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MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Monday 12 February 2024

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 19 February 2024 at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

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

Click link here:

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

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

Yours sincerely

Teresa Strange, Clerk

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AGENDA

1. **Welcome, Announcements & Housekeeping**
 - Next Area Board Meeting, Wednesday, 6 March at Berryfield Village Hall.
2. To receive **apologies** and consider approval of reasons given.
3. **Invited Guests:**
 - a) Representative from Melksham Neighbourhood Policing Team.
 - b) Wiltshire Councillor **Nick Holder** (Bowerhill).
 - c) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold).
 - d) Wiltshire Councillor **Jonathon Seed** (Melksham Without West & Rural).
4.
 - a) To receive **Declarations of Interests**.
 - b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
5. To consider holding items in **Closed Session** due to confidential nature
*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required (**Agenda items 8c, 11b**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7.
 - a) To approve the **Minutes of the Full Council Meeting** held on 22 January 2024.
 - b) To appoint Health & Safety Representative.
 - c) To appoint a representative to attend the Police Neighbourhood County Parish Forums to be held twice a year.
8. **Planning**
 - a) To approve the **Minutes of the Planning Committee** meeting held on 5 February 2024.
 - b) To formally approve **Planning Committee** recommendations of 5 February 2024.
 - c) To consider latest update on the Melksham Neighbourhood Plan Review (JMNP#2).
 - d) To approve delegated powers for the Clerk to submit additional comments on planning application [PL/2023/10488](#): Footpath to rear of Melksham Oak School (revised plans) prior to 21 February deadline.
9. **Asset Management**
 - a) To approve the **Minutes of the Asset Management Committee** meeting held on 12 February 2024.
 - b) To formally approve **Asset Management Committee** recommendations of 12 February 2024.
 - c) To consider membership of the Asset Management Committee.
10. **Finance**
 - a) To note **Receipts & Payments** reports for January

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- b) To note payments over £500 for Quarter 3 (October, November & December)
- c) To seek **cheque signatories/online authority** for February payments.
- d) To approve Bank Account and Fund Transfers.

11. **Highways**

- a) To receive notes of the **Road Safety Working Group** meeting held on 29 January and agree way forward.
- b) **SID installation.** To receive an update following recent correspondence with the council's contractor and to consider a way forward.
- c) To consider way forward on **Semington Road Bus Gate**; to part fund with Semington Parish Council an ANPR (Automatic Number Plate Recognition) Camera.

12. **Emergency Response:** To receive update following recent flooding in the parish.

13. **Community projects/partnership organisations:**

- a) Update on Melksham Community Support and Age UK and position of Melksham Town Council with regard to their share of funding for the project and consider a way forward.
- b) To receive update following the Health & Wellbeing Meeting held on 15 February.
- c) **Wiltshire Community Area Joint Strategic Needs Assessment (CAJSNA) 2024.** To note information contained in the Melksham Community Area Summary Data Report.
- d) **Melksham House.** To receive update on community access.

Teresa Strange

From: Andy Lemon <Andy.Lemon@wiltshire.police.uk>
Sent: 29 January 2024 18:21
To: Teresa Strange
Cc: Gemma Rutter
Subject: RE: Melksham Without Parish Council meeting dates

Hi Teresa

Sadly the dates in February and March are not good for me, as I will be on Leave.
I have provisionally put in place 25th April, if that's ok for you, and happy to take questions from the public.

Gemma – Could Elliott or Ben attend a meeting between now and April.

Thanks

Andy Lemon

Detective Inspector 1654 Andrew Lemon

Rural Crime - Detective Inspector

Neighbourhood Inspector – Trowbridge/Melksham/Bradford on Avon

Force - Post Incident Manager.

Trowbridge Police Station, Polebarn Road, Trowbridge, Wiltshire, BA14 7EP

Andy.Lemon@wiltshire.police.uk

07973 709387



From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 29 January 2024 11:21
To: Andy Lemon <Andy.Lemon@wiltshire.police.uk>
Cc: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: Melksham Without Parish Council meeting dates

You don't often get email from clerk@melkshamwithout-pc.gov.uk. [Learn why this is important](#)

Dear Inspector Lemon

I understand from Cllr Mark Harris that you are interested in attending our Full Council meetings to report on local issues and priorities.

The meetings are all held at the parish council offices on the first floor of the Melksham Community Campus, no need to check in at the main reception, just come up the stairs/lift to the right of the main entrance.

The meetings are on a Monday evening at 7pm, at the following dates.

19 February
25 March
22 April
13 May
17 June
29 July
9 September
7 October
11 November
2 December
20 January
17 February
24 March
14 April
12 May
16 June

With kind regards, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
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Wellbeing Statement I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Want to keep in touch?

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

On twitter: [@melkshamwithout](#)

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

Present: Councillors John Glover (Chair), David Pafford (Vice Chair of Council), Alan Baines, John Doel, Martin Franks (following co-option), Mark Harris, Nathan Keates, Peter Richardson, Robert Shea-Simonds and Richard Wood

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

In attendance: Two members of public

379/23 Welcome, Announcements & Housekeeping

Councillor Glover welcomed everyone to the meeting having provided those members of public present with the fire evacuation procedures for the building. He also made them aware the meeting was being recorded to aid the production of the minutes and would be uploaded to YouTube and deleted in due course once the minutes had been approved.

a) To welcome Councillor Nathan Keates, following an uncontested election to fill casual vacancy in the Bowerhill Ward.

Members welcomed Councillor Nathan Keates to his first council meeting having recently been elected.

b) To note following the resignation of Councillor Stefano Patacchiola, as 10 electors did not come forward requesting an election by 2 January, the Parish Council to co-opt to fill a casual vacancy in the Beanacre, Shaw, Whitley & Blackmore Ward.

To note there was an item to co-opt a new Member to the council later in the meeting.

c) Grant applications to the Parish Council now open for 2024/25; deadline 31 January.

Noted.

d) To approve a leave of absence for Councillor Andy Russell for 3 months, with immediate effect.

Due to health and personal reasons, Councillor Russell had asked for a leave of absence from the parish council with immediate effect.

Resolved: To approve a leave of absence for Councillor Russell for a period of 3 months, to be reviewed at the Full Council meeting on 22 April 2024 and to pass on the council's best wishes.

380/23 To receive Apologies and approval of reasons given

Apologies were received from Councillor Holt who had taken ill earlier in the day and Councillor Chivers who was back in hospital.

The meeting was informed Wiltshire Councillor Nick Holder had tendered his apologies, as he was attending a funeral elsewhere in the Country.

Wiltshire Councillors Phil Alford and Jonathon Seed had also tendered their apologies, as they were attending meetings elsewhere.

Resolved: To accept and approve the reasons for absence of Councillors Terry Chivers and Shona Holt.

381/23 To consider holding items in Committee due to confidential nature
*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business, **item 9**, as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

Resolved: To hold agenda item 9 in closed session as it related to staffing matters.

382/23 Declarations of Interest:

a) To receive declarations of interest.

Councillor Harris informed the meeting Dale Harger who was standing for co-option was known to him.

The Clerk advised there were some recommendations included within the Staffing minutes of 18 December 2023 and therefore both herself and the Parish Officer would leave the meeting during discussions of those items.

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

To note any Councillor living in the parish has a dispensation in order to set the precept.

383/23 Public Participation & Invited Guests

Standing Orders were suspended to allow those who had stood for co-option to speak to the Council, who were taken in alphabetical order of surname:

Martin Franks

Martin Franks explained he had lived in Berryfield for 8 years and had attended council meetings for the last year, in order to get an understanding of the parish council following comments made by local residents. Whilst he had originally not intended to join the council, he had changed his mind on hearing about the great work being undertaken by the council.

His main interests were green spaces, the environment and planning, he also welcomed the neighbourhood plan going forward which encouraged plan led development.

Councillor Glover invited Members to ask questions:

Q: What from the discussions with local residents prompted you to want to join the parish council?

A: During discussions with local residents, they had suggested I would be an ideal candidate as a local councillor, being very much a people person, very approachable and pragmatic.

Q: Having attended meetings, is there anything you have seen which has put you off becoming a councillor?

A: There has been nothing I have seen which would put me off but have witnessed the frustration in having to chase to get things done, particularly Wiltshire Council and also the restrictions there are.

Q: There are vacancies on several committees, if elected which ones would you be interested in serving on?

A: Happy to serve on any committee but have a particular interest in planning.

Q: The role of a councillor is to represent the parish as a whole, not just the ward they serve. Therefore, how would you propose to keep in touch with those in the ward?

A: I am happy to knock on doors and speak to people and introduce myself, as well as canvas and ask questions.

Dale Harger

Dale Harger explained having moved to Britain in 1997 he was naturalised as a British citizen in February 2022 and as part of that process, had been encouraged to undertake service in British life and had therefore volunteered to be the treasurer at St Barnabas Church, Beanacre and also undertook regular litter picks in Beanacre.

As there had been no Beanacre representation on the parish council he had put himself forward for co-option.

His interest on the parish council would be more focused on finance, CCTV, demographics, crime and how things worked within the council.

Councillor Glover invited questions from Members.

Q: What do you know about the parish as a whole? If co-opted you would have to represent the parish as a whole and until recently, Beanacre has had 4 Councillors elected in this particular ward.

A: I am aware of parts of the parish to the north and west but not familiar with parts of the parish to the east.

Q: will you represent the whole parish?

A: Yes, I would.

Q: You mention in your application for co-option about a potential work contract.

A: This would have been a two-week contract, which would have meant travelling overseas today and therefore, not being available to attend this meeting. Whilst mostly retired, can sometimes be employed for a short period for a particular project/job.

The meeting went back into closed session.

- a) Wiltshire Councillor Nick Holder (Bowerhill)**
- b) Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)**
- c) Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural).**

Earlier in the meeting Members noted Wiltshire Councillors Nick Holder, Phil Alford and Jonathon Seed had tendered their apologies with Wiltshire Councillor Seed providing a report which had been circulated to Members in their agenda pack.

384/23 Co-option of new Member - Beanacre, Shaw, Whitley & Blackmore Ward Casual Vacancy

a) To note procedure for co-option.

Councillor Glover reminded Members of the procedures with regard to co-option, as per Standing Order 27.

b) To consider applications for co-option of new councillor and appoint.

Following both candidates providing a summary of why they wished to be co-opted, Members were asked to vote by a show of hands, with the votes as follows:

Martin Franks	8 vote
Dale Harger	1 vote

Resolved: To duly appoint Martin Franks as Councillor for the Beanacre, Shaw, Whitley & Blackmore Ward.

Members thanked Dale Harger for putting himself forward for co-option, noting local elections were due to take place in 2025 and to bear this in mind.

Dale Harger left the meeting at this point.

c) The newly appointed councillor to sign declaration of office and join the meeting.

Resolved: Councillor Martin Franks signed his declaration of office form, which was countersigned by the Clerk.

d) To appoint councillors to vacancies on committees, working parties and representatives to outside organisations.

Following the resignation of former Councillor Stefano Patacchiola and former Councillor Rob Hoyle being disqualified, there were several vacancies on various committees/working groups, as well as for representatives on outside bodies.

Councillor Glover noted whilst there were a few vacancies, these did not have to be filled as the committees were quorate.

Following approval of Councillor Russell's leave of absence, Councillor Glover suggested, with the agreement of Members to leave him on his committees, as this did not make them inquorate.

Resolved: Not to replace Councillor Russell on committees, working groups he sits on and as the council representative on

various organisations during his period of leave of absence.

To appoint Councillors Keates to the Community Resilience Working Party and Councillor Franks to the Highways & Streetscene Committee and Shurnhold Fields Joint Working Group.

To appoint the following council representatives:

Councillor Keates: Bowerhill Residents Action Group (BRAG)
Councillor Harris: CCTV Working Group (Town Council)
Councillor Franks: CPRE (Wiltshire Branch)
Councillor Franks: Shaw Village Hall Committee

Councillor Doel agreed to be the footpath representative for the Beanacre, Shaw & Whitley areas, to assist Councillor Chivers.

e) To consider purchasing a new laptop for the newly appointed co-opted Member (or re-use other)

The Clerk explained former Councillor Patacchiola used his own laptop and therefore, there were 3 options for the newly co-opted Member:

- Purchase a new one at approximately £400 excluding VAT.
- Ask Councillor Chivers to return his, as he did not use it.
- To use the meeting room laptop which had previously been used for remote meetings.

Resolved: For Councillor Franks to be given the meeting laptop for the interim period and to ask Councillor Chivers to return his council laptop for Councillor Franks.

385/23 a) To approve the Minutes of the Full Council Meeting held on 4 December 2023

Councillor Glover informed the meeting the Biodiversity Policy adopted at the Full Council meeting on 4 December 2023 needed to be reviewed and sought Councillors to assist the Clerk, with Councillor Keates offering to assist.

Councillor Richardson informed the meeting he had tendered his apologies for the meeting, however, was listed as present, there was also a minor typing error.

Resolved: To approve with amendments and for the Chair to sign the Full Council minutes of 4 December 2023.

b) To give consideration to awarding a Parish Award at the Annual Parish Meeting on 15 April.

Having previously considered a parish award, it had been agreed to review again at this meeting.

Following discussion, it was felt there was already the Civic Awards presented by the Town Council and Person of the Year Award by Melksham News which covered both people in the town and the parish and therefore, it was:

Resolved: Not to have a parish award and to continue to support Melksham News with their Person of the Year award.

c) To approve dates of meetings for 2024/25.

The Clerk reminder Members as local elections were due to take place in May 2025 the date of the Annual Council meeting may have to change, as this had to take place within 14 days of an election, however, no date for the local elections had been set as yet.

Resolved: To approve the list of dates for 2024/25 as presented.

386/23 Planning

a) To approve the Minutes of the Planning Committee meeting held on 15 January.

Resolved: To approve and for the Chair to sign the Planning Committee minutes of 15 January 2024.

b) To formally approve Planning Committee recommendations of 15 January.

Councillor Glover informed the meeting there were no recommendations for approval.

387/23 Highways

a) To approve the Minutes of the Highway & Streetscene Committee meeting held on 15 January 2024.

Regarding Min 376/23 and the proposed A350 Bypass and M4 to Dorset Coast Strategy Study, correspondence had been received from National Highways, stating the findings and recommendations of the study had been sent to the Department for Transport (DfT), who had confirmed the study brochure and documents had gone up to Ministers for their review and until there was agreement and/or approval from Ministers, the results of the study would not be published.

Resolved: To approve and for the Chair to sign the Highway & Streetscene Committee minutes of 15 January 2024.

b) To formally approve Highway & Streetscene Committee recommendations of 15 January 2024.

With regard to Min 374(e)/23 and a request for bollards on the pavement opposite Tesco Express, Blenheim Park, Bowerhill, Wiltshire Councillor Nick Holder had forwarded photos he had received from a local resident as requested.

On reviewing the photos, Members noted vehicles were parking either side of Halifax Road and therefore supported the concerns raised by the Highway Technician at the meeting that drivers would be tempted to park elsewhere in the vicinity, if bollards were installed. Therefore, the recommendation not to submit a request to the Local Highway & Improvement Group (LHFIG) for consideration still stood.

With regard to Min 374(b) and consideration of a request for one-way traffic on New Road, Councillor Baines explained he had contacted the Highway Technician who had raised the issue, suggesting possible signage, in place of making it one way.

Resolved: To formally approve the Highway & Streetscene Committee minutes of 15 January 2024.

388/23 Finance

a) To approve the Minutes of the Finance Committee Meeting held on 8 January 2024.

Councillor Glover reminded members that due to changes made to the budget working spreadsheets during the meeting, officers needed to double check the figures and spreadsheet formula calculations to ensure that totals were correct. Therefore, any figures that were changed as a result of this were highlighted in green in the minutes and the correct figures captured, so that they correlating with the budget working papers and precept calculations for the Full Council to approve.

A few minor typing errors had been noted in the minutes and these had been changed in the version for signing.

Councillor Glover summarised the changes in the calculations, as shown highlighted in green in the Finance minutes of 8 January 2024.

The meeting was informed Beanacre solar farm had now confirmed their timelines, with works unlikely to start until November. However, they may be able to bring forward this project, to make use

of better weather, and would provide an update in April/May.

Councillor Richardson queried the maintenance costs of 'Carson Tyres' roundabout of £1,089, as he understood the responsibility for the roundabout had now been transferred to Melksham Town Council.

The Clerk explained the figure was the costs incurred during this financial year (2023/24), prior to the roundabout sponsorship being transferred to the Town Council.

Councillor Richardson also queried the £5,200 speed indicator device (SID) payment figure and whether this included match funding for a new SID, which Community Action Whitley & Shaw (CAWS) were hoping to purchase.

Councillor Baines clarified the £5,200 was the anticipated costs if the Council had to find a new contractor to install the council's two devices as required, given the current contractor had not installed the devices for several months.

Councillor Glover sought clarification if CAWS were still wishing to purchase a SID device. Councillor Richardson confirmed CAWS had tried to apply for grant funding, in order to purchase a SID, however, this had been unsuccessful, but would be making enquiries with the Area Board on grant match funding.

The Clerk clarified there were Community Infrastructure Levy (CIL) funds and a match funding reserve, for the parish council to draw down from if they wanted to support CAWS, if they were successful in receiving funding from the Local Highway Footpath Improvement Group (LHFIG) or the Area Board.

It was noted the costs of a new SID, which had the capabilities to download data would be approximately £2,200. However, the lampposts at Shaw Hill were not suitable for this type of device, therefore poles and a socket would have to be purchased at a cost of £800, making an estimated total of £3,000 for a new SID.

Resolved: To approve and for the Chair to sign the Finance Committee minutes of 8 January 2024 and to thank officers for producing such comprehensive minutes.

b) To formally approve the recommendations contained within the Minutes of 8 January 2024 (except for the Budget, Precept & Public Works Loan items).

Regarding the recommendation to meet with the Town Council to discuss Community Infrastructure Levy (CIL) sharing (Min 342(b)/23), Councillor Glover expressed frustration in trying to have discussions with the Town Council on what the CIL sharing money could be spent on, with only Real Time Information (RTI) in bus shelters being agreed so far.

He queried if this arrangement needed to be changed, suggesting each Council receive 50% each of the 10% received in extra CIL funding from developments within the Neighbourhood Plan area, with each Council deciding which projects to spend the extra 50% each on.

Members agreed to this principle to be raised at the CIL Working Group if appropriate.

Members were reminded that any recommendations/agreements from the joint CIL working party would have to go back to both councils for approval.

It was suggested if there were joint projects which arose in the future, this did not preclude both councils pooling together their respective 50% CIL share.

Resolved: To formally approve the recommendations contained within the Finance Committee minutes of 8 January 2024.

The vote on the Risk Register (Min 347/23 recommendation) was taken separately as an item so all members were clear on what they were voting on as this is something that only a Full Council can make a decision on. It was noted that the Risk Register had been reviewed by the Finance Committee and that there were no changes to any of the risk levels, just updated text to reflect working practice. Members had been provided with a copy.

c) To approve repaying all outstanding Public Works Loan in January 2024.

The Clerk explained that this was a Finance Committee recommendation (Min 341/23) and an item that had to be approved by the Full Council. The amount of discount to be received if paying off the loan early was calculated by the Public Works Loan board twice a day. The Finance Committee had made their recommendation on a saving of c£11,500. The Clerk confirmed if the council wished to pay off the loan in the following couple of days,

there would be a discount of £11,611.82. This was to pay off the loan 3 years early (original term of 5 years).

The Clerk confirmed it had always been the council's intention to pay off the loan with the Community Infrastructure Levy (CIL) and s106 funding from Bowood View as well as topping up with CIL from the Buckley Gardens development on Semington Road (PL/2022/02749) that had started on site. The first instalment of the CIL from Buckley Gardens had now been paid; this was all held in the Berryfield Village Hall reserve, at the time of taking out the loan the council had no visibility of when this development would start on site and the CIL be payable.

Resolved: To approve repaying the whole outstanding Public Works Loan of £286,642.68 within the next couple of days using the funds in the Berryfield Village Hall reserve.

d) To formally approve the Budget for 2024/25 and the year ending position for 2023/24.

Resolved: To approve the Budget for 2024/25 and the year ending position for 2023/2024, as set out in the annotated Finance Committee minutes of 8 January 2024 and spreadsheets circulated with the agenda.

e) To formally approve the Precept for 2024/25.

Resolved: The Parish Council set the precept for 2024/25 at £261,592.00 against a tax base of 2,908.62. An increase of £16,320.97 (6.65%) on last year's precept. An average Band D household therefore contributing £89.94 for the year, an additional £5.23 on last year, which was a rise of 6.17% for a Band D property.

The Clerk and Chair signed the precept request form for submission to Wiltshire Council the following day.

f) To consider Press Release on Precept and Budget Proposals.

Resolved: To issue a press release highlighting that the parish council have strived to keep the cost low for residents, and within the level of inflation, whilst maintaining services and investing in assets and to leave the final wording to the Clerk with approval of the Chair or Vice Chair in the Chair's absence.

g) To note information to be provided for the Council Tax leaflet.

Members noted the information to be provided in the Council Tax leaflet included with Council Tax bills and detailed on Wiltshire Council's website.

Expenditure	2024/25	2023/24
Administration	£170,543	£142,618
Parish Amenities	£236,811	£301,586
Community Support	£85,696	£67,635
Less		
Income	£215,512	£150,218
Use of Reserves	£15,946	£116,351
Budget Requirement (Precept)	£261,592	£245,271

h) To consider the Internal Auditor report following visit on Wednesday 20 December as reviewed by the Finance Committee on 8 January.

Resolved: Members noted the Internal Auditor report of 30 December 2023 with the Finance Committee having reviewed its content and actions required.

i) To note Receipts & Payments reports for December.

Councillor Glover explained the reports showed the monthly fixed term deposit of £652,000 coming back into the Lloyds current account with £553.75 of accrued interest. At the December Full Council meeting, it was agreed to transfer £670,000 into the Unity Trust Bank current account so that it could be moved into the Unity Instant Access account prior to being moved into the CCLA account once it had been opened.

Resolved: To note the Receipts & Payments reports for December.

j) Quarterly Reports for Quarter 3 (Oct, Nov, Dec).

i) To note Budget vs Actual

Councillor Glover explained this report was effectively looked at by the Finance Committee on 8 January who had looked at the actual figures to date, to work out the anticipated year-end position.

Resolved: To note the Budget vs Actual Report.

ii) To note Bank Reconciliation

Resolved: To note the Bank Reconciliation.

iii) To note VAT reclaims submitted

Resolved: To note £10,809.62 VAT for August-December (Quarter 2) had been reclaimed and deposited in the Lloyds

current account.

k) To seek cheque signatories/online authority for January payments.

Resolved: For Councillors Glover and Wood to be bank signatories/online authority for January payments and for Councillor Shea-Simonds to approve Councillor Glover's Chair's Allowance as a second signatory with Councillor Wood.

l) To approve Bank Account and Fund Transfers.

The Clerk confirmed that there was c£26,000 currently in the Unity current account and c£727,00 in the Unity instant access account. Officers had estimated the amount that would be required for this month's payment run, direct debits, and standing orders due until the next Full Council meeting. It was estimated that £30,000 would be required for the above; however, the council had just approved at this meeting to pay back the public works loan in full. The total amount required in the Unity current account for this month's payments, including a £5k buffer, was £322,000. It was therefore agreed to transfer £322,000 from the Unity instant access account into the Unity current account. This would leave c£405,000 in the Unity instant access account.

The Clerk informed the meeting that £83,227.16 had been received in CIL funding into the Lloyds current account. She confirmed that officers had reviewed the funds currently held in the Lloyds current account earlier in the day, and there was c£100,737 in the account. Bearing in mind a £5k buffer and monthly direct debit payments due to come out of the account, she suggested that £95,000 could be transferred across to the Unity current account, which could go into the CCLA Public Sector Deposit Fund once opened. It was noted that this transfer could not be undertaken electronically and would require a cheque to be signed by two finance councillors.

The Clerk suggested that once the CCLA fund had been set up, £500,000 could be transferred into it. This was based on the £95k being transferred from the Lloyds account and £405k in the instant access account. It was noted that the Public Sector Deposit Fund only accepted funds transferred into it from a nominated account, which was the Unity current account; therefore, the £405k will need to be transferred from the Unity instant access account into the Unity current account once the fund has been opened.

Resolved: To transfer £500,000 from the Unity Instant Access Account to the Unity Current Account to transfer to CCLA and £95,000 from Lloyds current account to the Unity main current account.

- m) To approve use of Shurnhold Fields S106 maintenance fund for match funding an Area Board grant application by the 'Friends' for a new lawn mower and trailer (joint decision with Melksham Town Council)**

Resolved: To approve use of Shurnhold Fields S106 maintenance fund £4,337 for match funding an Area Board grant by 'Friends of Shurnhold Fields' Group.

389/23 Asset Management:

- a) Tree Planting. To approve quotes received for planting trees in the parish.**

The following quotes had been received for tree planting in the parish:

Quote A: £710.00 + VAT

Quote B: Free (and was a known contractor to the parish council)

Resolved: To appoint J H Jones (Option B) to undertake tree planting on behalf of CAWS (Community Action: Whitley & Shaw) for trees donated by Lowden Garden Centre.

- b) 3G provision in the Melksham area. To receive feedback on meeting held on 12 January and approve next steps.**

Councillor Glover explained the Clerk had attended the meeting on 12 January, with the Football Foundation, Wiltshire FA, Melksham Town FC, Rugby FC, as well as a representative of the wider area of rugby, Wiltshire Council, Michelle Donelan MP and Future of Football. Whilst all agreed informally the best site for 3G provision was Oakfields, this was not formally agreed.

It was highlighted the Playing Pitch Strategy that Wiltshire Council were currently consulting on was crucial, as this would provide the evidence of the level of need in Melksham, particularly as all the clubs were stating there was a requirement for 2 further pitches in Melksham.

It was also highlighted it was not just the initial capital investment but the running costs, and the sinking fund of £27k per pitch per year which needed to be borne in mind, with the costs of providing a 3G pitch being approximately £800-900k and more to be rugby compliant.

The Football Foundation required 30% funding to build a 3G pitch, and this could come from S106 funds, however, the East of Melksham planning applications were still some years off. Melksham Town FC were looking to find a funder themselves, as all clubs were stating there was a need now. However, the Football Foundation would not fund a 3G pitch if a club/s go down a different route.

The next meeting was due to take place in March.

The Clerk explained groups were desperate for more pitches, particularly as they currently cannot train during the week as pitches were not available and the 3G pitch at Melksham Oak was at the end of its life. Discussions had taken place with the White Horse Federation, as groups were having difficulties booking it.

The Clerk explained those at the meeting had felt the best place for 3G provision was at Oakfields, as it already had changing facilities etc in place. Discussions were taking place on who would run the facility, in order it was not just one group who had overall control and with the potential to dominate bookings.

The Clerk explained the difficulty was in finding the 30% funding that the community needed to find and had reminded those at the meeting, whilst Community Infrastructure Levy (CIL) funding may be available, it was for the parish council and/or the town council to decide the most appropriate use for CIL funding. Whereas any s106 funding would be related directly to a specific use.

390/23 Policies/Procedures

a) To review and approve Model Publication Scheme

Councillor Glover informed the meeting, whilst the charges within the policy had recently been reviewed, the policy itself required a few updates and therefore suggested this work be delegated to the Clerk to complete and published, as any updates would be factual.

Resolved: To delegate to the Clerk to update the Model Publication Scheme policy where necessary and publish.

391/23 Emergency Response

a) To receive update on flooding in the parish, following Storm Henk.

Members noted the update provided by the Clerk, following Storms Henk and Isha, on the activities of the flood wardens during the storms.

The Clerk informed the meeting since providing the update, she had been made aware of two properties on Corsham Road, Whitley who had experienced internal property flooding during recent storms and had forwarded this information to Wiltshire Council's Drainage Team.

Councillor Richardson sought clarification on the comment in the report 'that the big test of the First Lane, Whitley drainage scheme

had worked' particularly as there had been recent flooding in First Lane.

The Clerk explained that during recent storms whilst surface water had got close to properties in Whitley, they had not experienced internal property flooding, as was experienced in 2014, when 14 homes had been flooded and several people made temporarily homeless. Despite some heavy rain since the scheme had been installed, this was really the first time that the surface water had been so high and over a long period of time and the new scheme had really been tested.

392/23 Michelle Donelan MP. To receive feedback from the meeting held on Thursday 4 January

Following the meeting with Michelle Donelan, her assistant had provided an update, agreeing to forward the various responses once received:

- The Rt Hon Michael Gove's office had been contacted to ask about the changes to the National Planning Policy Framework (NPPF) and if they could be applied retrospectively – especially in relation to planning applications referred to at the meeting.
- M4 to Dorset Coast Strategic Study – An update was being sought from Guy Opperman MP, Parliamentary Under Secretary of State in the Department for Transport.
- With regard to diabetes medication, Michelle was checking with her department in the first instance, to see if there is any crossover.

393/23 Community projects/partnership organisations:

- a) Age UK. To note Melksham Community Support quarterly report (Q3) October-December 2023, to consider funding for the project for a further year and to consider applying for grant funding to enhance what is on offer.**

Members noted the quarterly report for Quarter 3 (October-December 2023) and the outcomes report.

It was noted the parish council had approved £11,500 funding for a Community Support Worker for one year (2023/24) with a review, with £12,000 included in the budget for 2024/25 which had been approved, with the Town Council having previously agreed 3-year funding.

However, having looked at the Town Council website it appeared they were showing zero for this project for 2024/25 in their budget, which was being approved that evening. It was understood Kate Brooks from Age UK was attending the Town Council meeting that evening, in order to make a presentation.

Councillor Glover sought a steer if the Town Council were not to proceed with continuing to fund this project, if Members were minded to continue with the project and just fund Melksham Without residents, if this were possible, and whether Members wished to apply to the Area Board's Health and Wellbeing Group for funding.

Concern was expressed if the Town Council were not to continue funding their share and the potential to lose such a worthwhile project, and if the parish council needed to give consideration to funding the project as a whole.

Resolved: To ascertain from the Town Council what funding has been included in their budget for 2024/25 for the Age UK project and for the Clerk to work with Age UK and the Town Council to try and find a way forward for the project to continue.

If the Town Council do approve their 50% share (estimated at £12,000) of the project for a further year then the Parish Council agree to work with them to commission the Age UK Melksham Community Support service for 2024/25 and then review early for 2025/26.

To explore opportunities, along with the Town Council and Age UK, in applying for an Area Board Health and Wellbeing grant to extend the project offer.

b) To note National Grid's project to upgrade overhead electricity lines from Bramley to Melksham

Members noted proposals by the National Grid to upgrade overhead electricity lines from Bramley to Melksham.

394/23 What have we done to meet the Climate Friendly agenda?

a) To note Wiltshire Pension fund's goals with regard to climate change.

Noted.

b) To consider regular postings on social media with top tips for homeowners on recycling.

It was noted Wiltshire Council already provided various top tips on recycling for homeowners, therefore, it was:

Resolved: Not to post regular top tips on recycling.

395/23 Staffing

THIS ITEM WAS HELD IN CLOSED SESSION.

The Parish Officer left the meeting at this point before the meeting going into closed session.

a) To approve the minutes of the Staffing Committee minutes of 18 December 2023.

It was noted there was one minor typing error on page 2.

Resolved: To approve with the minor amendment and for the Chair to sign the Staffing Committee minutes of 18 December 2023.

b) To approve the Confidential Notes to accompany the Staffing Committee minutes of 18 December 2023.

Whilst there were no confidential notes, the Clerk asked if Members were happy if she took some notes from the Staffing Committee meeting on 18 December 2023 and circulated to the Staffing Committee members for approval and file in the respective individual staff folders under lock and key, which Members agreed.

c) To formally approve Staffing Committee recommendations of 18 December 2023

The Clerk left the meeting, during consideration of recommendation 5 within Minute 333/23, relating to scale point reviews and rejoined the meeting once this item was approved.

Resolved: To formally approve the Staffing Committee recommendations of 18 December 2023.

d) To receive update on contract signing and agree next steps for newly agreed national model contract.

The Clerk informed the meeting all staff had signed the new contracts based on the National Association of Local Council's (NALC's) model contract. Subsequently, NALC had approved a new model contract, however had suggested this was for new staff.

Resolved: Not to issue new contracts to staff based on the recent model contract issued by NALC but to consider for new staff in the future.

Meeting closed at 9.15pm

Signed:.....
Chair, Full Council, 19 February 2024

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		23,727.70					23,727.70	
V3698-BACS	Banked: 01/12/2023	132.00						
V3698-BACS	FC Devizes United	132.00			1210	210	66.00	Inv.376- 7th October match
					1210	210	66.00	Inv.376- 14th October match
Banked: 04/12/2023		652,000.00						
S19877806	Fixed Term Deposit	652,000.00			210		652,000.00	V3650-Fixed Term Deposit retur
V3690-INTE	Banked: 04/12/2023	553.75						
V3690-INTE	Lloyds Bank	553.75			1080	110	553.75	Interest on fixed deposit
V3697-BACS	Banked: 05/12/2023	1.22						
V3697-BACS	John Glover	1.22			1130	110	1.22	Inv.390-Girguiding photocopyi
Total Receipts for Month		652,686.97	0.00	0.00			652,686.97	
Cashbook Totals		676,414.67	0.00	0.00			676,414.67	

Continued on Page 201

Payments for Month 9			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
08/12/2023	Unity Bank	V3668-6150	670,000.00				220	670,000.00	Transfer from Lloyds to Unity
15/12/2023	Daisy	V3694-DD	45.53		7.59	4384	220	37.94	Inv.742-Pavilion WIFI & Line
15/12/2023	Daisy	V3695-DD	33.54		5.59	4190	120	27.95	Inv.739- Campus line & WIFI
29/12/2023	Suez	V3696-DD	68.78		11.46	4770	220	57.32	Inv.176-B'hill waste away
Total Payments for Month			670,147.85	0.00	24.64			670,123.21	
Balance Carried Fwd			6,266.82						
Cashbook Totals			<u>676,414.67</u>	<u>0.00</u>	<u>24.64</u>			<u>676,390.03</u>	

Receipts for Month 9				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		57,098.22					57,098.22	
Banked: 08/12/2023		670,000.00						
V3668-6150	Current Account & Instant Acc	670,000.00			200		670,000.00	Transfer from Lloyds to Unity
Total Receipts for Month		670,000.00	0.00	0.00			670,000.00	
Cashbook Totals		727,098.22	0.00	0.00			727,098.22	

Continued on Page 200

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
11/12/2023	Instant Access Unity 20476339	V3669	670,000.00			230		670,000.00	Transfer from Unity to Instant
11/12/2023	EDF Energy	V3699-DD	216.53		10.31	4302	220	206.22	Inv.005-Pavilion electricity
18/12/2023	Lloyds Bank PLC	V3693-DD	254.27		37.69	4150	120	14.84	Cllr Pafford ID Badge
						4055	130	30.00	Staff Training Managing A
						4120	120	3.20	Postage for Cllr agenda pack
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone subscription
						4070	120	21.95	Council xmas cards
						4175	120	5.50	Website domain
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly fee
20/12/2023	Agilico	V3670-BACS	2,504.40		417.40	4130	120	2,087.00	Inv.767-Office photocopier
20/12/2023	JH Jones & Sons	V3671-BACS	1,765.12		294.19	4402	320	66.16	Inv.3876- Allotment grass cut
						4400	142	244.09	Inv.3876- Play Area grass cut
						4780	142	57.75	Inv.3876- Play Area bin emptyi
						4781	220	87.54	Inv.3876- JSF bin emptying
						4401	220	761.38	Inv.3876-JSF Grass cutting
						4400	142	38.13	Inv.3876-Kestrel Shrub
						4409	142	179.67	Inv.3876- Hornchurch grass cut
						4820	142	36.21	Inv.3876- SHF Annual Cut
						347	0	-36.21	Inv.3876- SHF Annual Cut
						6000	142	36.21	Inv.3876- SHF Annual Cut
20/12/2023	JH Jones & Sons	V3672-BACS	192.00		32.00	4820	142	160.00	Inv.3892-SHF Pathway cutting
						347	0	-160.00	Inv.3892-SHF Pathway cutting
						6000	142	160.00	Inv.3892-SHF Pathway cutting
20/12/2023	Agilico	V3673-BACS	87.00		14.50	4130	120	72.50	Inv.877-Office photocopying
20/12/2023	JH Jones & Sons	V3674-BACS	42.00		7.00	4721	220	35.00	Inv.3907-Pitch inspection 8 De
20/12/2023	Office Right Business Solution	V3675-BACS	125.92		20.99	4150	120	104.93	Inv.979-A4 Copier paper& A3 Pa
20/12/2023	Radcliffe Fire Protection Ltd	V3676-BACS	137.16		22.86	4212	220	114.30	10953-Fire alarm service & PAT
20/12/2023	Radcliffe Fire Protection Ltd	V3677-BACS	100.44		16.74	4210	120	83.70	Inv.952-PAT testing- Office
20/12/2023	Shaw & Whitley Community Hub	V3678-BACS	3,700.00			4610	170	3,700.00	Funding towards community shop
20/12/2023	Aquasafe Environmental Ltd	V3679-BACS	840.00		140.00	4212	220	125.00	Inv.204-Water PPM Visit Nov 23
						4212	220	125.00	Inv.204-Water PPM Visit Dec 23
						4212	220	450.00	Inv.204-Clean & Chlorination

Continued on Page 201

Date: 03/01/2024

Melksham without Parish Council Current Year

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Time: 12:51

Cashbook 2

User: MR

Unity Bank

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
28/12/2023	David Cole	V3688-BAVS				4800	320		December 2023 Salary
31/12/2023	Unity Trust Bank	V3700-	29.70			4140	120	29.70	Service Charge
Total Payments for Month			699,841.96	0.00	1,740.54			698,101.42	
Balance Carried Fwd			27,256.26						
Cashbook Totals			727,098.22	0.00	1,740.54			725,357.68	

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		652,000.00					652,000.00	
Banked:		0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>652,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>652,000.00</u>	

Continued on Page 112

Date: 03/01/2024

Melksham without Parish Council Current Year

Page: 112

Time: 12:51

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 9

Payments for Month 9

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>
04/12/2023	Current Account & Instant Acc	S19877806	652,000.00			200		652,000.00	V3650-Fixed Term Deposit retur
Total Payments for Month			652,000.00	0.00	0.00			652,000.00	
Balance Carried Fwd			0.00						
Cashbook Totals			<u>652,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>652,000.00</u>	

Receipts for Month 9**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 :		55,824.62					55,824.62	
Banked: 11/12/2023		670,000.00						
V3669	Unity Bank	670,000.00			220		670,000.00	Transfer from Unity to Instant
V3701-INTE Banked: 31/12/2023		1,696.10						
V3701-INTE	Unity Trust Bank	1,696.10			1080	110	1,696.10	Interest
Total Receipts for Month		671,696.10	0.00	0.00			671,696.10	
Cashbook Totals		727,520.72	0.00	0.00			727,520.72	

Continued on Page 18

Date: 03/01/2024

Melksham without Parish Council Current Year

Page: 18

Time: 12:51

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 9

Payments for Month 9

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		727,520.72						
	Cashbook Totals		<u>727,520.72</u>	<u>0.00</u>	<u>0.00</u>			<u>727,520.72</u>	

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, **VACANCY**, Andy Russell (**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**, Andy Russell 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, Andy Russell, Robert Shea-Simonds

Heath & Safety Representative

VACANCY

Teresa Strange

Subject: Neighbourhood County Parish Forum
Location: Microsoft Teams Meeting
Start: Wed 17/04/2024 19:00
End: Wed 17/04/2024 20:30
Show Time As: Tentative
Recurrence: (none)
Organizer: Peter Foster

Please delete and ignore the last invite request and use this invite instead.

****Invite sent on behalf of Chief Inspector James Brain****

Dear all

With the changes in the targeted operating model that took place at the start of the year, all of our Neighbourhood policing teams in the County of Wiltshire now sit under myself as the Chief Inspector for Neighbourhood Policing.

The Force has outlined how we will focus our engagement through our 'community commitments' which we have published on our website, and a key aspect to this is our visibility to Parish Councils.

My intention as your Chief Inspector for Neighbourhood policing is to hold two Neighbourhood County Parish Forums a year, one in April and another in November. The first of these is 1900-2030hrs on Wednesday 17th April. Whilst this doesn't replace any contact you currently have with your local teams, this will give us the opportunity to come together, for me to provide you with an update, and for you to ask any questions you might have.

The meeting will be split into two sections. During the first I will deliver a presentation, followed by an opportunity for you to ask any questions to members of your local Neighbourhood team will also be present during the meeting. Whilst there will be the opportunity to ask any questions on the night, I

would encourage pre-submitted questions to ensure we can answer them either on the night or afterwards if we run out of time.

This is a virtual meeting and attached at the bottom of this email is a Microsoft Teams. Due to the numbers involved, we are looking for just one representative from each Parish Council to attend the meeting.

If you have any queries around the meeting, or wish to submit a question then please contact Inspector Peter Foster – peter.foster@wiltshire.police.uk

Microsoft Teams meeting

Join on your computer, mobile app or room device

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Passcode: jfnU3C

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**MINUTES of the Planning Committee of Melksham Without Parish Council
held on Monday, 5 February 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 (Chair of Council); David Pafford (Vice Chair of Council); Alan Baines (Vice Chair of Planning); Mark Harris and Peter Richardson

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

In attendance: Wiltshire Councillor Nick Holder (Bowerhill); Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold) and Councillor Martin Franks

396/23 Welcome, Announcements & Housekeeping

Councillor Wood welcomed everyone to the meeting having provided those members of public present with the fire evacuation procedures for the building. He also made them aware the meeting was being recorded to aid the production of the minutes and would be uploaded to YouTube and deleted in due course once the minutes had been approved.

397/23 To receive Apologies and approval of reasons given

Councillor Chivers had tendered his apologies as he was back in hospital.

Resolved: To accept and approve the reasons for absence.

398/23 Declarations of Interest

a) To receive Declarations of Interest

The Clerk whilst not a voting Member, declared an interest in planning application PL/2024/00569: proposed conversion of the existing barn attached to 54 Newlands Farm House, as the applicant was known to her.

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.

399/23 **To consider holding items in Closed Session due to confidential nature** *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk advised items 10(a)(ii) regarding the update on the Neighbourhood Plan and item 11(c)(i) contact with developers be held in closed session as negotiations were still ongoing

Resolved: To hold items 10(a)(ii) and 11(c)(i) in closed session for the reasons given.

400/23 Public Participation

Standing Orders were suspended to allow Wiltshire Councillors Nick Holder and Phil Alford to speak to the council.

Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)

Wiltshire Councillor Alford explained concerning proposals for a new dwelling at Mavern House, Shaw (PL/2024/00631) that discussions had been held with the planning officer and whilst he still have reservations regarding proposals, he would await what the parish council had to say regarding proposals before making a decision on whether to 'call in' the application for consideration at a Wiltshire Council Planning Committee meeting.

With regard to proposals for 500 dwellings at Blackmore Farm (PL/2023/11188), the Town Council had objected to proposals at a recent Planning Committee meeting.

Given recent changes to the National Planning Policy Framework (NPPF), an officer of Melksham Town Council was currently looking into their recent comments on large applications, in order to submit additional comments to Wiltshire Council.

Wiltshire Councillor Nick Holder (Bowerhill)

Blackmore Farm (PL/2023/11188) proposals for 500 dwellings

Given recent speculation this application was in addition to planning application (PL/2023/01949) for 650 dwellings, which had previously been submitted. Wiltshire Councillor Holder explained the developers had been given significant feedback on the original planning application (PL/2023/01949) following concerns expressed by statutory consultees on various aspects of the development and had advised they amend their proposal.

However, the developers have let it continue and await a decision from the Planning Department and subsequently submitted a new planning application for 500 dwellings (PL/2023/11188), which was a slight modification on the previous plans in terms of size and location.

With regard to the original planning application for 650 dwellings (PL/2023/01949), it was understood whilst the decision had not yet been formally communicated, the developer's agent had been informed the application had been recommended for refusal and would be formally confirmed next month.

Wiltshire Councillor Holder explained as the new application for 500 dwellings (PL/2023/11188) currently stood he was minded to 'call in' the application for consideration by Wiltshire Council's Strategic Planning Committee, as the application was fundamentally flawed in terms of size and location and did not take account of the emerging Neighbourhood Plan, draft Local Plan, and Wiltshire Design Guide.

Land at Pathfinder Way, Bowerhill. Reserved Matters application (PL/2023/08046) for proposed new primary school

Wiltshire Councillor Holder, explained unfortunately, there was still a lack of progress on providing a secondary access to the school, which had been asked for during discussions with the Design Team at Wiltshire Council.

Following planning enforcement issuing a notice with regard to the public open space area to the north of the school site not being landscaped as per planning application 16/01123/OUT, it was understood Taylor Wimpey were due to landscape this area in March. Therefore, this would mean a route could be cut from the crossing on the A365 to the rear of the school with the School Design Team being asked to 'design in' a rear entrance to the school, for it to be 'futureproofed'.

It had been confirmed this application would have to go to a Strategic Planning Committee at Wiltshire Council for consideration and it was hoped any concerns raised by statutory consultees, including the parish council, could be mitigated before going to a Strategic Planning Committee for consideration.

Pathfinder Place Development (16/01123/OUT & 18/04477 Reserved Matters)

As raised earlier, a Planning Enforcement Notice has been taken out against Taylor Wimpey to complete landscaping to the north of the school site, penalties will be applied if they fail to adhere to their S106 Agreement and undertake this work, with it understood this work will start in March.

Stephen Hawkins, Wiltshire Council had also forwarded Taylor Wimpey a list of remedial works to be completed on the Pathfinder Place development which included the landscaping of the area to the north of the school.

Standing Orders were reinstated.

401/23 To consider the following new Planning Applications:

[PL/2023/11188](#): Land at Blackmore Farm, Sandridge Common. Demolition of agricultural buildings and development of up to 500 dwellings; up to 5,000 square metres 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 (A3102); and provision of all associated infrastructure necessary to facilitate the development of the site (Outline application relating to access). Applicant Gleeson Land Ltd

Comments: Melksham Without Parish Council **STRONGLY OBJECT** to this planning application for the following reasons:

- The proposals do not answer the strategic needs of the Melksham Neighbourhood Plan area and in fact distinctly hinder any future strategic plans for Melksham in terms of master planning via the draft Local Plan policies.
- This is speculative and not plan-led development, its piecemeal and not in line with the allocation in the draft Local Plan (Policy 18); despite the statement in the Preface of the Design & Access Statement that this new application has been prepared in response to this emerging allocation. This gives an unco-ordinated, disjointed approach, without the means to properly address the infrastructure needs that the impact this number of houses to the area will bring.

Attention is drawn to the comments of the Urban Design Officer in the Statement of Community Involvement, which the parish council agrees with.

“The site in question is just one piece of a wider area; an area which looks to become a new urban extension (UE) for Melksham and which will need to

be master-planned in a holistic way, with input from a range of stakeholders as well as adjacent landowners. The applicant's seemingly self-serving masterplan references adjacent land promoted by other developers, but does not show what is proposed or how those land uses would integrate with the applicant's masterplan."

- The application does not adhere with Policy 18 in the draft Local Plan, with regard to the housing allocation for Blackmore Farm:
 - The local plan allocates 425 dwellings on this site.
 - The Local Plan seeks an allocation of 5ha employment land. However, proposals only show 0.93ha of land for employment use, as office space. It is unclear where the requirement for additional office space in Melksham has been evidenced, particularly as there is currently a shortage of warehouse/manufacturing space within Melksham, with businesses and agents reporting significant demand for expansion space in the area against a shortage of available sites and premises, as highlighted in the Wiltshire Employment Land Review Update dated September 2023.
 - The Local Plan seeks a much lower density of housing to the east of the site, in order to prevent coalescence with the rural character of the area. However, there is no reference within documentation supporting the application of the level of density proposed in this area, just a general note of "500 dwellings at 36dph average" on the Illustrative Masterplan legend.
 - There does not appear to be provision for a mobility hub, including bus and cycle infrastructure provision.
- The development is in the open countryside, outside the Settlement Boundary of Melksham & Bowerhill, isolated and therefore unsustainable and in conflict with Melksham Neighbourhood Plan policy 6: Housing in Defined Settlements

It is stated within the Design & Access Statement the development is adjacent to the settlement boundary,

this is not the case, as it is next to a 'ransom strip' adjacent to Eastern Way.

- It is noted in the Design and Access Statement it states Core Policy 2 of the Core Strategy is out of date by virtue of a lack of 5-year land supply. However, this is irrelevant given recent changes to the National Planning Policy Framework (NPPF), as Wiltshire Council now have "Paragraph 77" protection.
- The Melksham Neighbourhood Plan was made on 8 July 2021 and therefore meets the National Planning Policy Framework (NPPF) "Paragraph 14" criteria following recent changes to the NPPF. Whilst their documentation states that they have submitted this application to reflect the draft Local Plan, they have made no reference to the Regulation 14 consultation on the reviewed Melksham Neighbourhood Plan that took place in October and November 2023, despite making representations.
- The proposals are not part of any housing allocation in the current Melksham Neighbourhood Plan. The Steering Group are looking to allocate a meaningful number of houses (200-250) as part of the Neighbourhood Plan Review.
- The proposals do not adhere to policies within the adopted Neighbourhood Plan, particularly policies 1, 6, 8, 11 and 18 with regard to sustainable design and construction, housing in defined settlements, infrastructure phasing and priorities, sustainable transport & active travel and local distinctive, high-quality design, respectively.
- There has been no adherence to either the emerging Wiltshire Design Guide or Melksham Design Guide within the development design.
- There is a lack of connectivity with the surrounding area and lack of connection to the distributor road Eastern Way. The only vehicle access proposed is off the A3102; and only one access. It was noted in response to a Scoping Document request, that the Planning Officer had stated 'despite the large size of potential development it is not proposed to include land to the East of the development at Eastern Way

as a means of access, Eastern Way is effectively a by-pass that has been presumably designed to accommodate future growth of the Eastern side of Melksham and included a roundabout with anticipated access to go further east towards your site.'

- It is noted within the Design & Access Statement it refers to Sandridge Common having sufficient capacity to accommodate access points and traffic arising from the proposed development. The parish council would like to see the evidence to support this claim, particularly as they have a concern the only entrance/exit will be at the bottom of a steep hill and on a bend, with several accidents having taken place along this stretch of road over the years.
- Whilst it is noted the only proposed entrance/exit will be served by a roundabout, some of the arrangements for pedestrians around the roundabout are unsatisfactory, particularly as it is noted there is no means of crossing the main road via a central island to access the bus stop on the North Western side of A3102 outbound or the proposed nursery in the draft Local Plan in Policy 20.
- Concern is raised if there were to be an accident near the only access/egress, this could be completely blocked off, therefore a separate access in a different location is required, as suggested in the draft Local Plan.
- Attention is drawn to Paragraph 114(b) of the National Planning Policy Framework (NPPF) which states: new developments must ensure safe and suitable access to the site can be achieved for all users.
- There is a concern at the impact this development will have on the narrow country roads to the North of the site. A large number of residents will be tempted, as drivers from East of Melksham currently do, to use country lanes such as New Road (single track with passing places), Forest Road and through the National Trust village of Lacock via a single-track medieval bridge to pick up the A350 to access Chippenham and the M4. The bridge at Lacock is often closed due to flooding.

Concern has recently been raised with the parish council by Wiltshire Council's Highway Officers at the at the condition of the verges along New Road, given the number of vehicles trying to pass each other on such a narrow road, despite passing places. Therefore, the parish council seek a highway contribution towards increased highway maintenance needed as a result of this development.

- Whilst the parish council have not had sight of the Highway Officers comments relating to this application, they had noted the Highway Officer's previous comments relating to the original planning application (PL/2023/01949) and therefore had requested that any highway requests recommended in those Highway Officer comments should be in place prior to first occupation and not the 400th as indicated in his original report.
- The illustrative map does not show the route of a potential Eastern bypass, as on the original planning (PL/2023/01949). Concern is expressed, there is very limited space between the development and existing woodland near Praters Lane.

The parish council would strongly oppose the destruction of the woodland in order to accommodate a potential eastern bypass. Therefore, concern is expressed at the statement in the Design & Access Statement, that "there is no saved route in the draft Local Plan and therefore no planning policy in place which states they should have regard of the line of Eastern bypass." The parish council note that there is funding for the Eastern Bypass project in the Wiltshire Council budget for 2024/25.

- Within the Local Plan, the indicative plan indicates there will be two accesses to the development, therefore any bus operator would be amenable to running a service to this site, as they would be able to go in one way and out the other and therefore cover the maximum number of passengers and be more efficient from an operational point of view. However, plans only show one access, and no circular route, therefore making the site less accessible for bus operators and less attractive from an operational point of view.

Within the Transport Accessibility and Movement Report it states there is an hourly bus service.

However, it does not state when this service starts and finishes. Any service should be available at times to take children from the development to the various schools in the area and visa-versa.

It is also stated a proposed new bus service would go 'down Eastern Way, Western Way, The Spa, through the town centre onward to the Train Station'. Confusion was expressed in the use of Western Way.

Within plans it states bus stops being only 500m away from the site. However, this distance could only be achieved by having to use the existing public right of way network, which is not surfaced and therefore, would need to be sufficiently upgraded. It is noted the developer does not own the land in question with the landowner objecting to the development for the previous 650 houses.

It is noted the area only has a limited bus service at present. Attention is drawn to the comments of the Planning Inspectorate at a recent Appeal for an application in Southwick (PL/2023/00952), which stated the development was unsustainable due to an infrequent bus service, therefore, this would suggest this development is unsustainable.

- Whilst it is noted within the Statement of Community Involvement it states the Drainage Team had no objection to the original proposals for planning application PL/2023/01949, this is a bit misleading, as they have asked for several conditions to be addressed.

The parish council have a concern at potential flood risk and note this had also been raised as a concern by several people when commenting on the previous application for 650 dwellings (PL/2023/01949). Although there will be attenuation, once full, the run-off will go into the water courses and unless these are more than adequate, there could be flooding issues including further downstream.

Concern was expressed at an inaccuracy within Appendix 9.1 of the Flood Risk Assessment & Drainage Strategy (Part 1) as it stated 'the nearest Environment Agency (EA) designated main river to the site is Clackers Brook, a tributary of the River Avon, which passes through Melksham and the

neighbouring village of Shurnhold'. Shurnhold is not a village; it is part of Melksham bordering South Brook about half a mile to the West of the River Avon, whereas Clackers Brook flows into the river from the East. There is therefore concern about the accuracy of other aspects in the report.

- Whilst noting land has been allocated for a 2-form entry school. Any school needs to be in place as soon as residents move in. If not, children will be taken by vehicle to other schools in the Melksham area, causing additional traffic, which does not conform with Wiltshire Council policy. We can only see reference to 2 form entry school in the Transport Accessibility and Movement Report, whereas the other documents and plans only say 2.0ha of land for a school. Wiltshire Council policy is for 2 form entry schools.

Paragraph 99 of the National Planning Policy Framework (NPPF) states that it is important that a sufficient choice of school places is available to meet the needs of existing and new communities. The Wiltshire Council draft School Place Strategy (page 17) states: "Wiltshire Council believes that: Parental preference is a key consideration and ability to access a school place close to home within the local community is an important factor.

The draft School Places Strategy (page 89) states: "At present, there are clearly insufficient primary school places available in the town to cater for the proposed Local Plan housing". It also adds that the closest primary school, Forest & Sandridge, has a capacity of 420 and is full, with a S106 contribution secured to expand the school to 2.5FE. With only 5% of urban primary school capacity at present, it is clear that there are no spaces for the children moving into this proposed development in the current schools; let alone choice of schools.

- Early years: Within the Design & Access Statement it suggests the inclusion of a nursery as set out in Policy 18 of the draft Local Plan is an error. However, it is understood both the Blackmore Farm site and the site allocation in the draft Local Plan opposite at New Road Farm (Policy 20) are required to provide 60 early year places and 110 nursery places respectively.

There needs to be a firm plan for the early years provision and s106 contributions to provide for the new young children that this development will bring to the area. Page 21 of the draft School Places Strategy states: "Wiltshire Council believes that where additional school places are needed because of new housing development, as far as possible the costs should fall on the landowners and/or developers, by way of contributions falling within the concept of planning obligations". This should apply to Early Years provision too.

- For secondary education, the draft School Places Strategy document states "The number of pupils attending Melksham Oak is forecast to grow significantly over the next few years as larger cohorts being to feed through from primary schools and as new housing is completed. The recent expansion means that the school now has a PAN of 300 which will be sufficient to meet the needs of current housing. If the proposed Local Plan houses are taken forward, there would be a significant shortfall of secondary places. Whilst the school site is large, expanding the school over 12FE would make it the largest school in the Country and would probably be considered too large to operate from one site". Again, there is evidence that the secondary school places are only sufficient for the current housing in the pipeline, and not for any new school places being generated by speculative development. This is why any future development needs to be planned strategically.

The Wiltshire Council Education submitted comments relate to the prematurity of this application, as there will be insufficient places or room for expansion until the site allocation (Policy 19) in the draft Local Plan comes to fruition.

- Concern was raised at the safety of children wishing to access Melksham Oak School, as they would need to use Eastern Way and compete with the traffic, particularly as there is still no rear access to the school. There are already many concerns raised at the number of pupils on the A365 pavement, both pedestrians and cyclists, and evidence of regular accidents and near misses as the flow of children at school opening and finishing times is wider than the

pavement can cope with. A planning application has recently been submitted for a footpath to the rear of the school (PL/2023/10488) but as yet is no more than a planning application.

- Due to the piecemeal approach of this development, although it shows a primary school on the plans, there is no access to the school from adjoining land, at Snarlton Farm with proposals for 300 dwellings (PL/2023/07107).
- It is noted residents were written to in April 2022 and the public consultation event was also held then. However, since then, there has been more development (some 450 dwellings) in the vicinity ie Hunters Wood/the Acorns (18/04644/REM these residents' views would not have been taken into account.
- Whilst there is a proposal to have a pedestrian/cycle access using part of Browns Lane bridleway on Eastern Way, there is still no other means of connecting to existing development and services East of Melksham.
- Only 30% affordable housing is included within proposals and not 40% affordable housing as sought in the draft Wiltshire Local Plan. This is disappointing as the development is envisaged and allocated as part of the Local Plan strategic allocation.
- In order to facilitate access to this development a number of farm building and facilities are due to be demolished and removed. The parish council strongly object to these proposals on heritage grounds. There is concern whether this will allow for the continued viability of the farm holding as 50% of the farm would remain as open land.
- Concern is expressed at the loss of agricultural land used for food production, noting the land and buildings current use is for dairy farming. Following recent changes to the National Planning Policy Framework, a new footnote to paragraph 181 states that when agricultural land must be used, poorer quality land should be preferred over higher quality land. It states: "The availability of agricultural land used for food

production should be considered, alongside the other policies in this Framework, when deciding what sites are most appropriate for development.”

- Concern is expressed at the impact this development will have on the Grade II listed Blackmore House, and its setting, adjacent to the site.
- The Melksham Neighbourhood Plan is currently under review and has a number of emerging evidence documents to underpin revised and new policies. The draft AECOM Site Assessment report 2023 has assessed this site. It excluded it from the initial first sieve of sites, at Stage 1, with the following comments: “The site is removed from the settlement boundary. The site may be appropriate to be developed alongside Site 3678, 3683, 3701 and 3525 as a large urban extension of Melksham which connects to the Melksham Bypass. The site contains deciduous woodland which have priority habitats. The site also includes the designated heritage assets of Blackmore House. The site is exposed to views across from Sandridge Hill.”
- It is noted within the Design & Access Statement the presence of 12no. Category A trees (oak) within the site, with design proposals **seeking** to retain all of the Category A trees. The parish council **insist** all Category A trees are retained.
- It is noted there are a few inaccuracies/errors in the Design and Access Statement as follows:

2.2 Local Context

- Melksham Community Hospital. There is no minor injuries unit on site; the listing of a hospital here implies a use at this site that is not in place
- There is reference to banks in the town centre, but there are no longer any banks open in Melksham.
- Little Joey’s Nursery now closed.
- The Somerset Arms Pub now closed.
- Melksham Rugby Club pitches are not available to the general public to use. It is also listed twice.
- Melksham Town Football Club pitches are not available to the general public to use.
- The Beecher Veterinary Centre should be The Beeches Veterinary Centre.

- Melksham Blue Pool Leisure Centre now closed.
- Aztec Fitness now closed.
- United Church has been missed off the list of churches.
- Melksham Youth Development Centre now closed.
- There are several references to the local distinctiveness of villages such as Seend, Seend Cleeve, Semington, Bromham, Saint Edith's Marsh and Nether Street which are irrelevant within the context of the site location – for the palette of materials, and areas of local distinctiveness the Melksham Design Guide should be adhered to.
- Some parts of the report seem outdated, for example there is reference to site 1a which was the larger site in the first draft Local Plan consultation report, not the one from Sept 23 that the document says this application was designed to meet.

Whilst the parish council strongly object to the proposals, the parish council ask that the following be included, if it were to be approved:

- Adherence to policies of the current Melksham Neighbourhood Plan and those of the reviewed Neighbourhood Plan (JMNP#2), such as the Housing Needs Assessment, Design Guide etc
<https://www.melkshamneighbourhoodplan.org/np2-evidence-base>
- The Parish Council seek the provision of play equipment, above that required by the West Wiltshire District Council saved Policy in the Core Strategy, which is also imaginative to encourage active play.
- It is noted it is proposed to include a destination play area, however, having looked at guidance, the parish council are concerned at having everything in one place. They believe that the size of the development will warrant both a LEAP (Local Equipped Area of Play) and a NEAP (Neighbourhood Equipped Area of Play) and a MUGA (Multi Use Games Area) so that there is a range of suitable equipment for all ages; children and teenagers – as per the draft Local Plan policy.
- The Parish Council also wish to enter into discussions to be the nominated party for any proposed LEAPs & NEAPs and seek the following:
- A maintenance sum in the s106 agreement for continued maintenance of the play areas.

- Safety Surfacing extended beyond the play area fence line (by at least 30 cm) and for the whole area to be surfaced as such, with no joins to prevent future expansion gaps, and no grass that will require maintenance
 - Tarmac, not hoggin, paths provided.
 - No wooden equipment provided.
 - Dark Green Metal bow top fencing provided.
 - Clean margins around the edges, no planting.
 - Bins provided outside the play areas.
 - Easy access provided for maintenance vehicles.
 - Public access gates painted red.
- No inset symbols provided in the safety surfacing, which should be one solid surface. · Public Open Space which is regularly mown and not all for wildflower areas, to allow for children to kick a ball around informally.
 - Equipment installed for teenagers
 - Whilst proposals to include allotments are welcomed, the Parish Council ask that these are fenced in, with access to water, as well as a car park provided and security measures installed. The parish council wish to understand who will run the allotments; if this is to be an Allotment Association then they will require a large, vandal proof shed.
 - Circular pedestrian routes around the site.
 - The provision of benches and bins where there are circular pedestrian routes and public open space and the regular emptying of bins to be reflected in any future maintenance contribution.
 - Connectivity with existing housing development.
 - There are practical art contributions, with the Parish Council being involved in public art discussions
 - Speed limit within the site is 20mph and self-enforcing.
 - The development is tenant blind. The parish council draw attention to the recent Housing Needs Assessment undertaken as part of the Melksham Neighbourhood Plan Review, which reflects the current needs of the Melksham area in terms of housing and tenure mix
https://www.melkshamneighbourhoodplan.org/files/ugd/c4c117_4c8411b64439472fbfcf8e856799e2c9.pdf
 - Given the development is adjacent to existing dwellings on Sandridge Common, the design is such

that the layout is garden to existing garden and no higher than 2 storey. The design layout should also take account of the impact on any potential new dwellings on the strip of land to the West of this site adjacent to Eastern Way and to the South.

- The road layout within the development is such that there are no dead ends in order that residents and refuse lorries do not need to reverse out of roads.
- Contribution to educational and medical facilities within the Melksham area.
- There is visible delineation between pavement and roads. Shared spaces which are easily identifiable.
- Tree planting is not adjacent to property boundaries, in order they do not cause issues later with growing over the boundary to resident's properties or causing shade on gardens.
- Whilst the parish council welcome a contribution to enhance public transport, the proposals do not go far enough, particularly as reference is made to existing bus services which do not serve Melksham Railway Station, with the nearest bus stop being some distance away from the Railway Station.
- Members welcome the provision of bus shelters with the capabilities for real-time information and therefore ask that proposed bus shelters are tall enough with a power supply to enable this. To give good shelter from the weather, shelters are provided with sides, with a bench seat rather than a perch seat.
- Whilst land has been set aside for a 400m² mixed use hub, this will be too small to serve such a large community. Therefore, the parish council ask that significant land be set aside to enable a functional, 2 storey community building and hub to serve the whole community. The parish council request a community centre large enough to include additional health facilities (with room for GP clinics, as well as complimentary services like physio, chiropodist, osteopath etc.) as well as associated facilities to service and provide a 3G pitch.
- Provision of a Local Centre, similar to nearby Verbena Court, with the provision of electric car charging points (in line with Policy 4 of the Neighbourhood Plan). Contribution towards green initiatives i.e., provision of charging points, local green energy production and battery storage for the community hub.

- The parish council seek improvements to existing Rights of Way in the area, which are understood to have been submitted by Wiltshire Council's Rights of Way Team as part of their response to the proposals at public consultation stage and ask that Right of Way MELW30 becomes a bridleway to connect up bridleways at MELW40 & 41, particularly as there are many stables in this area.

As previously requested, the parish council would like to see included in proposals a safer access to Praters Lane from the A3102, as currently people have to go via Lopes Close across private gardens to access the right of way safely.

- Ecological measures such as bird and bat boxes, bee bricks, reptile refugia and hibernacula with all these enhancements (types, numbers, position etc) marked on plans and drawings.

Wiltshire Councillor Nick Holder agreed to call in this application for consideration at committee.

PL/2023/10724: Mavern House, Corsham Road, Shaw. Variation of condition 2 of PL/2021/10081 - To allow acoustic screen and Air Source Heat Pumps.

Comments: No objection.

Wiltshire Councillor Nick Holder left the meeting at 7.56pm.

PL/2024/00631: Mavern House, Corsham Road, Shaw. Proposed 1 and a half storey 4-bedroom dwelling (resubmission of PL/2022/09196)

The Clerk explained she had already contacted the planning officer to ask that the comments of Wiltshire Council's Drainage Team be sought, particularly as School Lane adjacent to this site had experienced internal property flooding and both Shaw Primary School and The Vicarage garage on Corsham Road are often sandbagged during heavy rain.

It was noted the applicant had ticked 'No' on the application form when responding to questions whether the site was within an area at risk of flooding.

Comments: Whilst accepting the proposal, the parish council wish to caveat this would only be on the proviso

the proposed dwelling is on a smaller footprint, given concerns of over development of the site and the lack of amenity space available for the proposed property.

If approved, the parish council ask that a condition be placed on any planning permission, for where the bins for the property are taken to be emptied. This is due to concerns any additional bins associated with School Lane will aggravate an existing problem on Corsham Road, whereby the number of bins left out for collection and the narrowness of the footpath, mean children from Shaw School have to walk out into the road.

Wiltshire Councillor Phil Alford left the meeting at 8.07pm.

PL/2024/00198: 20A Hercules Way, Bowerhill. Retention of existing builders' merchants (sui generis); change of use of adjoining land from a vehicle depot (sui generis) to a builders' yard to facilitate expansion for display, sale and storage of building timber and plumbing supplies, plant and tool hire, including outside display and storage area along with storage racking, access and servicing arrangements, car parking, perimeter fencing and associated works.

Comments: No objection.

PL/2024/00359: Land fronting 1 & 2 Mallard Close, Bowerhill. T1 Weeping Willow tree reduce to up to 0.5m below previous pollard points, to reshape with a view to future regular re-pollarding scheme, and reduce extended lateral to north by up to 4m – works to keep the tree in proportion to the site and maintain longevity.

Comments: No objection and welcome.

PL/2024/00514: Boundary Farm, 620 Berryfield Lane, Melksham. Prior approval under Part 3 Class R: Agricultural buildings to a flexible commercial use.

The Clerk highlighted there was a Right of Way running through Boundary Farm (MELW05), with the parish council asking for this to be moved, as part of their comments on planning application PL/2022/08155 for 53 dwellings on land to the rear of Townsend Farm, Semington Road. This was because there were proposals for a new pedestrian access from the development onto Berryfield Lane near Boundary Farm and an expected increase in the number of residents

using the route through the farm to access the RoW to the river and Kennet & Avon canal.

Concern was expressed at the potential for larger vehicle movements through a residential area ie Berryfield Park/Lane, given access via the A350 is unsuitable for HGVs.

It was noted in other parts of the Country, such as Wales, where rights of way run through active farms/industrial areas, they are asked to designate these and show them on the ground, in order to make them clearer to pedestrians.

Comments: No objection, as long as vehicle movements are kept to a minimum, given access will be via a residential area along Berryfield Park/Lane, as access off the A350 is unsuitable for HGVs.

The parish council ask that the Rights of Way Officer is consulted on this application, as MELW05 runs through this site.

[PL/2024/00569](#): Newlands Farm, 54 Folly Lane, Shaw. Proposed conversion of the existing barn attached to 54 Newlands Farm House to provide additional accommodation supplementary to the main house.

Comments: No objection, however, the parish council ask that a condition be placed on any planning permission, that the converted barn cannot be used as a separate dwelling in the future.

402/23 Revised Plans: To comment on any revised plans on planning applications received within the required timeframe (14 days)

There were no revised planning applications for consideration.

403/23 Current planning applications: Standing item for issues/queries arising during period of applications awaiting decision.

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

i) To note comments from Senior Planning Officer following revisions to the National Planning Policy Framework (NPPF).

Members noted following changes to the NPPF, Wiltshire Council were likely to request this application be withdrawn in the first instance and move to refuse if the application were not withdrawn.

- b) Snarltan Farm (Planning Application PL/2023/07107): Outline planning application with all matters reserved except for two pedestrian and vehicle accesses (excluding internal estates roads) from Eastern Way for the erection of up to 300 dwellings (Class C3); land for local community use or building (incorporating classes E(b), E(g) and F2(b) and (c)); open space and dedicated play space and service infrastructure and associated works.**

The Clerk informed the meeting there was no update, however, in light of recent changes to the NPPF had written to Planning to ask that this application be refused, as per the resolution of the previous meeting.

- c) 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 welcomed the proposal earlier in the meeting from Wiltshire Councillor Nick Holder for a pedestrian access to the rear of the school, which would provide a safer separate access away from vehicles.

- d) Land rear of 52e Chapel Lane, Beanacre (PL/2023/05883). Erection of 3 dwellings, with access, parking and associated works, including landscaping (outline application with all matters reserved – Resubmission of PL/2022/06389)**

No update to report.

- e) Land to rear of Townsend Farm for 53 dwellings (PL/2022/08155).
i) To receive update following discussions with planning officer regarding recent changes to National Planning Policy Framework (NPPF).**

Following the Head of Development Management, Wiltshire Council being given delegated powers to grant full planning permission, subject to completion of a S106 Legal Agreement at a Strategic Planning Committee meeting on 29 November, Wiltshire Council had confirmed this application was currently being reviewed in light of recent changes to the NPPF and therefore may go back to the Strategic Planning Committee for consideration.

It was noted the application for 50 affordable dwellings on the adjacent site (PL/2023/08155) had been upheld at Appeal, as it was for 100% affordable housing. Therefore, this application may not necessarily be turned down following a review.

Recommendation: To inform Wiltshire Council the parish council expect this application to go to a Strategic Planning Committee for a decision.

404/23 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

a) Buckley Gardens (PL/2022/02749). To note correspondence from Planning Enforcement in relation to concerns raised by residents of Shails Lane/Semington Road.

Following concerns of nearby residents of work starting on site prior to 8.00am and construction vehicles using Shails Lane to access the site, Planning Enforcement had been informed and undertaken a site visit. With the following agreed:

- New signage to be installed on site showing that vehicle must not exit via Shails Lane.
- Site Access Plan will be supplied to all of the appointed suppliers to ensure that they make no attempt to enter or exit via Shails Lane.
- The installation of David Wilson Homes (DWH) branded signs will be brought forward at the formal site entrance to make it more obvious that this is the correct entrance/location.
- Increased DWH Site Management presence on site to manage traffic flows and deliveries.
- Signage to the entrance of Shails Lane (on Semington Road) has now been installed reminding contractors it is a private road.

b) 46 Belvedere Road, Bowerhill. To note correspondence from Planning Enforcement regarding works to tree subject to a Tree Preservation Order

Following concerns raised the oak tree had been unsympathetically cut back, without a planning application being submitted, Planning Enforcement had been informed and are currently investigating.

405/23 Planning Policy

a) Neighbourhood Planning

- i) To note draft Steering Group minutes of 17 January 2024**

Noted.

- ii) To receive update on NHP#2.**

THIS ITEM WAS HELD IN CLOSED SESSION.

The Clerk asked if Members were happy for Councillor Martin Franks to remain for the closed session items which was agreed.

The Clerk provided an update on progress and sought views of the committee on various challenges made, following Regulation 14 consultation, in order to inform the council representatives (Councillor Pafford and Councillor Baines – substituting for Councillor Glover) at a Neighbourhood Plan Steering Group Workshop meeting later in the week.

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

None to note.

b) Revised National Planning Policy Framework (NPPF)

- i) To note Briefing Note (24-01) from Nic Thomas, Director of Planning, Wiltshire Council on the Revised National Planning Policy Framework (NPPF).**

The Clerk highlighted various points within the Briefing Note regarding revisions to the National Planning Policy Framework (NPPF).

406/23 S106 Agreements and Developer meetings: (Standing Item)

a) Updates on ongoing and new S106 Agreements

- i) Pathfinder Place:**

Members noted, Stephen Hawkins, Wiltshire Council had forwarded Taylor Wimpey a list of remedial works to be completed, which also included the landscaping of the area to the north of the proposed new primary school on Pathfinder Way.

With regard to the play area, the Clerk explained she had placed an item on the Asset Management agenda for 12 February for consideration regarding the outstanding legal transfer. The latest query from Taylor Wimpey was about the requested vehicular access, as there was still a query on what size vehicles would be accessing the site.

Cllr Glover suggested the question was turned on its head and Taylor Wimpey were asked how they would maintain and replace equipment there in the future if it was still their asset.

Resolved: To continue to pursue vehicular access for the play area land transfer, and query Taylor Wimpey on how they would gain access in the future for maintenance and equipment replacement.

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

Members noted correspondence from the Highways Technician in response to concerns from a resident of pooling water and the road condition near Berryfield Park junction in relation to works from this site entrance.

The Clerk explained with regard to concerns of a resident the kerb for the bus stop adjacent to the New Inn was in the wrong place and therefore making it difficult for people with mobility issues and pushchairs to get on and off the bus, this had been forwarded to the Local Highway Improvement Group (LHFIG) to look at.

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

Councillor Wood explained he had researched local field names and had been disappointed to discover none of the fields were suitable as street names.

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

The Clerk asked if Members wished to consider asking for a footpath through their development to the rear of the proposed new primary school on Pathfinder Way, prior to the developer submitting a Reserved Matters application.

Members noted they had previously asked for a footpath along Western Way adjacent to the A365 from the rear of Conway Crescent, however, felt a safer route would be along the northern boundary within the development site itself.

Recommendation: To request a footpath along the northern edge of the development, inside the hedgerow line, to the rear of the proposed new primary school on Pathfinder Way.

b) To note any S106 decisions made under delegated powers

None to note.

c) Contact with developers

THIS ITEM WAS HELD IN CLOSED SESSION.

i) To note feedback following pre application meeting on 31 January.

Members were provided an update following the meeting on 31 January. It was agreed that the notes would be kept confidential due to commercial sensitivity.

Meeting closed at 9.48pm

Signed:.....
Chair, Full Council, 19 February 2024

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		6,266.82					6,266.82	
V3730-ALLO	Banked: 03/01/2024	38.00						
V3730-ALLO	Allotment Holder	38.00			1320	310	38.00	Rent for 17A Briansfield
V3731-CIL	Banked: 08/01/2024	83,227.16						
V3731-CIL	Wiltshire Council	83,227.16			1420	350	900.00	CIL-19/00221-63 Shaw Hill 1of1
					1420	350	82,327.16	CIL- 2022/02749-Buckley Garden
V3732-BACS	Banked: 08/01/2024	55.00						
V3732-BACS	Future of Football	55.00			1210	210	55.00	Inv.389- December booking
V3733-FOF	Banked: 08/01/2024	330.00						
V3733-FOF	Future of Football	330.00			1210	210	330.00	Inv.394- January 24 blanket bo
V3734-BACS	Banked: 10/01/2024	10,809.62						
V3734-BACS	HM Revenue & Customs	10,809.62			105		10,809.62	VAT Reclaim-1st Aug-31st Dec
V3735-BACS	Banked: 15/01/2024	66.00						
V3735-BACS	Bath Road Wanderers	66.00			1210	210	66.00	Part inv.391-14th Jan match
V3736-BACS	Banked: 22/01/2024	35.00						
V3736-BACS	Allotment Holder	35.00			1320	310	35.00	Plot rent Briansfield 28
V3737-BACS	Banked: 22/01/2024	66.00						
V3737-BACS	Bath Road Wanderers	66.00			1210	210	66.00	Inv.391-Match 21st January 24
V3738-BACS	Banked: 29/01/2024	66.00						
V3738-BACS	Staverton Rangers	66.00			1210	210	66.00	Inv.392- 27th January 24 match
Total Receipts for Month		94,692.78	0.00	0.00			94,692.78	
Cashbook Totals		<u>100,959.60</u>	<u>0.00</u>	<u>0.00</u>			<u>100,959.60</u>	

Payments for Month 10**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>
15/01/2024	Daisy	V3722-DD	44.74		7.46	4190	120	37.28	Line & Broadband Campus office
15/01/2024	Daisy	V3723-DD	45.47		7.58	4384	220	37.89	Bowerhill Pavilion line & broa
23/01/2024	Unity Bank	V3728-6151	95,000.00				220	95,000.00	Transfer between accounts
31/01/2024	Suez	V3720-BACS	23.05		3.84	4770	220	19.21	Inv.537- B'hill waste away
Total Payments for Month			95,113.26	0.00	18.88			95,094.38	
Balance Carried Fwd			5,846.34						
Cashbook Totals			100,959.60	0.00	18.88			100,940.72	

Receipts for Month 10

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 :		27,256.26					27,256.26	
	Banked: 23/01/2024	322,000.00						
V3727-TRAN	Instant Access Unity 20476339	322,000.00			230		322,000.00	Transfer TO current account
	Banked: 23/01/2024	95,000.00						
V3728-6151	Current Account & Instant Acc	95,000.00			200		95,000.00	Transfer between accounts
Total Receipts for Month		417,000.00	0.00	0.00			417,000.00	
Cashbook Totals		<u>444,256.26</u>	<u>0.00</u>	<u>0.00</u>			<u>444,256.26</u>	

Payments for Month 10

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>
02/01/2024	Teresa Strange	V3739-S/O	5.30		0.88	4190	120	4.42	494- Reimburse out of hour mob
10/01/2024	EDF Energy	V3721-DD	177.90		8.47	4302	220	169.43	Pavilion electricity
16/01/2024	Lloyds Bank PLC	V3724-DD	375.79		55.92	4155	120	25.41	Biscuits for meetings
						4155	120	19.10	Biscuits for meetings
						4150	120	8.32	Pens for office
						4155	120	10.57	Biscuits for meetings
						4150	120	7.49	Pens for office
						4150	120	21.12	Envelopes
						4150	120	4.77	Office phone & tablet charger
						4351	120	58.30	Keyboards for Clerk & Parish O
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone subscription
						4120	120	18.20	Finance Committee budget paper
						4175	120	5.50	Council website hosting
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
24/01/2024	Public Works Loan Board	V3725-BACS	150,000.00			4583	142	150,000.00	Payment for PWL 1 OF 2
25/01/2024	Public Works Loan Board	V3726-BACS	136,482.80			4583	142	136,482.80	Paying of loan 2 of 2
26/01/2024	Agilico	V3702-BACS	18.44		3.07	4130	120	15.37	Inv.338-Office photocopying
26/01/2024	IAC Audit & Consultancy Ltd	V3703-BACS	474.00		79.00	4100	120	395.00	Inv.1741-1st Internal audit
26/01/2024	Jens Cleaning	V3704-BACS	129.00			4381	220	129.00	Inv.1078- Cleaning Nov & Dec
26/01/2024	JH Jones & Sons	V3705-BACS	1,765.12		294.19	4400	142	38.13	Inv.3934-Kestrel Shrub mainten
						4409	142	179.67	Inv.3934-Hornchurch grass cutt
						4820	142	36.21	Inv.3934-SHF Annual cut
						347	0	-36.21	Inv.3934-SHF Annual cut
						6000	142	36.21	Inv.3934-SHF Annual cut
						4402	320	66.16	Inv.3934-Allotment grass cutti
						4400	142	244.09	Inv.3934-Play Area grass cutti
						4780	142	57.75	Inv.3934-Play Area bin emptyin
						4781	220	87.54	Inv.3934-JSF bin emptying
						4401	220	761.38	Inv.3934-JSF Grass cutting
26/01/2024	JH Jones & Sons	V3706-BACS	417.60		69.60	4590	142	348.00	3906- Kestel Court bench insta
26/01/2024	Wiltshire Publication	V3707-BACS	55.68		9.28	4230	120	46.40	Inv.103-Dec grant advert
26/01/2024	Mr Sparkles Melksham Ltd	V3708-BACS	150.00			4600	142	150.00	Inv.023- Bus shelter cleaning
26/01/2024	Whitley Reading Rooms	V3709-BACS	241.55			4560	142	241.55	CEG broadband and line rental
26/01/2024	Lamplight	V3710-BACS	408.00		68.00	4686	170	340.00	Database for MCS emergency pla

Continued on Page 205

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
26/01/2024	HM Revenue & Customs	V3711-BACS	2,690.70			4041	130	909.28	Period 10- January 2024
						4000	130	599.60	Period 10- January 2024-T
						4000	130	316.86	Period 10- January 2024-NI
						4020	130	191.40	Period 10- January 2024-T
						4020	130	108.07	Period 10- January 2024-NI
						4010	130	218.60	Period 10- January 2024-T
						4010	130	122.49	Period 10- January 2024-NI
						4460	142	178.40	Period 10- January 2024-T
						4800	320	13.60	Period 10- January 2024-T
						4070	120	32.40	Period 10- January 2024-T
26/01/2024	Wiltshire Pension Fund	V3712-BACS	2,256.17			4000	130	281.27	Period 10- January 2024
						4020	130	123.47	Period 10- January 2024
						4010	130	131.83	Period 10- January 2024
						4045	130	1,719.60	Period 10- January 2024
26/01/2024	Teresa Strange	V3713-BACS	██████			4000	130	██████	January 2024 Salary
26/01/2024	Lorraine McRandle	V3714-BACS	██████			4020	130	██████	January 2024 Salary
						4155	120	1.45	January 2024 Salary
26/01/2024	Marianne Rossi	V3715-BACS	██████			4010	130	██████	January 2024 Salary
26/01/2024	Terry Cole	V3716-BACS	██████			4050	142	47.50	Travel Allowance
						4051	142	34.20	Mileage x76 miles
						4460	142	██████	January 2024 Salary
26/01/2024	David Cole	V3717-BACS	██████			4800	320	██████	January 2024 Salary
26/01/2024	John Glover	V3718-BACS	48.60			4070	120	48.60	January 2024 Chairs Allowance
26/01/2024	JH Jones & Sons	V3719-BACS	432.00		72.00	4415	142	360.00	Inv.3970-Kestrel tree limb rem
31/01/2024	Teresa Strange	V3740-S/O	5.30			4190	120	5.30	Out of hours Mob reimburse Jan
Total Payments for Month			303,573.30	0.00	660.41			302,912.89	
Balance Carried Fwd			140,682.96						
Cashbook Totals			444,256.26	0.00	660.41			443,595.85	

Total Salaries

January 2024

£7,356.20

Receipts for Month 10

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 10

Nominal Ledger Analysis

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

Receipts for Month 10

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 :		727,520.72					727,520.72	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>727,520.72</u>	<u>0.00</u>	<u>0.00</u>			<u>727,520.72</u>	

Payments for Month 10

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>
23/01/2024	Unity Bank	V3727-TRAN	322,000.00			220		322,000.00	Transfer TO current account
Total Payments for Month			322,000.00	0.00	0.00			322,000.00	
Balance Carried Fwd			405,520.72						
Cashbook Totals			<u>727,520.72</u>	0.00	0.00			<u>727,520.72</u>	

Spend over £500 for QTR 3-October, November & December 2023

Cheque Ref	Payee Name	Transaction Detail	Date Paid	Net
V3555-BACS	Heating Associated Services	Inv.948-Replacement expansion	27/10/2023	£2,330.60
V3558-BACS	JH Jones & Sons	Inv.3761-September 23 Parish Maintenance	27/10/2023	£1,470.93
V3562-BACS	Tollgate Security Ltd	Inv.944-Annual alarm monitorin	27/10/2023	£634.00
V3563-BACS	Wiltshire Council	138-Office rent-1.10.23-31.12.	27/10/2023	£2,843.25
V3565-BACS	Complete Weed Control	Inv.058-Parish weedspray	27/10/2023	£1,719.00
V3568-BACS	Playsafety Ltd	Play area & MUGA inspections	27/10/2023	£860.00
V3619-BACS	Heating Associated Services Lt	Replacement secondary return pump	27/11/2023	£1,920.00
V3622-BACS	JH Jones & Sons	Inv.3809- November Parish Maintenance	27/11/2023	£1,470.93
V3625-BACS	JH Jones & Sons	Inv.3812- Whitworth Play Area bin emptying and grass cutting	27/11/2023	£579.45
V3626-BACS	Rigg Construction	Certificate 11 final BYF V Hal	27/11/2023	£11,719.00
V3627-BACS	Wiltshire Age UK	Provision of MCS Q3	27/11/2023	£2,875.00
V3628-BACS	Place Studio Ltd	Inv.6077-Consultationb input	27/11/2023	£1,425.00
V3630-BACS	TDP Ltd	Inv.502-Kestrel Court P/A bench	27/11/2023	£531.63
V3670-BACS	Agilico	Inv.767-Office photocopier	20/12/2023	£2,087.00
V3671-BACS	JH Jones & Sons	Inv.3876-Parish Maintenance	20/12/2023	£1,470.93
V3678-BACS	Shaw & Whitley Community Hub	Funding towards community shop	20/12/2023	£3,700.00
V3679-BACS	Aquasafe Environmental Ltd	Inv.204-Clean & Chlorination and PPM visits Nov & Dec 23	20/12/2023	£700.00
V3680-BACS	Aquasafe Environmental Ltd	Inv.205-Drinking water fountain installation and replacement tank base	20/12/2023	£3,625.00
V3691-BACS	Wiltshire Council	Inv.191-Drop kerbs Halifax Rd	20/12/2023	£3,226.37
V3692-BACS	Wiltshire Council	Portal Way village gateway	20/12/2023	£855.40

**NOTES of Road Safety Working Group of Melksham Without Parish Council
held on Monday, 29 January 2024 at Melksham Without Parish Council Offices (First
Floor), Melksham Community Campus, Market Place,
Melksham, SN12 6ES at 7.00pm**

Present: Councillors Shona Holt, Peter Richardson (**Chair**) & Robert Shea-Simonds

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

1. To receive apologies

There were no apologies.

The Clerk informed the meeting whilst former Councillor Stefano Patacchiola had been invited to join the meeting, he had not responded.

2. To appoint a Chair for the Group

Councillor Shea-Simonds nominated Councillor Richardson, which was seconded by Councillor Holt.

3. To agree aims and objectives, priorities/actions – to recommend to Full Council

Councillor Richardson had provided a proposed list of aims and objectives for discussion.

Discussion ensued on the aims/objectives, priorities and actions of the group, with concern raised about duplicating work of the Highways Committee.

Therefore, it was agreed this group would be more of a task & finish group to research and provide feedback to the Highways Committee when delegated to undertake a particular task on their behalf, with a member of the Road Safety Group sitting on the Highway Committee reporting back any findings. It was suggested the group could review the SID downloaded data when the scheme was up and running for instance.

It was also agreed to include a 'road safety' standing item on future Highway Committee agendas to discuss/address road safety issues.

4. To agree format/information/fields in a spreadsheet to keep a list of issues – list of possible fields for discussion starting point plus initial list.

Discussion ensued on the best way to present the information, with it being agreed, the format would be better presented on an Excel spreadsheet with the following headings:

- Location (eg Beanacre/Bowerhill)
- Site (road number/name)

- Issue (speeding, waiting restrictions)
- Proposed Solution (if any) ie traffic survey, traffic calming, forwarded to LHFIG etc.
- Outcome – and why
- How many times asked for/looked at previously
- MWPC meeting and Minute number references
- LHFIG issue references
- List of latest traffic survey results by site.
- Data from SIDs

It was agreed to include any highway related issues raised post covid on the spreadsheet in the first instance. The spreadsheet may be suitable for turning into a bespoke database as per the asset management and allotment listings.

Meeting closed at 8.30pm

Signed:.....
Chair, Full Council, 19 February 2024

Teresa Strange

Subject: FW: Semington Bus gate - metrocount

MWPC'S CLERK NOTE: For Melksham Without Parish Council to decide in principle (ahead of accurate costs being received) if they are happy to fund the ANPR camera at the Semington Bus Gate – for capital outlay and then running costs. Semington PC are also considering.

From: Rose, Martin <martin.rose@wiltshire.gov.uk>

Sent: 12 February 2024 15:36

To: Peter Smith <pnmssmith@icloud.com>; Sankey, Mike <Mike.Sankey@wiltshire.gov.uk>

Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>; elliot.holdsworth@wiltshire.police.uk; clerksemingtonparishcouncil@gmail.com; Colin Wade <w[REDACTED]>

Subject: RE: Semington Bus gate - metrocount

Thanks Mike,

The £10k for installation / relocation of the camera is likely to be close to this figure, but I will await confirmation from the supplier / installer.

The £10k for annual running / ongoing maintenance is the one I have questioned as it seems very high. Again, I will seek confirmation.

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

Wiltshire Council



Email: martin.rose@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

Highways Fault? Report it here:

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

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From: Peter Smith <pnmssmith@icloud.com>
Sent: Monday, February 12, 2024 3:20 PM
To: Sankey, Mike <Mike.Sankey@wiltshire.gov.uk>
Cc: Rose, Martin <martin.rose@wiltshire.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>; elliott.holdsworth@wiltshire.police.uk; clerksemingtonparishcouncil@gmail.com; Colin Wade <[REDACTED]>
Subject: Re: Semington Bus gate - metrocount

You don't often get email from pnmssmith@icloud.com. [Learn why this is important](#)

Hello Mike, Teresa and Martin,

Like Teresa, I read the comments on the Melksham Police Facebook posts. The occasional presence by hard pressed police officers won't stop the serial offenders: they'll simply turn around when the police are at the gate, and go through when they're not. That's exactly what they did during the years when we mounted No Entry Watch shifts at the gate.

From the discussion on this at Melksham LHFIG last Thursday, I took away these points:

- Martin advised that the prohibitive quote we'd recently read (of £10k for installation and £10k for annual running) was cobblers and the figure was more likely around £2.5k in each instance. But until a firm quotation had been obtained, this couldn't be confirmed.
- Martin will seek this quote ready for the next LHFIG (as confirmed in his email of today)
- LHFIG was prepared to contribute to installation (there was discussion, as yet inconclusive, as to whether a charge of 1/4 or 1/3 of this cost would fall to Semington parish council) but not to the annual running costs
- These would have to be met by Semington PC and possibly shared with Melksham Without if that council was willing
- Fines from penalty notices would be available to the sponsor council(s) to reduce the annual running cost....but unlikely to fully meet these.

In the context of the above, Mike is right. I said at LHFIG that, should the installation cost be a share of around £2.5k, and running costs be near the £2.5k quoted, on behalf of Semington PC, I felt that this was affordable. This is of course subject to the views of Melksham Without PC, not least because the camera would be within its boundary.

There will be an item about all this on the Semington PC agenda on 13th March after which we will have a council decision on the funding.

Regards,

Peter

Sent from my iPad

On 12 Feb 2024, at 14:41, Sankey, Mike <Mike.Sankey@wiltshire.gov.uk> wrote:

Hi Martin,

I am certain that when I specifically asked Cllr Smith, if, on behalf of Semington PC he could commit to the necessary contribution to the set up, and annual running costs, he said yes.

Regards
Mike

Sent from [Outlook for iOS](#)

From: Rose, Martin <martin.rose@wiltshire.gov.uk>
Sent: Monday, February 12, 2024 2:32:39 PM
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>; elliott.holdsworth@wiltshire.police.uk
<elliott.holdsworth@wiltshire.police.uk>; clerksemingtonparishcouncil@gmail.com
<clerksemingtonparishcouncil@gmail.com>; Peter Smith <pnmssmith@icloud.com>; Sankey, Mike
<Mike.Sankey@wiltshire.gov.uk>
Subject: RE: Semington Bus gate - metrocount

Hi Teresa,

The offer of the ANPR camera still at the Semington bus gate still stands, however the LHFIG and Semington parish council will have the bear the cost of relocation from its current site in Salisbury and the first year running costs. I am told by a senior manager this stance is not negotiable.

The LHFIG decided at least weeks meeting to provisionally support the ANPR camera at Semington, subject to confirmation of the costs involved.

It will need agreement and sign off with the parking services team who will be possible for the managing enforcement. There also needs to be an agreement on who will cover the running costs at the end of year 1. If the camera is successful in stopping / reducing noncompliance at the bus gate it's unlikely to be self-funding and the running costs would still need to be covered. The LHFIG would be unable to spend its budget to cover the annual running costs.

I have gone out the supplier will be undertaking a site assessment in the next few weeks and report back to me with the relocation / set up costs. I will then bring this back to the next LHFIG meeting at which point a decision can be made on the way forward.

In short, things are looking a little more positive than before, but there is still some way to go before any ANPR camera is operational at the bus gate.

Regards

Martin Rose IEng, FIHE, MCIHT, CMgr MCM1
Principal Engineer – Traffic Engineering
Highway Asset Management and Commissioning
Wiltshire Council ,
County Hall, Bythesea Road
Trowbridge BA14 8JN

Wiltshire Council

Email: martin.rose@wiltshire.gov.uk
Web: www.wiltshire.gov.uk

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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Monday, February 12, 2024 1:07 PM
To: Rose, Martin <martin.rose@wiltshire.gov.uk>
Cc: Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>; elliott.holdsworth@wiltshire.police.uk;
clerksemingtonparishcouncil@gmail.com; Peter Smith <pnmssmith@icloud.com>
Subject: FW: Semington Bus gate - metrocount

Hi Martin

Just to say that I have discussed the enforcement at the bus gate with PC Elliott Holdsworth today and whilst the police have done some enforcement at the bus gate, they just don't have the manpower to regularly attend.

From the 100+ comments on the Melksham Police facebook post about the enforcement they undertook last week, it is clear that there are residents who are stating publicly that they will continue to drive through the bus gate regularly.

How do we stand with the original request for an ANPR camera in place here?

Many thanks, Teresa

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

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Want to keep in touch?

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

On twitter: [@melkshamwithout](#)

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From: Rose, Martin <martin.rose@wiltshire.gov.uk>
Sent: 25 January 2024 10:15
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>; Sankey, Mike <Mike.Sankey@wiltshire.gov.uk>
Subject: RE: Semington Bus gate - metrocount

Teresa,

Please see attached the results of the recent metro court at Semington bus gate.

Even allowing for legitimate use, I'm sure you would agree, the high number of contraventions over the survey period is worrying.

I fear the lengthy closure at Staverton didn't help. Whilst the survey took place nearly a full month on from removal of the closure, the quickest means to avoid congestion on the A350 was firmly established by drivers and a significant number continue to use the bus gate daily, in full knowledge of their illegal action and without fear of being caught.

The fact the bus gate is less than 100 yds from the police station makes the situation even more concerning. Despite promises from the Police re. enforcement, I'd suggest none has taken place. We really need to push the police on this issue.

Whilst we acknowledge resources are stretched, they are the enforcing authority the number of potential of prosecutions and revenue from offending drivers in a single week would be huge.

I will of course report the data to the LHFIG meeting on the 8th Feb.

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
Web: www.wiltshire.gov.uk

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

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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Wednesday, January 24, 2024 5:36 PM

To: Rose, Martin <martin.rose@wiltshire.gov.uk>
Subject: RE: Semington Bus gate - metrocount

Yes please, and for Semington Parish Council too – or are you happy for me to share it. Its Semington PC's issue really, but the actual gate is in Melksham Without.

From: Rose, Martin <martin.rose@wiltshire.gov.uk>
Sent: 24 January 2024 17:34
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Semington Bus gate - metrocount

Hi Teresa,

I now have the metro count results for the Semington bus gate. Silly question, but do you want a copy?
It doesn't make for good reading.

Regards

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



Email: martin.rose@wiltshire.gov.uk
Web: www.wiltshire.gov.uk

Highways Fault? Report it here:
<http://www.wiltshire.gov.uk/mywiltshire-online-reporting>

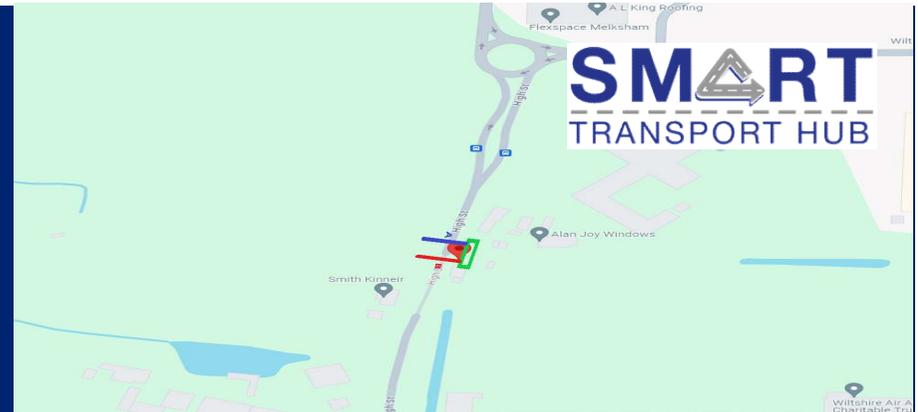
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ATC Traffic Analysis Report

Author:	Smart Transport Hub
Contract:	Wiltshire Council
Job Number:	048-026
Location:	https://what3words.com/courts.locker.cheering
Road Name:	C395 Semington Road
District:	Berryfield
Coordinates (X,Y):	390040 161533
Start Date:	07.12.2023
End Date:	13.12.2023
Speed Limit:	30 mph



STH carried out a 7-day ATC on High Street commencing the 07/12/23. The number of vehicles exceeding the speed limit of 30mph was 267 which is 22.29% of the total vehicles recorded in both directions which was 1198.

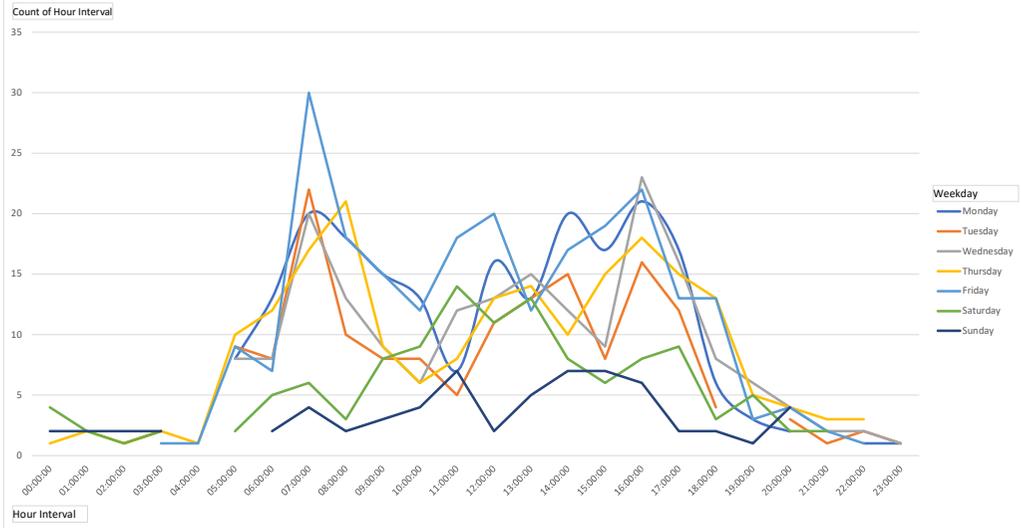
Week Commencing
11 December 2023
04 December 2023

Compass direction
N1
S0

Class
A3
A5+
BUS
C
CAR
LGV
O
R2
R3
R4

Total	Sum of % Over PSL	Sum of % Over ACPO	Sum of % Over DFT
1198	22.29%	8.68%	0.67%

Count of Compass direction	Column Labels		
Row Labels	S0	N1	Grand Total
04 December 2023	290	343	633
11 December 2023	230	335	565
Grand Total	520	678	1198



Count of Compass direc	Column Labels	
Row Labels	S0	N1
Monday	86	127
Tuesday	62	101
Wednesday	82	107
Thursday	89	114
Friday	112	128
Saturday	59	64
Sunday	30	37
Grand Total	520	678

Average of Compass direction	Column Labels	
Row Labels	S0	N1
Minimum Value	30	37
5 Days Average	86	115
7 Days Average	74	97

Average of Speed	Column Labels	
Row Labels	S0	N1
Monday	22.72	23.58
Tuesday	23.19	24.23
Wednesday	23.07	23.58
Thursday	24.37	25.27
Friday	23.21	23.83
Saturday	26.40	26.62
Sunday	28.05	26.20
Grand Total	23.95	24.44

% Over PSL	% Over ACPO	% Over DFT
22.29%	8.68%	0.67%

Row Labels	Count of Class	Count of Class
A3	4	0.33%
A5+	2	0.17%
BUS	16	1.34%
C	165	13.77%
CAR	450	37.56%
LGV	160	13.36%
O	107	8.93%
R2	287	23.96%
R3	5	0.42%
R4	2	0.17%
Grand Total	1198	100.00%

Class	Type	Description
1	C	Cycle
2	O	Two-wheeled Motor Vehicle
3	CAR	Car
4	LGV	Light Goods Vehicle
5	R2	2 Axle Rigid HGV
6	R3	3 Axle Rigid HGV
7	R4	4 Axle Rigid HGV
8	A3	3 Axle Arctic HGV
9	A4	4 Axle Arctic HGV
10	A5+	5+ Axle Arctic HGV
11	BUS	Bus

vehicles are travelling over posted speed limit (30mph) vehicles are traveling 10% +2 over PSL (35mph) vehicles are 15mph over PSL (45mph)

C395 Semington Road (30mph speed limit)							
Direction	Number of Vehicles	Average speed over 7 days	85 percentile speeds	Percentage of vehicles complying with the 30mph speed limit	Percentage of vehicles under enforcement threshold of 35mph	Percentage of vehicles complying with a proposed signed only 30mph speed limit	Percentage of vehicles complying with a proposed signed only 30mph speed limit
N1	678	24.4mph	33mph	75.2% (510)	89.5% (607)	75.2% (510)	75.2% (510)
S0	520	23.9mph	31.1mph	81% (421)	93.7% (487)	81% (421)	81% (421)
Combined	1198	24.2mph	32.3mph	77.7% (931)	91.3% (1094)	77.7% (931)	77.7% (931)



Attending

Melinda Adcock, John Branston, Bob Brownrigg, Graham Hackwell, Bill Harrison, Peter Harrison, Maureen Hibbott, Richard Hibbott, Peter Richardson, Jonathan Rumens, Gary Sibbald

Apologies: Teresa Strange, Kevin McLaren

Abbreviations

MWPC	Melksham Without Parish Council
WiltsC	Wiltshire Council
EA	Environment Agency
RR's	Reading Rooms
In bold	Action points, initials of above people

The minutes of the Sept meeting were approved.

Training exercises

- The team are keen to plan further exercises. And would be prepared to volunteer to help other groups run exercises, to spread the learning – MwPC area and possibly WC
- Chris Manuel has had some incident control forms printed for us in A4 ✓
- Piece on dialysis for Connect? – **TS**
- There was discussion of privacy divider screens for the RR's: views were mixed; **PR** to ask if any might be available from MwPC or WC. **BB** will discuss with Ian Uffindell.

1. Incidents

There have been 3 named storms – Babet, Ciaran, and Debi.

- Ciaran was used an opportunity to run a heartbeat exercise of the greater team – out of 34 asked, 23 replied, 18 could have turned out. And then the storm largely bypassed Wiltshire.
- PH was out during storm Debi, with assistance from RH. There's a blocked drain near the Vicarage; reported on to **MwPC** for parish steward attention, and possibly **WC**.

2. Catchment Area

- a. Previously minuted: ownership of the watercourse between Ashley Close and Kennedy Avenue – MwPC have been trying to clarify with the Land Registry. The situation is ambiguous and contradictory. We agreed to conclude with this position:-
"CEG, MwPC, WC understand that the law on Riparian Ownership will apply. If any owner disputes this, it will be up to them to prove otherwise".
There was further discussion; MwPC to write to owners - **TS**
- b. Although access to the trash screen above the Top Lane bridge remains a problem, the parish steward is clearing it each visit. **JRR** note to Lorraine in MwPC to request that he takes the arisings away.
- c. Further clearance working parties to be organised. **GH/JRR**
- d. Flood Zone 3 categorisation of land between First Lane and Corsham Road: the EA reply includes: "**Unfortunately, it is currently not viable to model the flood risk for every minor watercourse....**"

- **PR** drafted, **JRR** sent a follow-up to the EA
- And **JRR** requested historical data from the measuring station
- e. Grit bins – the West Hill one has become overgrown, and the contents have set – reported for **parish steward** attention.
- f. **BH** has observed – during heavy rainfall in the summer – that it appeared that Octavian were pumping out (from the stone quarries?) yellow contaminated water – mining fines? Action – **ALL** – watch for this happening again, get photographic evidence (and a sample of the yellow water?)

3. Equipment & Plan

- a. "Co-ordinator Action Cards": BH has circulated these, for Corsham Road and Shaw School, Eden Grove, and Top Lane. The meeting reviewed, and approved. Saved to the shared drive, and laminated copies are in the RR's cupboard.
- b. Plan: **ALL** to familiarize themselves with the plan. Since the meeting, BH has applied further changes re local radio, TV and other information sources. Loaded to the shared drive.
- c. Age UK / Melksham Emergency Support: **TS** reported there will be a new phone number: this is happening.
- d. Equipment store condensation in cold weather: JB has bought the kit of parts; to be fitted **JB, PH**
- e. Calor gas heater – a key to the RR's external store is now lodged in the lockable cupboard in the RR's hallway.
- f. Shaw Village Hall at the Beeches – SVH committee are in agreement with the plan for use as alternative centre.
 - Grant funding approved for a generator.
 - Subsequent to meeting – ordered – delivered (generator with inverter). Store in "our" lock-up till space cleared at SVH
- g. The grant also included funding for a proper first aid kit, and first aid training – to be organized - **PR**
- h. Shopping list – see appendix.
 - Fire extinguisher: received, and in lock-up
 1. **JRR** will arrange payment from CAWS
 - And blood pressure and SATs monitors to be purchased - **JB**
- i. GH and KMCL have conducted PAT testing of all electrical equipment.
- j. Earthing of generators – **GH** reported that this is not as complicated as first thought; he and **KMCL** will make the necessary changes. And change the plug on the 110v vacuum to a 16amp.
- k. Contacts list – **JR** to meet up with **MH** and **MA** to show them how to access master list from their mobiles

4. Safeguarding, General Data Protection Regulation, and Training

- a. Teresa continues to push for DBS checks & photo ID for as many volunteers as possible
 - We will aim to produce photo-ID's as DBS checks are refreshed
 - Seven of us have DBS's; **GH** is going to get his refreshed
- b. We must always work with a buddy

5. Any Other Business:

1. Better notice of predicted rainfall for the next 12 hours? **TS** will ask at next Flood Operations (North) meeting. The consensus at the meeting was that the Met Office app is the best solution
2. We have the FloodLock devices sourced by JB; to be shown to potentially interested householders (might include West Hill bungalows, Top Lane dip bungalow, Spindles) and others.
3. Gel Sacks – as per PEAS form above – **JR & GS** to draft note for Connect on using them to protect your property
4. Graham has done a lot of work to protect his house – interview with him, for another Connect article – **JR & GS**
5. Grit Bins – as you pass one, please check, and if low, report via My Wiltshire app - or Teresa. **ALL**
6. GH is borrowing a generator, for the refitting of the Community Hub shop.
7. "Footpath" through Whitley Farm – Bill Hazelwood believes that there is an unrecorded public right of way through Whitley Farm. **PR** to make enquiries to see if this can be claimed as a public right of way.
8. Neighbourhood & Local Plans: PR outlined the situation. WC Local Plan was open for public consultations until 22nd Nov. MwPC Neighborhood Plan was open until 3rd Dec. The local plan requires about 50 houses to be built in Shaw & Whitley. CAWS viewpoint is that this is too high a number. With assistance from RH, JRR submitted a CEG viewpoint, along the lines of

"Every single property developed will have its own future flood-footprint downstream – measurable and quantifiable. The fewer the better!"

Date of Next Meeting: – Tuesday 20th Feb 2024, at 10:30 at 136c Top Lane

Appendix:

First Aid kit

Some shortages

- Eye bath and saline
- Cotton wool
- Blood pressure monitor
- Oxygen saturation monitor

Shopping list

- Whiteboards & pens – one for inside store door, for recording kit out/in
- Head torches
- Glow sticks
- Hurricane lamp
- Strip light
- Power bricks
- Sturdy sack truck/4 wheel truck
- CO monitor for RR's / storage unit
- Battery powered equipment – check state of batteries, replace
- Camping gas stove/kettle/gas cylinders
- For Nov 2024, renew Ofcom licence for walkie talkies (£75)

Training

- First aid

Notes:

The URL of the EA measuring station on the South Brook at Shaw School is <https://check-for-flooding.service.gov.uk/station/9280>

Financial – CAWS held £484 of CEG funds at August 2022.

The Melksham Emergency Service / Age UK phone no. is 01225 809265

Melksham Health and Wellbeing Meeting

Thu 15th Feb, 9.30am

First Floor, Community Campus, Market PI, Melksham SN12 6ES

1. Welcome, introductions and apologies.
2. Notes from last meeting and matters arising.
3. Melksham Community Support update including
 - Q3 report
 - Year 2 funding, lessons learned and future direction
4. Update from Melksham & Bradford PCN
5. Community Conversations (Forest) – Bridie Hanraads
6. Data discussion

The new Joint Strategic Needs Analysis (JSNA) data has been released today. You can view a summary for the Melksham Community Area at [CAJSNA 2024 - Melksham Wiltshire Intelligence](#)

Also attached is another summary of health and wellbeing data which was taken to the last Health and wellbeing meeting.

7. Updates on cost-of-living situation including support for winter, warm spaces, food provision etc. (All)
 - E-Vouchers and Melksham Foodbank – Richard Rogers
 - Cookery Classes – Chris Pickett
8. Partner Updates (all) including:
 - Street Tag
 - Chatty Café
 - Area Board, Mar 6th, 7pm – Health theme
9. Funding applications (Richard Rogers)
10. AOB
11. Date of next meeting (May)

Wiltshire CAJSNA 2024

Melksham Community Area Summary Data Pack

Throughout the data pack, if viewing online:



Click on this icon to navigate to the CAJSNA Wiltshire Intelligence website



Click on this icon to view the data sources and references for the indicators



Mental health in Melksham community area

Mental health

Good mental health is important at every stage of life and includes emotional, psychological and social well-being. It affects how we think, feel and act, and plays a significant role in how we handle stress, relate to others and make healthy choices.

Mental health in our population



In Melksham, **5.0%** of the population perceived themselves to be in **bad or very bad health**, compared to the Wiltshire rate of 4.2% (2021).

In 2022/23, **12.9%** of residents in this community area registered with a GP had a diagnosis of **depression** compared with 11.8% in Wiltshire.

Emergency hospital admissions for intentional **self-harm (all ages)** for 2021/22:



Hospital admissions as a result of **self-harm (10-24 years)** for 2021/22:



Protective factors

Having access to open green space is a contributing factor to our mental wellbeing.

In Melksham there are...

-  11 sporting areas
-  13 religious grounds/cemeteries
-  51 public parks/gardens/playing fields and play spaces
-  10 allotments/community growing spaces

Living conditions and mental health are often linked. Having a safe, stable and affordable home is, therefore, a protective factor.



In December 2022, there were **229** households in need of **affordable homes** in Melksham, while **112** affordable homes were rented in the area across 2022.

 27.8% of households in this community area are single-person households, compared with 28.2% across Wiltshire.

Risk factors

Adverse life experiences such as domestic abuse and anti-social behaviour can be risk factors for poor mental health.



Across 2018 – 2022:

Persons over 18 reported missing to the police	Melksham 9.8	Persons under 18 reported missing to the police	Melksham 40.7
	Wiltshire 11.0 Per 10,000 people		Wiltshire 33.8 Per 10,000 people

Reported anti-social behaviour incidents	Melksham 169.9	Reported domestic abuse offences	Melksham 113.9
	Wiltshire 156.1 Per 10,000 people		Wiltshire 96.3 Per 10,000 people

Number of reported domestic abuse offences where children or young people were present	Melksham 343 offences
--	---------------------------------



Cost of living in Melksham community area

Cost of living

Over the past two years, the UK has faced intense cost of living pressures with many struggling to meet the rising costs of essentials. This, combined with existing vulnerabilities, means that an increasing number of households within our communities face a heightened risk of hardship.

The current picture

The **local welfare provision** scheme provides critical short-term help for people in need in the form of financial or household support.



In 2021, **9.2%** of homes in this area were in **fuel poverty**, compared with 10.4% in Wiltshire.



Low incomes in Wiltshire



7.2% of pensioners in Melksham in 2023 received **Pension Credit**, compared with 7.5% in Wiltshire.

14.7% of **children** aged under 16 in this area in 2021/22 lived in a **low-income family**, compared with 12.7% across the county.



16 to 64 year olds in receipt of **Universal Credit** in 2023:



	Melksham	Wiltshire
In employment	5.3%	4.7%
Not in employment	7.0%	6.0%

	Melksham	Wiltshire
In employment	5.3%	4.7%
Not in employment	7.0%	6.0%

Costs

The average annual **cost** of residential **heating, lighting and hot water** in 2022 in Melksham was **£758.89**, compared to £954.92 in Wiltshire.



The median **house price** in Wiltshire has increased by nearly **20%** in the past five years, while annual gross resident earnings have seen an increase of just 13.7%.

At risk groups

Households are classified as **deprived** in the 2021 census based on 4 dimensions or measures: Education, employment, health and housing.

Households in this community area deprived on:



For children that live in **low-income families** in this area, **46.2%** live in **lone parent families**, compared with 45.9% in Wiltshire.



In Melksham, **7.1%** of the population are **disabled** with day-to-day activities limited a lot, and **11.2%** with day-to-day activities limited a little.



3.4% of the population in this area are **economically inactive due to long-term illness or disability**. The county average is 2.9%.

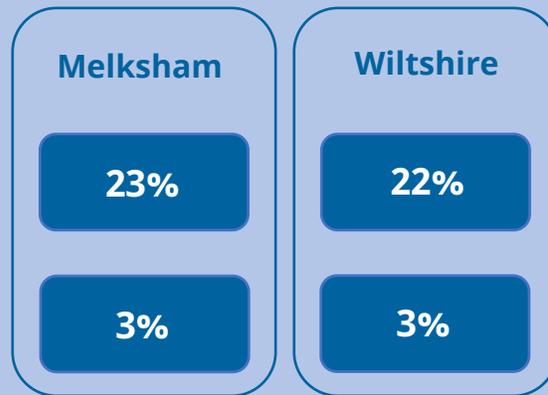
Ageing population in Melksham community area

Ageing population

Wiltshire's population is ageing and, while this presents a unique range of challenges, it also provides an opportunity to positively reshape how we view ageing within our own local communities.

Understanding our ageing population

Proportion of the population in 2021...



By 2040, Wiltshire's population aged 65 years and over is projected to increase by **43%**. Currently just over a fifth of the population is in this age range but this is expected to rise to closer to a third.



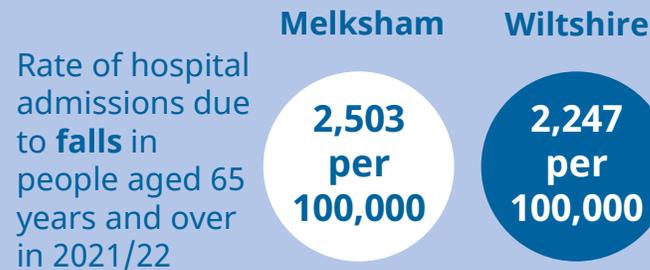
Health

In 2021, in Melksham, **60%** of those aged 65 years and over consider themselves to be in **good health**, compared with 64% in Wiltshire.



The prevalence of **dementia** in this community area was **1.0%** in 2022/23, compared with 0.9% across Wiltshire.

As of 2021, **26%** of people **aged 50 years and over** in Melksham are **disabled** under the Equality Act. This is close to the overall Wiltshire rate (25%).



Care, support and living arrangements

It is important to consider all factors that influence wellbeing in later life. These can include our neighbourhoods, housing and social care.

In 2021, **14%** of households in Melksham were composed of people aged 66+ years **living on their own**, the same as the overall Wiltshire rate.



As of 2021, **10.7%** of people aged 65 and over in this community area provided some form of **unpaid care**, and **4.1%** provided over 50 hours per week.

For those that are of state pension age, **7.2%** in Melksham are in receipt of **Pension Credit**, compared with 7.5% in Wiltshire.



Persons aged 65 and over receiving support to live independently (2022/23)

Through the provision of home care services:

Melksham	Wiltshire
16.9 per 1,000	17.7 per 1,000

Through the provision of direct payments:

Melksham	Wiltshire
6.1 per 1,000	5.1 per 1,000



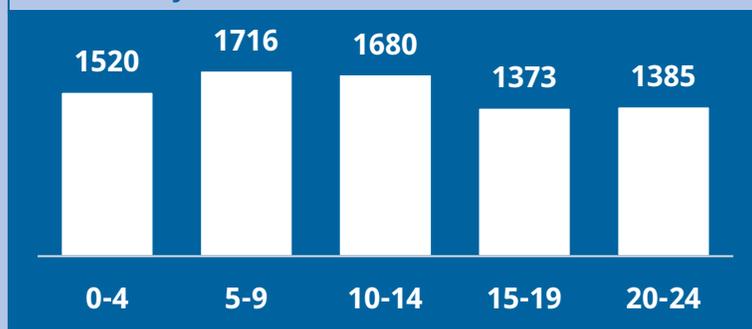
Children and young people in Melksham community area

Children and young people

Supporting and improving life chances for children and young people is key to the future of Wiltshire. Providing families with access to services that meet their needs at an early stage is crucial to making sure every child and young person has the best possible start in life.

Understanding our younger population

Under 25 year olds in Melksham in 2021:



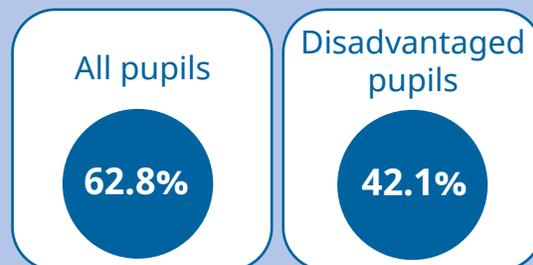
In 2021, the rate of those aged under 15 years providing **unpaid care** in Melksham was 94.0 per 10,000 people. The rate for Wiltshire was 96.3 per 10,000.



14.7% of children aged under 16 in this area live in a **low-income family**, compared with 12.7% in Wiltshire.

Education and employment

Pupils achieving a good level of development at the end of the Early Years Foundation Stage in Melksham schools:



Disadvantaged pupils defined as currently eligible/have been eligible within the last 6 years for free school meals, are looked after or have left care through a formal route.

21.9% of pupils aged 4 to 18 years old in this community area in 2023 have **special educational needs**.



Rate of **unemployment** (but actively seeking work) in 16 – 24 year olds

Melksham

772.0
per 10,000

Wiltshire

743.3
per 10,000

Health

32.2% percent of children aged 10-11 years are **obese or overweight** in Melksham, compared with 31.5% in Wiltshire.



Hospital admissions as a result of **self-harm** (10-24 years)

Almost 650 young people admitted in Wiltshire, in 2021/22.

Rate per 100,000:

Wiltshire
778.0

England
427.3

In this community area across 2023 there were **340** accepted referrals into **Children and Adolescent Mental Health Services (CAMHS)**.

Safety

Across the last three years, **43.7** per 10,000 under 18-year-olds in this area were in treatment for **substance misuse**, compared with 29.6 per 10,000 in Wiltshire.



Crimes involving persons under 18 years old (2018 – 2022)

Melksham
14.5

Wiltshire
15.5

Per 10,000 people

Knife crimes involving under 18 year olds (2018 – 2022)

Melksham
2.0

Wiltshire
2.3

Per 10,000 people

Data sources and references

Theme	Section title	Reference title	Data source	Date	Link
Mental health	Mental health in our population	Proportion of the population in bad or very health	Census 2021, Office for National Statistics	2021	TS037 - General health - Nomis - Official Census and Labour Market Statistics (nomisweb.co.uk)
Mental health	Mental health in our population	Proportion of the population registered with a GP with a diagnosis of depression	Quality and Outcomes Framework (QOF), NHS Digital	2022/23	Quality and Outcomes Framework, 2022-23 - NHS Digital
Mental health	Mental health in our population	Emergency hospital admissions for self-harm (all ages)	Hospital Episode Statistics (HES), NHS Digital	2021/22	Public health profiles - OHID (phe.org.uk)
Mental health	Mental health in our population	Hospital admissions as a result of self-harm in children and young people aged 10-24 years	Hospital Episode Statistics (HES), NHS Digital	2021/22	Public health profiles - OHID (phe.org.uk)
Mental health	Protective factors	Number of open green spaces	Ordnance Survey	August 2023	OS Open Greenspace OS Data downloads OS Data Hub
Mental health	Protective factors	Affordable housing need and supply	Wiltshire Council Housing Team	December 2022	Not in the public domain. For details please contact: intelligence@wiltshire.gov.uk
Mental health	Protective factors	One-person households	Census 2021, Office for National Statistics	2021	TS003 - Household composition - Nomis - Official Census and Labour Market Statistics (nomisweb.co.uk)
Mental health	Risk factors	Persons over 18 reported missing to the police	Wiltshire Police	2018-2022	Not in the public domain. For details please contact: intelligence@wiltshire.gov.uk



Data sources and references

Theme	Section title	Reference title	Data source	Date	Link
Mental health	Risk factors	Persons under 18 reported missing to the police	Wiltshire Police	2018-2022	Not in the public domain. For details please contact: intelligence@wiltshire.gov.uk
Mental health	Risk factors	Reported anti-social behaviour incidents	Wiltshire Police	2018-2022	Not in the public domain. For details please contact: intelligence@wiltshire.gov.uk
Mental health	Risk factors	Reported domestic abuse offences	Wiltshire Police	2018-2022	Not in the public domain. For details please contact: intelligence@wiltshire.gov.uk
Mental health	Risk factors	Reported domestic abuse offences where children or young people were present	Wiltshire Police	2018-2022	Not in the public domain. For details please contact: intelligence@wiltshire.gov.uk
Cost of living	The current picture	Number of claims made to the local welfare provision scheme	Wiltshire Council Revenue and Benefits Team	2019/20 and 2022/23	Not in the public domain. For details please contact: intelligence@wiltshire.gov.uk
Cost of living	The current picture	Percentage of homes experiencing fuel poverty	Department for Energy Security and Net Zero	2021	Sub-regional fuel poverty data - GOV.UK (www.gov.uk)
Cost of living	Low incomes in Wiltshire	Percentage of pensioners in receipt of pension credit	Department for Work and Pensions, Stat X-Plore	February 2023	stat-xplore.dwp.gov.uk



Data sources and references

Theme	Section title	Reference title	Data source	Date	Link
Cost of living	Low incomes in Wiltshire	Percentage of children under 16 living in low income families	Department for Work and Pensions	2021/22	Children in low income families: local area statistics - GOV.UK (www.gov.uk)
Cost of living	Low incomes in Wiltshire	Percentage of persons in receipt of Universal Credit	Department for Work and Pensions, Stat X-Plore	February 2023	https://stat-xplore.dwp.gov.uk/
Cost of living	Costs	Estimated annual average lighting, heating and hot water costs	Department for Levelling Up, Housing and Communities	2022	Energy Performance of Buildings Data England and Wales (opendatacommunities.org)
Cost of living	Costs	Median house price and annual gross resident earnings	House price to residence-based earnings ratio, Office for National Statistics,	2018 - 2022	House price to residence-based earnings ratio - Office for National Statistics (ons.gov.uk)
Cost of living	At risk groups	Percentage of households classified as deprived by the four deprivation dimensions of education, employment, health and housing	Census 2021, Office for National Statistics	2021	TS011 - Households by deprivation dimensions - Nomis - Official Census and Labour Market Statistics (nomisweb.co.uk)
Cost of living	At risk groups	Percentage of children under 16 in low income families living in lone parent families	Department for Work and Pensions	2021/22	Children in low income families: local area statistics - GOV.UK (www.gov.uk)



Data sources and references

Theme	Section title	Reference title	Data source	Date	Link
Cost of living	At risk groups	Percentage of the population disabled under the Equality Act where daily activities are limited a lot and a little	Census 2021, Office for National Statistics	2021	TS038 - Disability - Nomis - Official Census and Labour Market Statistics (nomisweb.co.uk)
Cost of living	At risk groups	Percentage of the population economically inactive due to long-term illness or disability	Census 2021, Office for National Statistics	2021	TS066 - Economic activity status - Nomis - Official Census and Labour Market Statistics (nomisweb.co.uk)
Ageing population	Understanding our ageing population	Percentage of the population aged 65 years and over and 85 years and over	Census 2021, Office for National Statistics	2021	RM121 - Sex by age - Nomis - Official Census and Labour Market Statistics (nomisweb.co.uk)
Ageing population	Understanding our ageing population	Projected growth in the population aged 65 years and over	Population projections for local authorities, Office for National Statistics	2018	Population projections for Local Authorities - Office for National Statistics
Ageing population	Health	Percentage of the population aged 65 years and over who consider themselves in good health	Census 2021, Office for National Statistics	2021	RM043 - General health by age - Nomis - Official Census and Labour Market Statistics (nomisweb.co.uk)
Ageing population	Health	Dementia prevalence	Quality and Outcomes Framework (QOF), NHS Digital	2022/23	Quality and Outcomes Framework, 2022-23 - NHS Digital
Ageing population	Health	Percentage of persons aged 50 years and over disabled under the Equality Act	Census 2021, Office for National Statistics	2021	RM070 - Disability by age - Nomis - Official Census and Labour Market Statistics (nomisweb.co.uk)



Data sources and references

Theme	Section title	Reference title	Data source	Date	Link
Ageing population	Health	Hospital admissions due to falls in persons aged 65 years and over	Hospital Episode Statistics (HES), NHS Digital	2021/22	Not in the public domain. For details please contact: intelligence@wiltshire.gov.uk
Ageing population	Care, support and living arrangements	Percentage of the population aged 66 years and over living alone	Census 2021, Office for National Statistics	2021	TS003 - Household composition - Nomis - Official Census and Labour Market Statistics (nomisweb.co.uk)
Ageing population	Care, support and living arrangements	Percentage of the population aged 65 years and over providing unpaid care	Census 2021, Office for National Statistics	2021	RM113 - Provision of unpaid care by age - Nomis - Official Census and Labour Market Statistics (nomisweb.co.uk)
Ageing population	Care, support and living arrangements	Percentage of pensioners in receipt of pension credit	Department for Work and Pensions, Stat X-Plore	February 2023	stat-xplore.dwp.gov.uk
Ageing population	Care, support and living arrangements	Persons aged 65 and over receiving support to live independently (2022/23)	Wiltshire Council Adult Social Care Team	2022/23	Not in the public domain. For details please contact: intelligence@wiltshire.gov.uk
Children and young people	Understanding our younger population	Numbers of children and young people aged 0-24 years by five year age band	Census 2021, Office for National Statistics	2021	RM121 - Sex by age - Nomis - Official Census and Labour Market Statistics (nomisweb.co.uk)
Children and young people	Understanding our younger population	Children and young people aged under 15 years providing unpaid care	Census 2021, Office for National Statistics	2021	RM113 - Provision of unpaid care by age - Nomis - Official Census and Labour Market Statistics (nomisweb.co.uk)



Data sources and references

Theme	Section title	Reference title	Data source	Date	Link
Children and young people	Understanding our younger population	Percentage of children under 16 living in low income families	Department for Work and Pensions	2021/22	Children in low income families: local area statistics - GOV.UK (www.gov.uk)
Children and young people	Education and employment	Pupils achieving a good level of development at the end of the early years foundation stage	Wiltshire Council Children's Performance, Outcomes and Quality Assurance Team	2022	Not in the public domain. For details please contact: intelligence@wiltshire.gov.uk
Children and young people	Education and employment	Percentage of pupils aged 4 to 18 years with special educational needs	Wiltshire Council Children's Performance, Outcomes and Quality Assurance Team	May 2023	Not in the public domain. For details please contact: intelligence@wiltshire.gov.uk
Children and young people	Education and employment	Persons aged 16-24 years unemployed but seeking work (economically active)	Census 2021, Office for National Statistics	2021	RM024 - Economic activity status by sex by age - Nomis - Official Census and Labour Market Statistics (nomisweb.co.uk)
Children and young people	Health	Percentage of children aged 10-11 years who are obese or overweight	National Child Measurement Programme (NCMP)	2018/19 2021/22 2022/23	Not in the public domain. For details please contact: intelligence@wiltshire.gov.uk
Children and young people	Health	Hospital admissions as a result of self-harm in children and young people aged 10-24 years	Hospital Episode Statistics (HES), NHS Digital	2021/22	Public health profiles - OHID (phe.org.uk)



Data sources and references

Theme	Section title	Reference title	Data source	Date	Link
Children and young people	Health	Accepted referrals into Children and Adolescent Mental Health Services (CAMHS).	Oxford Health NHS Trust	Dec 2022 - Dec 2023	Not in the public domain. For details please contact: intelligence@wiltshire.gov.uk
Children and young people	Safety	Persons under 18 years in treatment for substance misuse	Wiltshire Council Connect Substance Use Service	2020/21 - 2022/23	Not in the public domain. For details please contact: intelligence@wiltshire.gov.uk
Children and young people	Safety	Crimes involving persons under 18 years	Wiltshire Police	2018 - 2022	Not in the public domain. For details please contact: intelligence@wiltshire.gov.uk
Children and young people	Safety	Knife crimes involving persons under 18 years	Wiltshire Police	2018 - 2022	Not in the public domain. For details please contact: intelligence@wiltshire.gov.uk

To explore the full Community Area Joint Strategic Needs Assessment, as well as a range of other data, information and reports on Wiltshire, please visit: www.wiltshireintelligence.org.uk



Lorraine McRandle

Subject: FW: Melksham House

From: Rogers, Richard <Richard.Rogers@wiltshire.gov.uk <mailto:Richard.Rogers@wiltshire.gov.uk> >
Sent: 12 February 2024 15:13
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk <mailto:clerk@melkshamwithout-pc.gov.uk> >
Subject: RE: Melksham House

And his response is:

“I raised it with Lisa Fryer, Head of SEND & Inclusion, who is leading on the development of the service specification ahead of the tender to select an education provider to run the school. We will know 100% about this once we have appointed the provider and the arrangements for bookings are agreed with them, in the meantime, we are looking to set this expectation in the specification so hopefully that will encourage a positive approach from bidders.”

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk <mailto:clerk@melkshamwithout-pc.gov.uk> >
Sent: Monday, February 12, 2024 2:08 PM
To: Rogers, Richard <Richard.Rogers@wiltshire.gov.uk <mailto:Richard.Rogers@wiltshire.gov.uk> >
Subject: Melksham House

Hi Richard

Can you remember a talk at an area board meeting, I am pretty sure it was in the library, about Melksham House being used as a SEMH school?

I asked at the time if the hall was going to be available to rent to the public, and someone was coming back to us. I haven't heard anything to date, and I have been back to the minutes a couple of times and can't see the presentation in there – I have gone back to 2022 and that is Phil Alford still talking about it being an office space then.

I have been asked about it now, can you recall it, I can't see what meeting it was to find any contact details of the speaker, beginning to think I have gone mad!

Many thanks, Teresa

Teresa Strange
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Wellbeing Statement I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Want to keep in touch?

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On twitter: @melkshamwithout On Instagram: melkshamwithoutpc