your cover is already in place.**

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

**If paying by BACS, please note our bank details and amend your records accordingly.**

Acc Name: Zurich Town & Parish, Insurer Trust Account      Acc Number: 23110249  
Sort Code: 20 – 65 - 82      Bank: Barclays Bank PLC  
Please quote your Client Reference on all BACS transactions

### Invoice Queries

Phone: 0800 917 9426

Email: [accounts.team@uk.zurich.com](mailto:accounts.team@uk.zurich.com)

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

## Private & Confidential

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

2nd May 2024

Dear Mrs Strange,

**Insurance Policy: Cyber Package**  
**Client Name: Melksham Without Parish Council**  
**Client Reference Number: 2132235**  
**Policy Number: 5116887**  
**Effective Date: 01/06/2024**

Your insurance policy is due for renewal shortly and we have pleasure in enclosing your renewal quotation(s) and documentation. These have been based on your requirements which you disclosed to us previously or in our recent renewal discussions. Our understanding of your requirements are shown in the enclosed documentation.

There are a number of documents enclosed and it is important that you review each of them. Within this letter we have summarised what we consider to be the most important points to assist you. We have directed you to those documents, or parts of documents, which you must read carefully.

Your renewal premium(s) for the forthcoming year are detailed as follows:-

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
Cyber Package	Talbot Underwriting Ltd via Channing Lucas & Partners Ltd t/a Optimum Speciality Risks	£328.00	£39.36	£50.00	£417.36
<b>Total</b>		<b>£328.00</b>	<b>£39.36</b>	<b>£50.00</b>	<b>£417.36</b>

## Cyber Package

### Your Requirements and Our Recommendations

We have assessed the information about the circumstances that you have provided to us to help us to identify your requirements and make recommendation(s). We have based our understanding of your requirements on this information.

**Blenheim House**  
**1-2 Bridge Street**  
**Guildford**  
**Surrey**  
**GU1 4RY**

Tel: 01483 462 860

[www.ajg.com/uk](http://www.ajg.com/uk)

## Marianne Rossi

---

**From:** Martin Fagan <secretary@communityheartbeat.org.uk>  
**Sent:** 06 May 2024 16:59  
**To:** Debbie Dowsett; Marianne Rossi; Vickie Joskow  
**Cc:** Teresa Strange; Graham Whitehead  
**Subject:** Re: Query regarding the Circuit

Hello Marianne

As Debbie has indicated, we have no objection in adding this new defibrillator to WebNos. Circuit is not a governance system and although we work closely with them, there is still much work to be done by them to bring this to a position whereby we can mirror the data across both systems.

Re your new equipment, this is not equipment we would advise for use in the community. We consider it to be for trained users only, and fails to meet the Equalities Act provisions. The user manual states that “...*may cause serious injury or death...*” if used by an untrained person. Please do check your insurances to make sure this is adequately covered, and specifically the public liability aspects. I would strongly advise a community training and awareness session and we can also help here if this is of interest? According to correspondence received last week from the National Audit Office, you pay £750 + vat for the equipment, (which costs about £800). DHSC have confirmed (via NAO) that they are actually giving very little grant. However, it is a requirement of the grant that you register this onto Circuit, and NHS England and the Association of Ambulance CEOs have also stipulated that it is their preference that all defibrillators now should be in an unlocked cabinets, and particularly so in the SWAST area.

Please do feel free to contact us if we can be of assistance.

Best regards

Martin

---

**From:** Debbie Dowsett <logistics@communityheartbeat.org.uk>  
**Date:** Monday, 6 May 2024 at 16:39  
**To:** Marianne Rossi <admin@melkshamwithout-pc.gov.uk>, Martin Fagan <secretary@communityheartbeat.org.uk>, Vickie Joskow <office@communityheartbeat.org.uk>  
**Cc:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>, Graham Whitehead <grahamw@communityheartbeat.org.uk>  
**Subject:** Re: Query regarding the Circuit

Hi Marianne

I am not sure if you have had a reply from Martin but there will be no issue with having your new defibrillator site added to the WebNos system for you to be able to keep records on. We do understand that if you have to register it on circuit as part of the agreement, we can mark on WebNos that it is circuit registered so all that would happen is that we would not liaise with your local Ambulance Service about that particular site and we would of course not register it directly with the Ambulance Service to avoid duplication.

I hope this covers what you need.

Kind regards  
Debbie

## Teresa Strange

---

**From:** Marianne Rossi  
**Sent:** 08 May 2024 10:38  
**To:** hello@defibgrant.co.uk  
**Cc:** dhsc.publicenquiries@dhsc.gov.uk; Teresa Strange  
**Subject:** Community Automated External Defibrillators Fund: Defibrillator model provided

Good Morning,

I wonder whether you can help answer a few queries we have regarding the Community Automated External Defibrillators Fund and the defibrillator model provided. The parish council has recently applied to this fund and has been successful in receiving a contribution towards the AED, which we have provided match funding for. The parish council has some defibrillators in locations around our parish that are managed on the Webnos governance system, which we have through Community Heartbeat. As our other defibrillators are on the Webnos system, we contacted Community Heartbeat to see whether this one could be added (as well as being registered on the circuit), and they have come back with some comments about the model that is being provided. They have provided us with some extracts from the user manual of the defibrillator model, and it appears that this model should only be used by trained people and not for community use. I have attached these extracts below and wondered whether you could advise us, please. As a parish council, we are obviously concerned that we are providing a defibrillator out in the community, which only appears (as per the info in the manual) to be for the use of people who have had training to use them. If you could confirm whether the model that is being provided is suitable for people who have not had training, that would be great.

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### WARNING

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- **This equipment must be operated by persons who have been trained in its operation. The operator should be trained in basic life support, advanced cardiac life support or other emergency medical response.**
- 
- 

## Intended Audience

This manual is intended for persons who have been trained in equipment's operation. The operator should be trained in basic life support, advanced cardiac life support or other emergency medical response.

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### 1.1.1 Dangers

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#### DANGER

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- **The equipment delivers up to 360 J of electrical energy. Unless properly used by following the prompts provided by the equipment, this electrical energy may cause serious injury or death. Do not attempt to operate this equipment unless thoroughly familiar with the operations and function: all controls, indicators, connectors, and accessories.**
  - **To avoid explosion hazard, do not use the equipment in the presence of oxygen-rich atmospheres, flammable anesthetics, or other flammable agents (such as gasoline). Keep the equipment and the operating environment dry and clean.**
  - **Defibrillation current can cause operator or bystander severe injury or even death. Keep distance with the patient or metal devices connected to the patient during defibrillation.**
- 
-

Kind Regards,  
Marianne

Marianne Rossi  
Finance and Amenities Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place  
Melksham  
SN12 6ES  
01225 705700  
[www.melkshamwithout-pc.gov.uk](http://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](https://twitter.com/melkshamwithout)

On Instagram: [melkshamwithoutpc](https://www.instagram.com/melkshamwithoutpc)

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## **Teresa Strange**

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**From:** Kate Brooks <kate.brooks@ageukwiltshire.org.uk>  
**Sent:** 07 May 2024 09:51  
**To:** Teresa Strange; Locum  
**Cc:** Sarah Cardy  
**Subject:** Melksham Community Support service  
**Attachments:** MCS project report Q4 2023-24.docx; MCS SLA 2023-24.pdf; MCS outcomes report - Jan 24.pdf; MCS project report Q3 2023-24 (2).pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Teresa and Tracy,

Hope you had a lovely bank holiday weekend.

Thanks for a really useful meeting last Tuesday.

As we discussed, I've attached the following:

- Draft Q4 report – please let me know if you'd like any amendments / further information. I suggest I could do a shorter version for the Health & Wellbeing group?
- Service Level Agreement
- Outcomes report (Jan 24) – not for sharing widely please
- Q3 report

Draft press release to follow shortly.

I can confirm that the cost for the Age UK Wiltshire Melksham Community Support service will be £24,000 for the year 2024/25.

Thank you very much for your support.

Best wishes,  
Kate

**Kate Brooks**  
Operations Manager | Deputy CEO  
Age UK Wiltshire and Age UK Southampton

T: 07931 758401 | E: [kate.brooks@ageukwiltshire.org.uk](mailto:kate.brooks@ageukwiltshire.org.uk)

Devizes office: The Wool Shed, New Park Street, Devizes, SN10 1DY  
Salisbury office: 44 Catherine Street, Salisbury, SP1 2DD  
Southampton office: Padwell Road Day Centre, Padwell Road, Southampton, SO14 6QS

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Age UK Wiltshire, The Wool Shed, New Park Street, Devizes, SN10 1DY

## **Teresa Strange**

---

**From:** Committee Clerk <committee.clerk@melksham-tc.gov.uk>  
**Sent:** 07 May 2024 13:00  
**To:** Teresa Strange  
**Subject:** RE: Cemeteries Working Group

Hi Teresa.

Working Group

I did wonder that myself when I emailed you. It was Phil's motion so I will drop him an email. If I don't get a reply then 3 sounds good.

Age UK

### **759/23 Age UK Wiltshire**

The Town Mayor Councillor S Crundell noted that the report of the Finance Officer showed a total of £7660.60 left in the grant funds from last year. There was discussion on the item. Councillor Hubbard felt councillors needed to be mindful that this was a three-year project and agreeing payment today would commit to a further £12000 in next year's budget. The Town Mayor advised that it would equate to a little over 1% increase in the precept.

It was proposed by Councillor Aves, seconded by the Town Mayor Councillor S Crundell and

RESOLVED to make up the deficit of £4339.40 from General Reserves, making a total payment of £12000 from last years grants funding and/or general reserves as required.

Have a good afternoon

Andrew

Andrew Meacham  
**Committee Clerk**



**Melksham**  
Town Council

T: (01225) 704187  
E: [committee.clerk@melksham-tc.gov.uk](mailto:committee.clerk@melksham-tc.gov.uk)  
I: [www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)

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---

**From:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Sent:** Tuesday, May 7, 2024 12:31 PM  
**To:** Committee Clerk <committee.clerk@melksham-tc.gov.uk>  
**Cc:** Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Locum <locum@melksham-tc.gov.uk>  
**Subject:** FW: Cemeteries Working Group

Hi Andrew

I suspect that you don't have an answer, but any idea on how many members each required for the new working group?

Our annual council is next Monday when we will appoint – we quite often go for 3 members each – shall I suggest that?

Plus, do you have an extract of minutes from the 29<sup>th</sup> April – or can you confirm to me please – that the Town Council have agreed £12k for the Age UK project, - so we have for our agenda pack please.

All the best, Teresa

---

**From:** Committee Clerk <[committee.clerk@melksham-tc.gov.uk](mailto:committee.clerk@melksham-tc.gov.uk)>  
**Sent:** 02 May 2024 13:20  
**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Subject:** Cemeteries Working Group

Good afternoon Teresa.

Full Council on Monday considered a motion from Councillor Alford and resolved to set up a Cemeteries Working Group to explore the options for future delivery of the cemetery service. It is intended to be a joint group with the parish so I am formally inviting Parish Councillors to join. Our membership will be decided at the annual meeting on 20 May. I attach a copy of the motion.

Have a good day

Andrew

Andrew Meacham  
**Committee Clerk**



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## Melksham Community Support (MCS) Service Project report: Q4 – January to March 2024

The project, overseen by Age UK Wiltshire, started on 1<sup>st</sup> April 2023 with the following outcomes agreed:

1. Improve the **wellbeing of older people** living in Melksham Town and Melksham Without, by offering support, access to information and practical help.
2. Ensure that support is available to **those who need it most**, particularly those who don't have a support network.
3. Promote the take-up of welfare benefits and access to other sources of **financial support**.
4. Promote and provide **holistic support** tailored to the individual's need.
5. Provide an **evidence base** of future needs.

People under the age of 60 are included by exception, for example people who have health issues, need support and do not have a support network.

Through this project Age UK Wiltshire employs a part-time (17.5 hours/week) Senior Project Worker, specifically to support the population of Melksham Town and Melksham Without.

### Promotion

We have continued to promote the service, particularly to people living in the Melksham Without Parish Council area, including:

- Pharmacies
- Clubs for older people, including lunch clubs
- Link scheme
- Melksham Shed
- Veterans Breakfast
- Sheltered housing sites and retirement properties, including door to door leafleting
- GP surgeries

During this quarter we had planned to extend our promotion, to include a feature in the Melksham News and targeted social media. However, due to uncertainty over Melksham Town Council funding arrangements for 2024-25 these plans were put on hold, and we can now go ahead with wider publicity activity.

### Home Visits – the start of support

During the first home visit Sarah has a Guided Conversation with the older person to help identify any difficulties they may have, the support that is needed and what someone would like to achieve, in a conversational way which helps people to feel at ease. All aspects of someone's daily life are covered from when they get up in the morning to going to bed at

night. We cover domestic issues, personal care and other care needs, health, socialisation, financial needs and their support networks. The Guided Conversation is never hurried and is taken at the person's preferred pace, sometimes over more than one visit. This conversation helps Sarah to identify the areas of support needed and how to help to improve someone's general wellbeing.

#### Activity in Quarter 4

During this quarter a total of **17** people (Q3 – 22) got in touch or were referred for Sarah's support, and we continued to offer support to **18** people whose first contact was before January. There were **180** contacts (Q3 – 101) with or on behalf of people, and Sarah supported people with **163** (Q3 – 93) different issues.

The support provided fell into the following seven categories, and this table shows the number of issues handled in each category during Q4:

Category	Number of issues
Finance – helping to put more money into people's pockets	16
Socialisation – helping people to get out and about more	23
Independence - helping people to be sustainably independent and to be connected with their community	33
Volunteer support – exploring how volunteers can support people to improve their wellbeing	11
Wellbeing – helping people to feel better	68
Falls prevention – supporting people to take action to reduce their risk of falling	12
Melksham Emergency Register	0

#### Examples of support provided

- Information given on Attendance Allowance and referral to Age UK Wiltshire Information & Advice for support to apply. Sarah has helped people to complete the preliminary forms for this benefit application. She then follows up once an award has been made to help people find the best way to use this extra financial support to help their situation.
- People have been informed about the Surviving Winter Grant (£200 per person) and how it can help them. Sarah has supported people to complete an application form with relevant documents and make the application.
- People have been referred to Age UK Wiltshire's Information & Advice service for a full benefit check e.g. Pension Credit, Housing Benefit, Council Tax Reduction payments.

**In 2023-24 we supported 40 older people in Melksham to increase their income by £145,159 per year, an average of £3,629 each year per person.**

- Referrals to Age UK Wiltshire Telephone Befriending service - only internal referrals can be made to this service at present.
- Discussed activities and groups in Melksham. Sarah has extensively researched what is available in the MTC and MWPC area and has visited many of these activities herself.
- Help to attend activities and groups. Sarah discusses travel arrangements and can meet people there to ensure they feel confident about attending and are able to do so independently.
- Information and support given on pharmacy delivery and reordering service and discussed pharmacy delivery options to save money. Sarah actively supports people to arrange a reorder and collection service that they can manage independently without worrying about not getting their medications on time.
- Pharmacy pickup and delivery for those unable to manage themselves. We will always do this for someone if it cannot be managed independently.
- Information shared on shopping options. Sarah will go through this with the client and support them to feel confident whichever way they choose to manage this.
- Shared information on Blue Badge application and supported people to apply for a badge. Sarah has supported people to make an application online, taking a photo for them and uploading this to their application.
- Provided information on local traders: Window cleaners, gardeners, and decorators etc. with Age UK Wiltshire Guide to Finding Local Tradespeople.
- Assisted to shop or shopped on someone's behalf.
- Companion trips to local café for confidence building.
- Supporting people to access health and mental health services; bereavement support; confidence building; managing anxiety.
- Sarah asks all MCS clients if they are on the emergency support register and if not, she explains the service and asks if they would like to be included.

### **MCS phone line**

The MCS phone line has been running since the early days of the Covid pandemic, during which time it provided a huge amount of practical and emotional support to the Melksham community.

The number of requests made to the MCS phone line for help with shopping and prescriptions has continued to reduce in this quarter, as previously regular callers to the phone line have all been offered additional, holistic support. Often a request for support for a task that can be managed independently is a symptom of other support that is needed, and it is this other support that Sarah has talking to people about. Active MCS clients have a direct number for Sarah, with the MCS line the first point of contact for new referrals.

#### **Other Age UK Wiltshire services**

- In Q4 the Information & Advice service advised or supported **49** people living in Melksham. (Q3 2023 – 72).
- There were **64** attendances at the Fitness & Friendship Club at Bowerhill (Q3 2023 – 68).
- **Four** people in Melksham continue to receive weekly calls from an Age UK Wiltshire Telephone Befriender.

Kate Brooks  
Age UK Wiltshire  
30<sup>th</sup> April 2024