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parish of Melksham Without \_\_\_\_\_



## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 16 April 2024

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 22 April 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](http://www.zoom.us) or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**  
**Passcode: 070920**. Instructions on how to access Zoom are on the parish council website [www.melkshamwithout.co.uk](http://www.melkshamwithout.co.uk). If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

Teresa Strange, Clerk

Serving rural communities around Melksham



## AGENDA

1. **Welcome, Announcements & Housekeeping**
2. a) To receive **apologies** and consider approval of reasons given.  
b) To review Councillor Andy Russell's Leave of Absence.
3. **Invited Guests:**
  - a) Wiltshire Police: **Detective Inspector Andrew Lemon & Sergeant Gemma Rutter**
  - 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 item 10(e)**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7. To approve the **Minutes of the Full Council Meeting** held on 25 March 2024.
8. To approve the **Minutes of the Annual Parish Meeting** held on 15 April 2024.
9. **Planning**
  - a) To approve the **Planning Committee Minutes** of 8 April 2024.
  - b) To formally approve the **Planning Committee** recommendations of 8 April 2024.
  - c) **Proposed New Depot** on former Christie Miller Site, Bowerhill. To receive update following pre app meeting with Wiltshire Council on 9 April.
  - d) **Proposed battery storage facility north of Top Lane**, Whitley (Lime Down Solar). To consider community benefit ideas to submit to public consultation [www.limedownsolar.co.uk](http://www.limedownsolar.co.uk)
  - e) To consider latest update on the Melksham Neighbourhood Plan Review (JMNP#2) and to approve additional funding.
10. **Finance**
  - a) To note **Receipts & Payments** reports for March.
  - b) To seek **cheque signatories/online authority** for April payments.
  - c) To approve Bank Account and Fund Transfers.
  - d) **Quarterly Reports** for Qtr 4 Jan, Feb, Mar)
    - i) To note Budget vs Actual
    - ii) To note Bank Reconciliation
    - iii) To note VAT reclaim submitted
    - iv) To note "Over £500 spend" report to meet Transparency good practice

- e) **Council Tax Levels.** To note average Band D Council Tax levels set for local authorities in England for 2024-25: <https://www.nalc.gov.uk/news/entry/2856-the-government-publishes-council-tax-levels-for-2024-25>

## 11. **Asset Management**

- a) To receive update on **play area** legal transfers and approve if received (Pathfinder Place, Berryfield, Kestrel Court).
- b) To consider holding an Asset Management Committee Meeting on 24 June (with site meeting beforehand and agree venue).
- c) **Bowerhill Pavilion & Sports Field**
  - i) To approve electricity quotation for the Pavilion.
  - ii) To consider a request from Future of Football to install advertising signage for their tea hut just outside the Bowerhill Sports Field (Wiltshire Council land).
- d) To consider update on bleed kits investigations.
- e) To consider update and agree way forward for Environment Agency project for flood prevention measures at Shurnhold Fields.
- f) To note update on the installation of a new defibrillator outside Bowerhill Village Hall and successful Government grant funding bid.
- g) To approve the upgrade of Office 365 for office computers.

## 12. **Highways**

- a) To approve the **Highway & Streetscene** Minutes of 8 April 2024.
- b) To formally approve the **Highway & Streetscene** recommendations of 8 April 2024.
- c) **Local Highway & Footway Improvement Group (LHFIG).** To consider percentage of funding the parish council contributes towards projects in the parish.
- d) **Waiting Restriction Requests.** To review draft proposals and submit comments to consultation (by 7 May) following meeting 18 April.

## 13. **Emergency Response:**

- a) To note update on flooding resources from Environment Agency & Wiltshire Council.
- b) To receive update on progress of joint Emergency Plan with Melksham Town Council and use of SSEN grant funding to publicise.

## 14. **Community projects/partnership organisations:**

- a) To receive update on the **Village Hall meeting** held on 11 April.
- b) **Wiltshire Explore App.** To receive update following meeting held on 10 April.
- c) **Campaign to Protect Rural England (CPRE).** To receive update following meeting on 4 April.

## 15. What have we done to meet the **Climate Friendly agenda**

- a) To consider any action following the Environment Agency report on the sewage overflows into the watercourse in the parish (Southbrook)  
<https://www.gov.uk/government/news/environment-agency-publishes-storm-overflow-spill-data-for-2023> Interactive map <https://theriverstrust.org/key-issues/sewage-in-rivers>

## Lorraine McRandle

---

**From:** Gemma Rutter <gemma.rutter@wiltshire.police.uk>  
**Sent:** 02 April 2024 13:06  
**To:** Andy Lemon; Ben Coombs; Elliott Holdsworth; Evie Griffin; Izabela Dybowska; Rachel Jackson; Jennifer Miller; Laura Wallace; Ella Badder; Richard Marchese; Kerena Walters  
**Subject:** Rural Report March 2024.pptx  
**Attachments:** Rural Report March 2024.pptx

Good afternoon all,

Please find attached a summary of our Police interaction in March 2024 for your areas.

Speedwatch wise, here are the findings of our excellent Community Speedwatch Teams (please contact us if you are wishing to set up your own scheme):

**Westwood-** 20/03/2024 17 vehicles have been issued with notices of intended prosecution for excessive speeding. The roads monitored are 20 MPH and the fastest vehicle was captured at 32 MPH  
Depending on previous convictions and history 15 Drivers will be offered a speed awareness course and 2 Drivers will face £100 fine and get 3 Points.

**Staverton-** 20/03/2024 36 vehicles speeding. The roads monitored are 30 MPH and the fastest vehicle was captured at 50 MPH

Depending on previous convictions and history 27 drivers will be offered a speed awareness course; 2 drivers will receive a Fixed Penalty Notice and 3 points; 1 driver will be subject to court recovery.

**Steeple Ashton-** 20/03/2024- The roads monitored are 30 MPH and the fastest vehicle was captured at 47 MPH  
Depending on previous convictions and history 7 drivers will be offered a speed awareness course; 1 driver will receive a Fixed Penalty Notice and 3 points.

Kind regards

Gemma

## Gemma Rutter

Neighbourhood Policing Sergeant 2315 –

Melksham & Bradford on Avon

Trowbridge Police Station

[Gemma.rutter@wiltshire.police.uk](mailto:Gemma.rutter@wiltshire.police.uk)



**WILTSHIRE**

Keeping Wiltshire

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## Melksham & Bradford on Avon Neighbourhood Policing Team

### Rural Report March 2024



# Meet Your Neighbourhood Policing Team

Each Team member looks after the Town areas as well as a number of Villages and rural areas .



**PC Ben Coombs**

Sandridge  
Redstocks  
Broughton Gifford  
Norrington  
Common  
Atworth  
Shaw  
Whitley  
Beanacre  
Forrest



**PC Elliott Holdsworth**

Steeple Ashton  
Keevil  
Bulkington  
Poulshot  
Inmarsh  
Seend  
The Stocks  
Semington  
Seend Cleeve



**PC Jen Miller**

Holt  
South Wraxhall  
Bradford Leigh  
Staverton  
Monkton Farleigh  
Farleigh Wick  
Little Chalfield  
Great Chalfield



**PC Rachel Jackson**

Conkwell  
Little Ashley  
Winsley  
Turleigh  
Avon Cliff  
Westwood  
Wingfield  
Limpley Stoke



**Inspector Andy Lemon**



**Sergeant Gemma Rutter**

## Community Engagements:

- OP Scorpion was completed in March with x2 positive drug warrants. Hotel watch was carried out at 8 local hotels- 7 failed our safeguarding checks to prevent child exploitation and this is being followed up by our team and the Neighbourhood Harm Reduction Team.
- Joint patrols were carried out with the Angling Trust along our canals.
- 9 Community surgeries carried out
- 7 Parish Council meetings attended
- 3 School inputs
- 47 School patrols
- 6 Pub licencing checks
- 8 visits to care homes
- 2 ASB survey drop offs
- 2 community coffee morning events attended
- 7 plain clothes patrols
- 8 traffic/speed patrols
- 101 business visits









- 03/04/24-04/04/24- Mobile Police Van touring Bradford on Avon rural areas
- 05/04/24- 1000hrs- PCSO Wallace at Monkton Farleigh coffee morning
- 10/04/24/-11/04/24- Mobile Police Van touring Melksham rural areas
- 18/04/24- PC Miller will be at Holt Parish Council meeting
- 23/04/24- Community day of action
- 24/04/24- PC Holdsworth will be at Steeple Ashton Parish Council Meeting
- 29/04/24- SGT Rutter will be at Melksham Town Council meeting

A note from Sgt Rutter:

Dear all,

We hope you have a lovely Easter break/half term.

We have had a slight increase in garage/out building break ins- please remind your community that we share crime prevention tips on our Social Media pages so please check these out!

Please remember to contact your area PC for any questions, concerns or information you require for your area:

[ben.coombs@wiltshire.police.uk](mailto:ben.coombs@wiltshire.police.uk)

[elliott.Holdsworth@wiltshire.police.uk](mailto:elliott.Holdsworth@wiltshire.police.uk)

[rachel.Jackson@wiltshire.police.uk](mailto:rachel.Jackson@wiltshire.police.uk)

[jennifer.miller@wiltshire.police.uk](mailto:jennifer.miller@wiltshire.police.uk)



## Lorraine McRandle

---

**Subject:** FW: WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

From: Jonathan Seed <jonathon.seed@hotmail.co.uk <mailto:jonathon.seed@hotmail.co.uk> >  
Sent: Tuesday, April 16, 2024 7:49:44 AM  
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk <mailto:clerk@melkshamwithout-pc.gov.uk> >  
Subject: WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

I have now been a Wiltshire Councillor for 15 years and am still very much enjoying working in the local area, with all of our Parish Councils and on behalf of local residents. I am in the area most days and work closely with the excellent Parish Council on local government matters. As the Wiltshire Councillor for your area I am always happy to help residents to resolve your issues with local government matters. For Wiltshire Council this particularly means planning concerns, highways issues, waste collection matters and lots of other services provided by Wiltshire Council.

As we enter the new financial year this is a time to look forward at plans for local government doing our best for local people. We are blessed not only with living in a beautiful County but also in one of the (sadly rare) Council areas that has managed its finances well and is not in financial difficulty. This does not mean that we can afford to do all that we want to do but it does mean that we can do our best to produce decent local services. This includes an improving leisure service, a decent library service, regular and reliable waste services, and care for the vulnerable. That having been said, our roads are not good but are receiving better investment this spring than in most local government areas.

Over the past year I have increased my work within Wiltshire Council and I am now a member of the influential Overview and Scrutiny Management Committee as well as the Strategic Planning Committee, the Western Area Planning Committee and I also chair the Melksham Area Board. My work in County Hall has included chairing policy development committees on social housing allocation and speed limit assessment. All of this Council work has been made more difficult since mid March when I suffered a fractured pelvis in a riding accident but I am now well down the road to recovery and getting out and about.

In summary there is always lots to do as a Wiltshire Councillor, which is supposed to be a part time role(!), however I will always make time to help local residents with local government issues. I try to communicate regularly with an active Facebook page where you can follow me at [www.Facebook.com/JSforWC](http://www.Facebook.com/JSforWC) <<http://www.Facebook.com/JSforWC>> I also write this monthly Parish article and finally if you need to contact me then my direct then my contact details are below.

Email [Jonathon.seed@wiltshire.gov.uk](mailto:Jonathon.seed@wiltshire.gov.uk) <<mailto:Jonathon.seed@wiltshire.gov.uk>> Tel 07770774463

Jonathon Seed  
07770774463

**MINUTES of the Full Council Meeting of Melksham Without  
Parish Council held on Monday, 25 March 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, Terry Chivers, John Doel, Martin Franks, Mark Harris, Shona Holt, Nathan Keates, Peter Richardson and Richard Wood

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

**In attendance:** Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold), Wiltshire Council Nick Holder (Bowerhill)

**Via Zoom:** Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural) & Melksham Town Councillor Gary Cooke (for part of Meeting)

**459/23 Welcome, Announcements & Housekeeping**

Councillor Glover welcomed everyone to the meeting noting those present were aware of the evacuation procedures in the event of a fire. It was noted the meeting was being recorded and would be published on YouTube, following the meeting, and deleted once the minutes were approved.

The following announcements were made:

- The Annual Parish Meeting will take place on Monday, 15 April at 7.00pm (6.30pm for refreshments) at Melksham Rugby Club, Oakfields, Eastern Way. All welcome.
- Public consultation is currently taking place for a large battery storage installation in north Whitley, with underground cable connection proposed, from either the solar farms in north Wiltshire and/or the solar batteries in Whitley – to the substation in Beanacre. The parish council will be considering its response to the consultation at their Planning Committee meeting on 8 April. [www.limedownsolar.co.uk](http://www.limedownsolar.co.uk)

**460/24 To receive apologies and consider approval of reasons given.**

Apologies were received from Councillor Shea-Simonds due to family health reasons, but hoped to attend the meeting later, if possible.

It was noted Councillor Russell had a 3 month leave of absence.

**461/23 Invited Guests:**

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

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

Wiltshire Councillor Jonathon Seed explained he had produced a report which he understood had been circulated to Members before the meeting and thanked Members and staff for their well wishes following his recent fall.

Wiltshire Councillor Nick Holder arrived at 7.05pm.

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

**Lime Down Solar**

Wiltshire Councillor Alford explained he had arranged a meeting with Michelle Donelan MP regarding proposals for a solar battery storage facility north of Top Lane, Whitley.

Wiltshire Council were still to finalise the approach they would be taking as a consultee on proposals and this information would be fed back to the parish council. The Secretary of State would be making the final decision on proposals, with it likely to take approximately 18 months for a decision to be made.

Wiltshire Councillor Alford raised concern for those with no online access, as there did not appear to be paper copies of the response form available for residents to complete.

The Clerk advised the Parish Council had contacted Lime Down Solar and they were making arrangements to deliver paper copies of the form, as well as the information booklet to various locations within the village. An article would also appear in the Shaw & Whitley Connect Magazine, as well as the next issue of the Melksham Independent News.

**Other Matters**

Whilst the site near the electricity substation on the Asda roundabout, adjacent to the river, was within the town boundary, the meeting was informed an Enforcement Notice had been issued to the landowner to clear the site of litter and other materials. The Environment Agency had also been contacted.

The Clerk explained she had also contacted the Environment Agency

with their Drainage, Water Contamination and Enforcement officers now in the loop with the Wiltshire Council Drainage, Public Protection and Planning Enforcement officers and will now include Wiltshire Councillor Alford in the circulation list. There was a potential flood risk from the banking up of materials to raise the ground level.

Discussions had been held with the Tree Officer at Wiltshire Council regarding the possibility of additional tree planting on the highway verge adjacent to The Spa.

Wiltshire Councillor Alford informed the meeting there had been a recent change within the Wiltshire Council Cabinet and whilst he was still Cabinet Member for Housing, he was no longer Cabinet Member for Strategic Assets & Asset Devolution, with Councillor Holder now Cabinet Member for Highways.

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

Wiltshire Councillor Holder provided an update on the following:

**Pathfinder Way, Bowerhill**

Enforcement action had taken place against Taylor Wimpey regarding the public open space on land north of the proposed new primary school, with work now underway on landscaping the area. However, he was still unclear how this area would be delineated from the area to be transferred back to Wiltshire Council as part of the school site but had requested clarity on this.

With regard to the proposed primary school, the planning application was still awaiting a decision, but it was understood that the highway issues had now been resolved. Once the land transfer had taken place, Wiltshire Council would complete the conveyance of the land.

A highways site meeting took place last week to discuss outstanding remedial work, both within the development and Pathfinder Way. After Easter, it was expected that a detailed remedial plan for the works to be carried out would be issued, which would include sorting out the issues with the Pathfinder roundabout directional arrows.

Unfortunately, there were complications with the works on the Spa Road roundabout, as this involved two different planning applications and two different developers ie Taylor Wimpey and the consortium for Hunters Wood/The Acorns to the East of Snowberry Lane. Whilst Taylor Wimpey is required to complete highway works now, as they had finished building, the consortium for Hunters Wood/The Acorns, did not have a requirement to complete until their building work had been completed.

Wiltshire Councillor Holder explained he had raised this at Wiltshire

Council and requested that when the works were resolved on the Pathfinder Way side of the roundabout, the works on the other side also needed to be resolved and was awaiting a response from officers on this.

With regards to the final element of S106 funding relating to the Pathfinder Place site, this included the building of a footpath from the A365 to the rear of Burnet Close with a draft plan being issued at the end of the previous week. It was understood the works would be completed by the early part of next year.

**Blackmore Farm planning application for 650 dwellings (PL/2023/01949).**

The application had been refused by Wiltshire Council for various reasons. However, a decision was still awaited on the new planning application for 500 dwellings on the same site (PL/2023/11188).

**Footpath to the rear of Melksham Oak School**

The consultation period had been extended as some specific technical questions had been raised, with it understood that if the objections raised could be resolved without further contention, then it was likely the decision would be made by a planning officer, rather than going to Committee for a decision. It was hoped the works would be completed ready for the start of the school year in September.

**Proposals for Wiltshire Council Strategic Depot on former Christie Miller Site, Bowerhill**

It was noted the Clerk had requested assurance that there would be a pre-app meeting with Wiltshire Council and the parish council and had been assured that this would take place.

Standing Orders were reinstated.

**462/23 a) To receive Declarations of Interests**

The following Councillors declared an interest in Min 444/23 in relation to the recommendations of the Finance Committee Meeting held on 4 March 2024 for grant applications:

Councillors Holt and Wood, as Chair and Trustee of Berryfield Village Hall Trust respectively.

Councillor Harris as Chair of Bowerhill Village Hall.

Councillor Peter Richardson, as Chair of Community Action Whitley & Shaw (CAWS).

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

None received.

**463/23 To consider holding items in Closed Session due to confidential nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required (Agenda items 9a & 9b, 11a) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.***

Councillor Glover advised the following items be held in closed session for the following reasons:

**• Item 8(c): Neighbourhood Plan Update**

Reason: confidential discussions still ongoing.

**• Items 9(a) & 9(b): Staffing minutes and recommendations**

Reason: if Members wished to discuss the recommendations relating to staffing matters.

**• Item 11(a): Pathfinder Way Play Area Legal Transfer**

Reason: legal.

**• Items 11(d), (e) & (f): Asset Management – Approve quotations received.**

Reason; Contractual and commercially sensitive

**Resolved:** That items 8(c), 9(a), 9(b), 11(a), (d), (e) & (f) be held in closed session for the reasons given.

**464/23 Public Participation**

Melksham Town Councillor Gary Cooke explained he was in attendance to observe the meeting.

**465/23 To approve the Minutes of the Full Council Meeting held on 19 February 2024.**

It was noted there was one minor error on p12, noting the date should read 15 February and not 15 March.

**Resolved:** To approve with the above amendment and for the Chair to sign the Full Council minutes of 19 February 2024.

**466/23 Planning**

**a) To approve the Planning Committee Minutes of 26 February 2024.**

The following amendments were requested as follows:

Min 437(a)(iii) relating to Semington Parish Neighbourhood Plan

**Resolved:** The **Parish Council** support the policies in the Semington Parish Neighbourhood Plan.

Min 433/23 relating to Revised Plans and planning application PL/2023/10488 and proposals for a footpath to the rear of Melksham Oak School

The last paragraph read as follows: Having looked at the comments on the Planning Portal, it appeared the Rights of Way Team had made a few observations and sought clarification that MELW18 would not need to be modified and that access through Woolmore Farm would **not** be compromised.

Councillor Glover informed the meeting proposals for 53 dwellings at Townsend Farm (PL/2022/08155) had been refused by Wiltshire Council's Strategic Planning Committee and would be included on the next Planning Committee agenda to note.

**Resolved:** To approve, with the above amendments, and for the Chair to sign the Planning Committee minutes of 26 February 2024.

**b) To formally approve the Planning Committee recommendations of 26 February 2024.**

The Clerk explained, with regard to comments made at the meeting relating to rear access to the proposed new primary school at Pathfinder Way (Min 434(d)(i)), that she understood Wiltshire Council did not like rear accesses to schools, for safeguarding reasons, and

sought views of Members if they wished to pursue this, given they had requested this rear access to the school.

It was agreed that there were examples of other rear accesses to schools locally, such as Bowerhill Primary School and Melksham Oak for instance and therefore a rear access to the site was important.

Standing Orders were suspended to allow Wiltshire Councillor Holder to speak to this item.

Wiltshire Councillor Holder confirmed this had been a comment made by a Highways Officer at a site meeting the previous week regarding a policy decision of Wiltshire Council. However, he understood from the School Design Team a rear access to the school site was proposed.

Standing Orders were reinstated.

With regard to Buckley Gardens (Min 438(a)(ii)/23) Councillor Holt explained that she had witnessed commercial vehicles accessing Shails Lane the previous week.

The Clerk confirmed Planning Enforcement had again been made aware of construction vehicles accessing Shails Lane, as well as concerns of mud on the road. Councillor Wood confirmed he had noticed significant amounts of mud of the road, despite a sweeper regularly in attendance.

It was noted lorries carrying earth were often seen queuing along Hampton Park West in the mornings ready to get onto the site and were causing issues for other road users.

With regard to Min 438(a)(iii)/23 and street names for land to the rear of Townsend Farm (PL/2023/00808) for 50 dwellings, the Clerk confirmed Councillor Baines had spoken to a member of the Keen family and they were happy for the name Keen to be used as a potential street name.

Councillor Wood confirmed he was unable to locate a living relative of William Tayler who appeared in the 1881 census and requested Keen be used for the main spine road for this development.

**Resolved:** To approve the recommendation contained within the Planning Committee minutes of 26 February 2024.



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

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

During this item Councillor Chivers left the meeting at 8.55pm.

- d) Proposed changes to national planning rules regarding brownfield sites. To consider a response to the consultation (closing date 26 March)**

The Government were currently consulting on proposed changes to national planning rules regarding brownfield sites, with Members forwarded a proposed response to the consultation from the Neighbourhood Plan planning consultations, Place Studio:

Q.1: Do you agree we should change national planning policy to make clear local planning authorities should give significant weight to the benefits of delivering as many homes as possible [yes/no]? If not, why not?

A: No

There is a shortage of housing and affordable housing. Much is as a result of delivery failures and not lack of planning consents. Planning policies should optimise (but not maximise) the enabling of housing delivery on sustainable brownfield sites.

Not all brownfield land is sustainably located for housing. Only where sustainability is demonstrated should housing be optimised. Sustainable development is mixed development with services, facilities and jobs within c15-20 minutes walk/ride of each other. Whilst brownfield development should be promoted for sustainable development, it should not be promoted to maximise housing at the expense of creating sustainable and balanced communities. To maximise the sustainability and vitality of market town centres like Melksham it is agreed that significant housing growth may be a driver.

Where there are significant environmental factors eg flooding risk, significant weight should still be given to the health and safety of residents. However, plan making should give greater in principle weight to the inherent sustainability of brownfield land over lower risk green sites and be flexible to on-site and construction measures to protect residents within a resilient environment.

Q.2: Do you agree we should change national planning policy to make clear local planning authorities should take a flexible approach in applying planning policies or guidance relating to the internal layout of development [yes/no]? If not, why not?

A: No.

Everyone deserves a decent home. Developers should not be enabled to create low quality and low value internal layouts that are contrary to the National Described Housing Space Standards.

Only on exceptional circumstances where other benefits are proven to outweigh and acceptable mitigation is in place should lower space standards be accepted. This is sufficient flexibility. It is not acceptable to excuse poor quality habitable space by coating it in beauty.

Affordable housing and market housing should be tenure blind. The policy approach risks creating distinctly poor cheaper housing with the associated stigmas and social impacts.

Q.3: If we were to make the change set out in question 2, do you agree this change should only apply to local policies or guidance concerned with the internal layout of developments [yes/no]? If not, what else should we consider?

A: No!

This is a Government initiative in pursuit of a Government housing delivery target. LPA's and Councils should not be made responsible for housing standards to compensate strategic house building delivery shortfalls where it knows significant land is allocated and consented but not built out.

Regional delivery of the "flexibility" risks local circumstances influencing the delivery of substandard housing to maximise profits and not efficiency. Councils and regeneration agencies should once again be empowered and supported to drive forward brownfield land regeneration within a framework of housing standards.

**Resolved:** To respond to the consultation using the responses provided by Place Studio.

**e) Improvements to footpath from toucan crossing on A365 to the rear of Burnet Close.**

**Resolved:** To welcome proposals but to request delineation between pedestrians and cyclists.

**467/23 Staffing**

**a) To approve the Minutes of the Staffing Committee meeting held on 18 March 2024.**

**Resolved:** To approve and for the Chair to sign the Staffing Committee minutes of 18 March 2024.

- b) To approve the recommendations of the Staffing Committee meeting held on 18 March 2024.**

**HELD IN CLOSED SESSION.**

The Clerk declared an interest in Min 457/23 and left the meeting during this item.

**Resolved:** To approve the recommendations contained within the Staffing Committee minutes of 18 March 2024.

- c) To note Employer Pension contribution rates for 2024/25.**

**Resolved:** To note the Employer Pension contribution rates for 2024/25 of 19.7%, which was the same as the current financial year:

**468/23 Finance**

- a) To note circular from the National Association of Local Councils (NALC) confirming powers of local councils (following amendments to Section 19A of the Local Government Act 1984) to fund works to property relating to affairs of the church or held for an Ecclesiastical charity (England only).**

Members noted the parish council were now able to fund projects that related to the fabric of church buildings, which was previously prohibited and cleared up any ambiguity relating to a grant request from the Good News Church regarding That Meeting Space, where members had sought clarification on the law.

- b) To review the Grant Policy in light of amendments to Section 19A of The Local Government Act 1984.**

In light of the change in legislation above, approval was sought to remove Clause 8 from the Grant Policy, which related to not being able to fund church buildings.

It was noted Councils would need to consider requests in respect of church property or property held for an ecclesiastical charity, as they would any other funding request. Funding powers further to Section 19A of the 1894 Act were discretionary.

**Resolved:** To remove clause 8 from the council's Grant Policy.

- c) To approve the Minutes of the Finance Committee meeting held on 4 March 2024.**

**Resolved:** To approve and for the Chair to sign the Finance Committee minutes of 4 March 2024.

- d) To formally approve Finance Committee recommendations of 4 March 2024.**

**Resolved:** To formally approve the Finance Committee recommendations of 4 March 2024.

- e) To note Receipts & Payments reports for February.**

**Resolved:** Noted.

- f) To seek cheque signatories/online authority for March payments**

**Resolved:** For Councillor Baines and Doel to be cheque signatories/online authority for March payments and Councillors Holt and Pafford to sign the grant cheques at a later date.

- g) To approve Bank Account and Fund Transfers.**

**Resolved:** To approve £35,000 transfer from the Unity current account to the Lloyds current account to cover the grant cheques.

**469/23 Asset Management**

- a) To receive update on Pathfinder Place play area legal transfer and approve if received.**

The Clerk explained she was still awaiting the legal transfer documentation.

In order to try and move this on she had visited the site with a representative of Taylor Wimpey and a senior Highway Officer who had confirmed they could not see why there was a delay to the council having the right of vehicular access to the site. In reply to the latest queries, the Clerk had gone back to the solicitors to state vehicular access would only be required on the odd occasion to replace play equipment for example, or clean the safety surfacing.

- b) Shurnhold Fields**

- i) To receive update following Shurnhold Fields meeting held on 21 February regarding the flood alleviation project and consider next steps.**

Councillor Glover confirmed the project would need land drainage consent and was currently awaiting David Sharp Architect to overlap drawings of the car park plan with the flood prevention works, before the application is raised. It was noted there would be cost implications to this work; however, this would be minor.

Unfortunately, there was no news from Melksham Town Council that they were onboard and written to residents of Dunch Lane (which is in the town and not the parish) regarding the proposed flood prevention bund south of Shurnhold Fields to the rear of their properties.

It was understood the request for the town council to write to those residents affected in Dunch Lane had not been put before a meeting of Melksham Town Council or a committee meeting.

Councillor Glover informed the meeting he would be writing to the Town Mayor to seek assurances this work would be undertaken.

Councillor Doel informed the meeting several people had commented to him that Dunch Lane was used as a 'race track' around the bend near the play area.

Members were reminded there was some S106 funding available to improve Dunch Lane. However, this was on hold, as it was understood Wiltshire Council were still waiting for the Town Council to consult their residents on highway improvements, such as making Dunch Lane one-way.

**ii) To note outcome of grant application from Friends of Shurnhold Fields to Melksham Area Board and approve 100% funding from the S106 maintenance fund.**

Councillor Glover explained that the Friends of Shurnhold Fields had been advised to withdraw their grant application to the Area Board for a new lawn mower, as would likely be turned down, as they considered funding was available via the S106 maintenance fund for Shurnhold Fields.

It was noted the Town Council had previously supported 100% funding for a new lawn mower to come from the S106 Shurnhold Fields maintenance fund if the grant application to the Area Board were turned down.

The Clerk explained she would discuss with the Friends of Shurnhold Field Group on when they wished to purchase a new

lawnmower, as there was no shed on site as yet to store it, as it was part of the car park project.

**Resolved:** To support the 100% funding for a new lawn mower to come from Shurnhold Fields S106 maintenance fund.

**c) To consider the purchase of Bleed Kits in the parish, deferred from Full Council on 19 February 2024 (Min 432(b)/24).**

Councillor Glover informed the meeting that if the parish council were minded to proceed with purchasing bleed kits at £85 each, the sensible approach seemed to be to put them in the council's defib cabinets rather than their own cabinets which would cost approximately £400-£500 each, and sought a steer from Members on a way forward.

Discussion ensued on the appropriate location for the kits, noting concerns from Community Heartbeat who monitor the council's defibs that if a bleed kit was deployed, it would indicate on their online monitoring system that the defib was also deployed and not available, when it was not. Having bleed kits available for community access was a relatively new thing, and Community Heartbeat did not yet have the technology to have two different items on an online system with the Ambulance Trust.

Councillor Holt understood there was a national charity which was looking to roll out bleed kits to taxi drivers and this may be worth investigating.

Concern was raised if people would have the skills to use a bleed kit.

**Resolved:** To investigate further whether the bleeds kits and defibs can be stored in the same cabinet without causing issues.

To seek further information on the national charity looking to roll out bleed kits to taxi drivers and if the parish council could take advantage of the scheme and to investigate other local charities who may be able to assist.

**d) To approve quotations for play area and MUGA (Multi Use Games Area) safety surfacing cleaning.**

**HELD IN CLOSED SESSION.**

The following quotes had been received, as the current arrangements with Idverde had been terminated.

QUOTATION A: £5,074.99 + VAT (parish council to supply water)

QUOTATION B: £5,250 + VAT (will supply own water but may need

to replenish)

QUOTATION C: £5,920 + VAT (will provide own water)

QUOTATION D: £7,000 + VAT

It was noted some quotes had included Whitworth Play area, which they had not been asked to do, as this play area was going to be left uncleaned and treated, as a comparison trial.

Following investigation, it was estimated 3000 litres of water would cost the parish council £12.76, noting those who had said they would supply their own water may still have to replenish their supply.

Councillor Franks noted Wessex Water installed metered water hydrants, which may be cheaper than water from an outside tap.

**Resolved:** To approve quotation B from VitaPlay of **£4,550 + VAT** (£5,250 - £700 quoted for Whitworth Play area).

- e) Grass cutting contract: To consider alternative quote if received, or if not available, agree way forward with existing contractor and next steps for procurement process.**

#### **HELD IN CLOSED SESSION.**

It had been agreed at a previous meeting to seek an alternative quote for grass cutting and bin emptying to benchmark the incumbent contractor. The current contract was due to expire on 31 March 2024, having been extended for a year in 2023. To inform budget setting, the current contractor had advised that they would be increasing their costs by approximately 5%. The Asset Management Committee had asked the current contractor to provide a quote for a 3-year contract, but the quotation received had been higher than budgeted for. Officers were asked to obtain a comparative quote; however, they had not been successful in securing another quote despite trying different providers and contacting similar local organisations for details of their contractors.

It was noted the quoted annual cost for the contract was close to the current threshold of £30,000 that triggers a tender exercise. When this contract had previously been due for renewal, advice had been sought from National Association of Local Councils (NALC) on not going out to tender if it was felt that the council were happy with the incumbent supplier if at a suitable increase, and would be a waste of time and effort for other companies to quote if they would not be awarded the contract; and not good use of public money to conduct the exercise. NALC had advised as long as the cost of the contract annually was not over the tender threshold the council did not need to go out to tender, as long as it

was clear on the reasons why the parish council were not doing so, with this advice dated 2015.

Members reviewed the options on the way forward that had been set out in the agenda papers by the finance officer.

It was suggested to extend the current contract for a further year. Noting the costs were currently close to the tender threshold and/or likely to go beyond this next year, the Council seek tenders for grass cutting and bin emptying in September 2024; so a contract can be in place in good time by April 2025.

Clarification was sought if the current contractor could be tied into a 3-year contract with the price quoted of £23,765.66. The Clerk, as the Responsible Finance Officer to the Council expressed caution in doing this, bearing in mind when adding VAT to the price quoted, this made the costs close to the £30,000 tender threshold, without seeking an additional quote.

Councillor Glover had asked the Clerk to look at whether there were any updates since 2015 and to come back to a future meeting if necessary.

**Resolved:**

1. To extend the current grass cutting/bin emptying contract with J H Jones for a further year to 31 March 2025 at £23,765.66 excluding VAT.
2. To explain to J H Jones that the parish council will be going out to tender in September for the renewal of this contract, due to their financial regulations, and is not a reflection on their service that they are seeking alternative prices.

**f) To receive update on Speed Indicator Devices (SIDs) and approve quotes for regular installation.**

**HELD IN CLOSED SESSION.**

The Clerk advised that despite contacting several contractors they had only received the following quotation from J H Jones. This contractor had the necessary Street Works Licence and public liability insurance:

- To move SIDs to different sites within the parish area and fix to posts on a fortnightly turnaround when instructed to do so.
- To store and charge batteries required at Park Farm.
- To inform Wiltshire highways of new sites.
- To inform Southern Electric and other parties as required

**TOTAL £193.00 + VAT**



**Resolved:** To approve the quotation of £193.00 + VAT from J H Jones, as quoted above, with the two SIDs to be moved every fortnight, at that cost per fortnight.

#### **470/23 Highways**

**a) To receive update on Semington Road Bus Gate and installation of an ANPR (Automatic Number Plate Recognition) Camera and approve the parish council's funding contribution.**

Councillor Glover informed the meeting that it was understood both Semington Parish Council and the Local Highway & Footpath Improvement Group (LHFIG) would be paying for the purchase of the device.

It had been confirmed that the parish council would only have to pay £1,000 per year from year 2 onwards (2025/26) towards the running costs, with Semington Parish Council also confirming they would contribute £1,000 to the annual running costs.

The Clerk noted that at a previous meeting Members had asked for revenue from the ANPR camera, however clarification had been provided that the revenue would be used to offset the costs, with an aim to not make any charges to the parish councils from year 3 onwards, if the revenue off sets the costs.

**Resolved:** To approve the annual £1,000 maintenance costs from Year 2 onwards (2025/26), to come from either Community Infrastructure Levy (CIL) funding or solar farm funding to be assessed at that budget setting period.

**b) Parking Charges, Melksham Station Car Park**

Members noted the Traffic Order to implement parking charges at Melksham Station Car Park had been approved by the Cabinet Member for Transport, Street Scene and Flooding.

It was noted parking could be paid for via the Wiltshire Council Parking App or debit card, but not cash.

**c) To receive update on Rea Time Passenger Information (RTPI) and consider Kestrel Court Bus Shelter as next site for installing RTPI and if so, approve cost.**

Councillor Glover informed the meeting the Clerk was still chasing Wiltshire Council's Passenger Transport officers for usage data and

criterion to look at a matrix of stops/shelters for prioritising the future rollout of other RTI devices.

Whilst the council were already proceeding with the installation of RTPI on the bus shelter at Mitchell Drive, Bowerhill; funding was available from Wiltshire Council's Passenger Transport section of 50% share for the two shelters at the Kestrel Court stop, and therefore, a steer was sought if the parish council wished to go ahead with the installation of RTPI on Halifax Road (Kestrel Court bus shelters) at a cost of £5,736.67 excluding VAT (effectively getting two for the price of one).

**Resolved:** To approve the funding (to come from the Community Infrastructure (CIL) share pot with the Town Council) of £5,736.67 to install RTPI at both Kestrel Court bus shelters on Halifax Road.

#### **d) Taxi Licensing**

Members welcomed Wiltshire Council introducing a Single Licensing Zone for Hackney Carriages which would enable taxi drivers having dropped off a passenger/s in Wiltshire to be able to pick up a return fare.

#### **471/23 Emergency Response:**

The meeting was informed the Clerk had been progressing support from the drainage team for two properties in Corsham Road, Whitley. Contact had also been made with the Environment Agency regarding flooding concerns on the site near the sub-station on Asda Roundabout, as well as Woodrow Road, where sewerage had backed up causing flooding issues.

The Clerk advised the meeting that the two properties on Corsham Road had been pumped, with the help of volunteers from Community Action Whitley & Shaw, Community Emergency Group (CAWS CEG), about 8 times this year.

There had been a good response from the Drainage Team at Wiltshire Council in assisting those impacted by flooding.

Councillor Glover left the meeting briefly; therefore, Councillor Pafford chaired the meeting for the next item.

#### **472/23 Community projects/partnership organisations:**

##### **a) Melksham Community Support and Age UK.**

Several representatives of the parish council attended a Finance Committee of Melksham Town Council on 11 March 2024.

At the meeting an £8,500 grant had been approved, to fund the Town Council's share for the Melksham Community Support Project, with it understood between £1,100-£1,500 was also available to contribute towards their share of the costs, however, this was still be clarified, with it understood the shortfall in funding would be considered by their Full Council in due course.

**b) To receive update on the Village Hall meeting held on 22 February.**

Notes of the meeting had been circulated to members prior to the meeting.

Those present at the meeting felt it had been a useful meeting and another meeting had been arranged for 11<sup>th</sup> April and a WhatsApp Group set up.

**c) To receive update on Melksham Area Board Meeting held on 6 March.**

Councillor Wood explained he had managed to be included in the visit to Melksham House prior to the Area Board meeting which had been worthwhile and noted how modern it now looked inside.

**d) 3G provision in the Melksham area.**

Councillor Glover explained following the meeting on 22 March, that there was still a large amount of money for the community to find, to contribute towards the funding of the 3G pitch and the town and parish council may be asked to contribute via a Community Infrastructure Levy (CIL) request.

The Clerk, having attended the meeting, provided an update including the costs involved in providing a 3G pitch which would be in the region of c£900,000, with the Football Foundation happy to provide two thirds of the funding, with the community having to find the other third of funding c£300,000.

Wiltshire Council would be looking at S106 funding via playing field contributions, the Blackmore Farm application for 650 dwellings (PL/20

23/01949) had recently been turned down by Wiltshire Council and the Snarlton Farm application for 300 dwellings (PL/2023/07107) had been withdrawn by the applicant. Therefore, this type of funding would not be coming forward any time soon.

Another option would be if the Football Club sought private funding, however, the Football Foundation are not able to contribute if funding is sought via this route. Other ways of fund raising were also

considered.

At the meeting there had been discussion how in other parts of the Country the community had contributed towards the cost via CIL funding. At the meeting the Clerk had highlighted it was the decision of parish councils/town councils where CIL funding is spent in their respective communities, bearing in mind the need for various types of other infrastructure within a community.

From the various groups present, it was understood there to be a need for two 3G pitches in the community in addition to the one at Melksham Oak. However, everyone was waiting for the Playing Field Strategic Report from Wiltshire Council as evidence to support their case.

**Resolved:** To note the potential for 3G pitch provision in the Melksham area. Whilst the parish council support the need for such provision it will consider funding requests when it is clear what the requirement is.

**e) To consider a response to Wiltshire Council's Cultural Strategy for the County.**

It was noted whilst the deadline for the consultation had closed at the weekend, the parish council could still send a late submission. The consultation was subjective, therefore Councillor Glover suggested members send in their own individual responses if interested.

**473/23 What have we done to meet the Climate Friendly agenda?**

**a) To note update on tree planting/grant funding from Wiltshire Council's Woodland Team and to consider any suitable projects.**

Members noted information from Wiltshire Council regarding tree planting and grant funding which had also been circulated to organisations/groups in the parish by the officers.

Councillor Pafford informed the meeting that Melksham Oak secondary school had recently planted 400 trees received from the Woodland Trust, which the six formers had undertaken as part of a project.

**b) Jubilee Tree Planting**

Unfortunately, due to other work commitments, the tree planting season had been missed. Discussions were still taking place with various landowners to obtain their permission. Therefore, it was hoped the trees would be planted in the next planting season, between November 2024 and March 2025.

**c) Biodiversity Action Plan. To consider the working document for the Biodiversity Action Plan following adoption of the Biodiversity Policy in December.**

It was explained the Clerk had met with Councillor Keates to discuss ideas with notes being circulated to members in due course.

**Resolved:** To defer this item to the next Full Council meeting on 22 April.

**d) To receive an update on Wiltshire Council's Local Nature Recovery Strategy, following workshop on 19 March**

Both the Clerk and Councillor Keates had attended the workshop on 19 March and whilst it was difficult to give input on other areas in Wiltshire and Swindon had raised flood prevention measures in the north of the parish.

Members were reminded the consultation ended on 31 March.

The Clerk felt it was worth the parish council thinking of some areas and projects that could be used to offset any 10% biodiversity net gain for new developments which could not provide it on the application sites.

**Resolved:** For members to complete the consultation survey individually if they wished.

Meeting closed at 9.50pm

Signed:.....  
Chair, Full Council, 22 April 2024

## Receipts for Month 11

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>5,846.34</b>					<b>5,846.34</b>	
V3773-ALLO	Banked: 01/02/2024	<b>35.00</b>						
V3773-ALLO	Allotment Holder	35.00			1310	310	35.00	Rent for plot 5a Berryfield
V3774-BACS	Banked: 05/02/2024	<b>66.00</b>						
V3774-BACS	Bath Road Wanderers	66.00			1210	210	66.00	Inv.396- 4th February 24 match
V3775-BACS	Banked: 07/02/2024	<b>35.00</b>						
V3775-BACS	Allotment Holder	35.00			1310	310	35.00	Relet- Rent plot 6a Berryfield
V3776-BACS	Banked: 08/02/2024	<b>82.50</b>						
V3776-BACS	Redfish Events	82.50			1260	210	82.50	Inv.402-Bowerhill Bomber race
V3777-ALLO	Banked: 12/02/2024	<b>35.00</b>						
V3777-ALLO	Allotment Holder	35.00			1310	310	35.00	Rent for plot 10a Berryfield
V3778-FOF	Banked: 12/02/2024	<b>318.00</b>						
V3778-FOF	Future of Football	318.00			1210	210	318.00	Inv.395- Feb training camps
V3779-BACS	Banked: 22/02/2024	<b>66.00</b>						
V3779-BACS	Staverton Rangers	66.00			1210	210	66.00	Inv.397-3rd Feb Match
V3780-BACS	Banked: 26/02/2024	<b>22.00</b>						
V3780-BACS	Redfish Events	22.00			1260	210	22.00	Inv.404- Hire of kitchen
<b>Total Receipts for Month</b>		659.50	0.00	0.00			659.50	
<b>Cashbook Totals</b>		<u>6,505.84</u>	<u>0.00</u>	<u>0.00</u>			<u>6,505.84</u>	

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Date: 01/03/2024

## Melksham without Parish Council Current Year

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Time: 14:46

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 11

Payments for Month 11			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/02/2024	Water 2 Business	V3768-DD	97.57			4323	320	97.57	782-Berryfield Allotments wate
01/02/2024	Water 2 Business	V3769-DD	276.89			4323	320	276.89	Inv.583-BSF Allotments water
01/02/2024	Water 2 Business	V3770-DD	363.43			4322	220	363.43	Inv.646-Pavilion water charges
15/02/2024	Daisy (One bill)	V3771-DD	41.09		6.85	4384	220	34.24	Inv.752-Pavilion WiFi
15/02/2024	Daisy (One Bill)	V3772-DD	41.09		6.85	4190	120	34.24	Inv.751- Office WiFi and line
<b>Total Payments for Month</b>			820.07	0.00	13.70			806.37	
<b>Balance Carried Fwd</b>			5,685.77						
<b>Cashbook Totals</b>			6,505.84	0.00	13.70			6,492.14	

Receipts for Month 11			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		140,682.96					140,682.96	
	Banked:	0.00						
			0.00					0.00
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>140,682.96</u>	<u>0.00</u>	<u>0.00</u>			<u>140,682.96</u>	

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Date: 01/03/2024

## Melksham without Parish Council Current Year

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Time: 14:46

## Cashbook 2

User: MR

## Unity Bank

For Month No: 11

## Payments for Month 11

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/02/2024	Grist Environmental	V3764-DD	1.44		0.24	4770	220	1.20	Inv.1032- B'hill waste away
06/02/2024	EDF Energy	V3765-BACS	223.27		10.63	4302	220	212.64	007- Pavilion electricity
16/02/2024	Lloyds Bank PLC	V3766-DD	184.71		28.72	4120	120	6.90	Flood letters to residents
						4120	120	2.50	Letter sent to hirer
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone subscription
						4175	120	5.50	Website domain
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
28/02/2024	Melksham Town Council	V3742-BACS	1,897.50			4680	170	1,897.50	Inv44- Share NHP support 6072
28/02/2024	Melksham Town Council	V3741-BACS	907.50			4680	170	907.50	In45 Share NHP support 6088
28/02/2024	Melksham Town Council	V3743-BACS	2,268.75			4680	170	2,268.75	In.32 Share NHP Support 6065
28/02/2024	Melksham Town Council	V3744-BACS	10.50			4680	170	10.50	Inv.33- NHP boxes- Consultati
28/02/2024	Melksham Town Council	V3745-BACS	5,000.00			4670	170	5,000.00	Inv.46-Market PI toilets 23/24
28/02/2024	Melksham Town Council	V3746-BACS	1,051.20			4820	142	1,051.20	In.48-SHF Caretaking 23/24
						347	0	-1,051.20	In.48-SHF Caretaking 23/24
						6000	142	1,051.20	In.48-SHF Caretaking 23/24
28/02/2024	Agilico	V3747-BACS	109.91		18.32	4130	120	91.59	Inv.559-Office photocopying
28/02/2024	Glasdon U.K Limited	V3748-BACS	430.58		71.77	4785	142	358.81	472-Replacement bin Westlands
28/02/2024	JH Jones & Sons	V3749-BACS	1,765.12		294.19	4400	142	38.13	Inv.3993-Kestrel Shrub mainten
						4409	142	179.67	Inv.3993-Hornchurch Grass cutt
						4820	142	36.21	Inv.3993-SHF Annual cut
						347	0	-36.21	Inv.3993-SHF Annual cut
						6000	142	36.21	Inv.3993-SHF Annual cut
						4402	320	66.16	Inv.3993-Allotment grass cutti
						4400	142	244.09	Inv.3993-Jan 24 Play area gras
						4780	142	57.75	Inv.3993-Play Area bin emptyin
						4781	220	87.54	Inv.3993-JSF Bin emptying
						4401	220	761.38	Inv.3993-JSF Grass cutting
28/02/2024	Kanconnections	V3750-BACS	302.40		50.40	4721	220	252.00	1587- JSF CCTV and light repar
28/02/2024	Kanconnections	V3751-BACS	439.20		73.20	4049	142	366.00	In.1585-Pathfinder defib cabin
28/02/2024	Mr Sparkles Melksham Ltd	V3752-BACS	200.00			4721	220	200.00	Inv.024- External pavilion cle
28/02/2024	Wiltshire Council	V3753-BACS	378.59			4510	142	378.59	532-Shaw traffic louvered Hood
28/02/2024	Wiltshire Publications Ltd	V3754-BACS	805.92		134.32	4230	120	46.40	Inv.446-Grant advert
						4230	120	130.20	Inv.446-Co-Option Vacancy

Continued on Page 208

Payments for Month 11				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4240	120	495.00	Inv.446-Quarterly newsletter
28/02/2024	Aquasafe Environmental Ltd	V3755-BACS	300.00		50.00	4212	220	250.00	Inv.203- Jan & Feb PPM Visit
28/02/2024	Wiltshire Pension Fund	V3756-BACS	2,082.11			4045	130	1,588.51	Period 11- February 2024
						4000	130	240.65	Period 11- February 2024
						4020	130	123.47	Period 11- February 2024
						4010	130	129.48	Period 11- February 2024
28/02/2024	HM Revenue & Customs	V3757-BACS	2,411.99			4041	130	817.45	Period 11- February 2024
						4000	130	482.80	Period 11- February 2024-T
						4000	130	265.43	Period 11- February 2024-NI
						4020	130	191.40	Period 11- February 2024-T
						4020	130	108.07	Period 11- February 2024-NI
						4010	130	210.80	Period 11- February 2024-T
						4010	130	118.44	Period 11- February 2024-NI
						4460	142	178.40	Period 11- February 2024-T
						4800	320	13.60	Period 11- February 2024-T
						4070	120	25.60	Period 11- February 2024-T
28/02/2024	Teresa Strange	V3758-BACS	████████			4000	130	████████	February 2024 Salary
						4070	120	36.00	Mayorreception Cllr Glover x2
28/02/2024	Lorraine McRandle	V3759-BACS	████████		0.67	4020	130	████████	February 2024 Salary
						4120	120	3.20	Postage for 1x Full Council ag
						4370	120	3.33	Bin bags for office
						4155	120	7.50	Coffee for office
						4155	120	1.35	Milk
						4120	120	2.60	Postage for Planning agenda pa
28/02/2024	Marianne Rossi	V3760-BACS	████████			4010	130	████████	February 2024 Salary
						4120	120	2.75	Postage for letter-contractor
						4120	120	2.60	Asset agenda pack x1
28/02/2024	Terry Cole	V3761-BACS	████████			4460	142	████████	February 2024 Salary
						4050	142	47.50	Travel Allowance
						4051	142	45.00	Mileage x100
28/02/2024	David Cole	V3762-BACS	████████			4800	320	████████	February 2024 Salary
28/02/2024	John Glover	V3763-BACS	38.40			4070	120	38.40	February 2024 Chairs allowance
29/02/2024	Teresa Strange	V3767-S/O	5.30		0.88	4190	120	4.42	In.494- Reimburse out of hours
<b>Total Payments for Month</b>			27,880.72	0.00	733.34			27,147.38	
<b>Balance Carried Fwd</b>			112,802.24						
<b>Cashbook Totals</b>			140,682.96	0.00	733.34			139,949.62	

Total February 2024 Salaries

£6,913.83

Date: 01/03/2024

**Melksham without Parish Council Current Year**

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Time: 14:47

**Cashbook 3**

User: MR

**Fixed Term Deposit**

For Month No: 11

**Receipts for Month 11**

**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	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

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AGENDA ITEM 10(e) - Fixed Term Deposit Receipts and Payments- Cashbook 3

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Date: 01/03/2024

**Melksham without Parish Council Current Year**

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Time: 14:47

**Cashbook 3**

User: MR

**Fixed Term Deposit**

For Month No: 11

**Payments for Month 11**

**Nominal Ledger Analysis**

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

Date: 01/03/2024

**Melksham without Parish Council Current Year**

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Time: 14:47

**Cashbook 4**

User: MR

**Instant Access Unity 20476339**

**For Month No: 11**

**Receipts for Month 11**

**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>405,520.72</b>					<b>405,520.72</b>	
	<b>Banked:</b>	<b>0.00</b>						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>405,520.72</u>	<u>0.00</u>	<u>0.00</u>			<u>405,520.72</u>	

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AGENDA ITEM 10(e) - Unity Instant Access Account Receipts and Payments-Cashbook 4

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Date: 01/03/2024

**Melksham without Parish Council Current Year**

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Time: 14:47

**Cashbook 4**

User: MR

Instant Access Unity 20476339

For Month No: 11

**Payments for Month 11**

**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		405,520.72						
	<b>Cashbook Totals</b>		<u>405,520.72</u>	<u>0.00</u>	<u>0.00</u>			<u>405,520.72</u>	

**MINUTES of the Annual Parish Meeting of Melksham Without  
Parish Council held on Monday, 15 April 2024 at 7.00pm  
At Melksham Rugby Club, Oakfields Stadium, Eastern Way**

**Present:** David Pafford (Vice Chair), Alan Baines, John Doel, Martin Franks, Mark Harris, Shona Holt, Nathan Keates, Peter Richardson, Robert Shea-Simonds and Richard Wood

**Officers:** Teresa Strange, Clerk; Lorraine McRandle; Parish Officer; Marianne Rossi, Finance & Amenities Officer

**In attendance:** Wiltshire Councillors Phil Alford (Melksham Without North & Shurnhold), Nick Holder (Bowerhill), Jonathon Seed (Melksham Without West & Rural), Councillor Tom Price (Deputy Mayor, Melksham Town Council), Simon Partington and Simon Goodwin, Cyber Crime Prevention Officers, Wiltshire Police

42 Members of public

**Via Zoom:** Councillor John Glover and representative from Crimestoppers

### **1. Welcome, Housekeeping and Apologies**

Councillor Pafford welcomed everyone to the meeting and pointed out the various fire exits.

Apologies for absence were received from Councillor Glover who was on holiday. It was noted Councillor Chivers was not present, with Councillor Russell currently having a 3-month leave of absence.

### **2. To receive Chair's report on the work of the Council during the year.**

In the absence of Councillor Glover, Councillor Pafford as Vice Chair, read out the Chair's report on the work of the Council during the last year and plans for the following year, included in the Annual Parish Booklet (**Appendix 1**) and on the parish council website.

### **3. To receive reports from the Wiltshire Councillors for the Parish**

Reports from Wiltshire Councillors Phil Alford, Nick Holder and Jonathon Seed were included in the Annual Parish Booklet (**Appendix 2**) and on the parish council website.

The Chair invited Wiltshire Councillors to speak if they wished to add anything further to their written reports.

Councillors Phil Alford, Nick Holder and Jonathan Seed addressed the meeting and provided updates on their reports included within the Annual Parish Booklet. The opportunity for questions was given, but not taken up.

**4. To receive reports from Organisations and Groups in the parish**

Reports are included in **Appendix 3** of the Annual Parish Booklet. Groups and organisations were invited to speak on accepting their grant; no one wished to address the meeting at this stage.

**5. To receive short presentation from guest speakers Simon Partington and Simon Goodwin, Cyber Crime Prevention Officers, Wiltshire Police**

Simon Partington and Simon Goodwin gave a short presentation on cyber security and the various ways people could protect themselves from being hacked. They were very happy to come out and give a more thorough session to any organisation that was interested, the session tonight was very much an introductory taster session. They can be contacted at: [cyber@wiltshire.police.uk](mailto:cyber@wiltshire.police.uk)

**6. To receive update on the Neighbourhood Plan Review**

Councillor Pafford as Chair of the Neighbourhood Plan Steering Group provided an update on the neighbourhood plan review advising that further consultation would be taking place in the near future. Changes had been made to the revised Plan to reflect the responses made at the Regulation 14 formal consultation before Christmas.

**7. Comment and question time: to receive suggestions and proposals concerning any matter of interest in the parish including provision of recreational, cultural and other amenities for the parish.**

No questions were received from the members of the public.

**8. To present Grant Aid cheques to local organisations and groups.**

The Vice Chair presented Grant Aid cheques to those groups and organisations who had been awarded a grant, having provided a service which benefitted the residents of the Parish.

The Chairman invited groups and organisations to say a few words whilst receiving their grant cheques, with representatives from all the groups thanking the parish council for their support and providing an explanation of the services they provided and what they would be spending their grant funding on.

Meeting finished at 8.45pm

Signed .....  
Full Council Meeting, 22 April 2024



**MINUTES of the Planning Committee of Melksham Without Parish Council  
held on Monday, 8 April 2024 at Melksham Without Parish Council Offices  
(First Floor), Melksham Community Campus, Market Place,  
Melksham, SN12 6ES at 7.00pm**

**Present:** Councillors Richard Wood (Chair of Planning); Alan Baines (Vice Chair of Planning); Mark Harris and Peter Richardson

**Officer:** Teresa Strange, Clerk

**In attendance:** Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold) & 36 members of public

**In attendance via zoom:** 7 members of the public

**474/23 Welcome, Announcements & Housekeeping**

Councillor Wood welcomed everyone to the meeting and went through the fire evacuation procedures for the building. He informed everyone that the meeting was being recorded to aid the production of the minutes and would be uploaded to YouTube, then deleted once the minutes had been approved.

**475/23 To receive Apologies and approval of reasons given**

Apologies were received from Councillor Pafford who was at a funeral out of County, Councillor Glover who was undertaking work at Guides HQ and Councillor Chivers who was in hospital.

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

**476/23 Declarations of Interest**

**a) To receive Declarations of Interest**

As Community Action Whitley & Shaw (CAWS) were coordinating a campaign against proposals for a battery storage facility north of Whitley, Councillor Richardson as Chair of CAWS declared a non-pecuniary interest in item 8 on the proposals by Lime Down Solar.

**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.

- 477/23 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.*

Councillor Wood advised item 12(a)(ii) regarding an update on the Neighbourhood Plan (NHP#2) and 13(c) Contact with Developers be held in closed session.

**Resolved:** To hold item 12(a)(ii) and 13(c) in closed session.

**478/23 Public Participation**

Standing Orders were suspended to allow members of the public to speak to the Planning Committee.

**178a Woodrow Road**

A representative from Vardent Developments was in attendance to update the Planning Committee on proposals for 178a Woodrow Road following submission of their recent application for 4 dwellings on the site (PL/2024/01559). Following receipt of feedback on proposals, they now proposed to reduce the number of dwellings on the site to two. They were also in receipt, via their solicitors, of the pre-planning advice received for a previous application for two dwellings. An extension request had been given and a revised application would be submitted shortly.

The developers were informed the Planning Committee would be making their observations to the revised proposal in due course, once in receipt of the new plans.

**Lime Down Solar – battery storage facility north of Top Lane, Whitley**

34 members of public (and 7 via zoom) from Whitley and Shaw were in attendance to voice their concerns at proposals for a battery storage facility north of Top Lane. (These comments have been included in the Council's response to the Lime Down consultation Min 481(e)/23) to avoid duplication in the minutes as all the comments were taken on board for the council's own response to the consultation).

Wiltshire Councillor Phil Alford informed the meeting the planning application would be considered by the Secretary of State and not Wiltshire Council as it was a national infrastructure project. Wiltshire

Council would be a formal consultee though and will be able to comment on proposals once the application had been submitted.

Discussion is still ongoing on how Wiltshire Council would provide feedback on the proposals, but would be focused on planning policy reasons. Councillor Alford confirmed Wiltshire Council had pre-application discussions with Lime Down Solar in January.

Confirmation was sought that specialist officers at Wiltshire Council, such as drainage, heritage etc would be called upon to help inform Wiltshire Council's response. Wiltshire Councillor Alford confirmed this would be the case.

He also confirmed that Wiltshire Council would not be responding to the current public consultation.

Standing Orders were reinstated.

**479/23 To consider the following new Planning Applications:**

No new planning applications had been received for consideration.

**480/23 Revised Plans:** To comment on any revised plans on planning applications received within the required **timeframe (14 days):**

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

**Comments:** Whilst having no objections, the parish council do have reservations regarding pedestrian access onto School Lane from the site, as well as the manoeuvrability of vehicles onto School Lane from the property.

The parish council also reiterated their previous comment with regard to querying where the bins for the property will be emptied.

Attention is drawn to comments made by residents with regard to the drainage of the site.

**481/23 Lime Down Solar Farm Public Consultation:**

**a) To note comments of residents to proposals**

Members noted the various comments received from members of public to the consultation that had been copied to the parish council.

**b) To note Wiltshire Council's reasoning for refusing a battery storage facility at Somerford Farm, Brinkworth PL/2022/02824**

Members noted the reasons for Wiltshire Council refusing a battery storage facility at Somerford Farm, Brinkworth in March 2024 and felt that the comments were entirely attributable to the proposal for battery storage north of Whitley and should be quoted in the response to the consultation. See Min 481(e)/23.

**c) To note Melksham Neighbourhood Plan policies (adopted and draft revised) for Renewable Energy installation (Policy 2).**

Members noted policy 2 in the current NHP#1 and Policy 2 in the reviewed draft neighbourhood plan (NHP#2) regarding Local Renewable and Low Carbon Energy Generation proposals. It also noted the relevant Renewable Energy policies in the adopted Wiltshire Council Core Strategy (Policy 42) and in the draft Local Plan (Policy 86).

**d) To approve notes of meeting held on 18 March regarding proposed battery storage facility north of Whitley with Lime Down Solar**

As per the Parish Council policy, the notes from the meeting held on 18 March are included in the minutes below:

Those present at the meeting included Councillors Richard Wood, Chair of Planning; Alan Baines, Vice Chair of Planning; David Pafford, Vice Chair of Council; Mark Harris; Peter Richardson; Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold); Teresa Strange, Clerk Melksham Without (via Zoom); Lorraine McRandle, Parish Officer, Melksham Without; Natasha Worrall, Project Development Manager, Island Green Power and Beth Motley, Director of Energy & Utilities, Counter Context

**Overview of Project**

The proposed solar park could provide around 500 megawatts of solar energy and provide enough clean affordable electricity to power around 115,000 homes.

Proposals comprise the installation of solar photovoltaic panels (pv) north of the M4, Hullavington and South West of Malmesbury, as well as an onsite energy storage system, plus infrastructure to connect the scheme with underground cabling into the national grid at Melksham (Beanacre) sub-station and covers approximately 2000 ha of land.

Land north of Whitley is proposed to house the battery storage facility for the site and is one of two sites currently being considered, with the other site being considered co-located with the proposed site for the

solar panels north of the M4 (Hullavington). Technical surveys are still to be undertaken, such as environment surveys, as well as further consultation work. They are awaiting feedback from various stakeholders before a decision is made on the location of the battery storage facility.

There will be a cable corridor to the sub-station in Melksham, however, the exact location has yet to be established, as survey work is still taking place. If the battery storage site at Whitley was not chosen, the cable corridor would run from the solar/battery storage site north of the M4.

Wiltshire Councillor Alford explained at the meeting with Wiltshire Council he had raised concerns about the visual impact and flooding and raised a concern at the impact on ecology and wildlife around the site, noting the proximity of a badger set, great crested newts, bats and otters, as well as other wildlife.

Councillor Richardson as a representative for the Beanacre, Shaw, Whitley & Blackmore Ward, noted the concerns of residents of Whitley/Shaw were as follows:

- Impact on heritage, particularly the Roman Road to the north of the site and course of Wansdyke.
- Impact on listed buildings in the vicinity, particularly those on the north side Top Lane.
- Impact on the setting and vista of the landscape.
- Impact on the medieval farming land at Northey Farm.
- Loss of greenfield/agricultural land and whether there is a more suitable brownfield site for the facility in the area.
- Potential to exacerbate existing flooding issues in the village.
- The impact of noise/vibrations for those living nearby.
- Is there a need for another solar farm/battery storage facility, given the proliferation already of such facilities in Wiltshire.
- Impact on wildlife, it was noted there was significant bat populations at Park Lane Quarry which are protected species.

The following questions were raised:

Q: Will you respond to each individual response and do investigative work and do you do this prior to choosing a site or after?

A: An Environmental Impact Assessment Scoping Report will shortly be submitted to the Planning Inspectorate, which sets out the methodology of the environmental assessment and will include what investigative work/surveys are intended to be undertaken.

The location for the battery storage facility will not be chosen at this stage, but before the preliminary environmental information report is

submitted, which is not intended until August. However, need feedback from the parish council and other stakeholders, feedback from the consultation and the various outstanding reports. Once this information is received and reviewed a decision will be made on the most appropriate location for the battery storage site.

Q: Will the final decision on the location of the battery storage facility be based on a commercial basis?

A: No this would not be what decides the most appropriate location for the battery storage facility. Other factors need to be considered, such as willingness of landlords, environmental constraints and proximity to grid connection, for example, and will need to be evidenced as to why a certain site is chosen over another.

Q: How many acres is the site, as it appears to be the same size as Whitley village itself?

A: Will need to get back to you on the exact number of acres of the site.

Q: If this is the chosen site, how many battery storage units will be stored on it?

A: About 200.

Q: What is the battery storage capacity for each unit?

A: 250mw (4-hour battery system).

Q: What is the noise outage from each container?

A: Will have to investigate this, as the exact specification of the units has not been chosen as yet. The design team will get a specification sheet and will be able to find what the noise is cumulatively.

Q: The proposed site is on a slope down to Whitley; will the site have to be terraced?

A: Will either be levelled but a lot of groundworks would be required; or terraced, however, will need to understand the level of groundworks required for both.

Q: Where is access proposed from?

A: From the B3353. There is no other access proposed. There is a proposed access off of Littleworth Lane, which will be emergency access only.

Q: What will be the voltage of the AC connection from Hullavington to Melksham be?

A: It will be 400kv underground cabling, with smaller 33kv cabling in the site itself.

Q: If the site at Whitley is chosen for the battery storage, does this mean the cabling will go from there to the sub-station at Beanacre. If into the battery compound a transformer rectifier will be required to charge the batteries, which is substantial.

A: Correct and if there are no batteries on this sub-station the cabling will go direct from Hullavington to the sub-station and a transformer rectifier will be required to charge the batteries.

Q: Will there be security fencing and lighting?

A: There will be metal palisade fencing around the compound. There will be temporary lighting during construction and once constructed sensor/led lighting will be in operation.

Q: Feed from battery storage into Melksham sub-station will this be an AC connection and at high voltage or will the voltage change be in the sub-station?

A: Yes, feed from the battery storage into Melksham will be an AC connection. The batteries will be 33kv and there will be a transformer on site with a spec up to 400kv as connecting to the Melksham sub-station at 400kv.

Q: To connect to the battery storage to the sub-station will this require inverters, therefore more equipment to be installed on site?

A: Yes, an inverter will be required.

Q: How much of the hatched area shown on the plan of the site will have equipment installed on it and will there be planting to mitigate against the visual impact of the site?

A: Equipment will only be on part of the site to the North, with no intention of expanding the size of the site for the equipment. Yes, there will be planting, but what type this has yet to be agreed upon, as this needs to be appropriate for the landscape it sits in.

Q: If the batteries and equipment are to be located to the north of the site, this is higher and therefore would be more prominent in the landscape and therefore require more screening.

Q: There is potential for those north of Wiltshire and Whitley to have polarising views ie neither of them wanting a battery storage

facility in their area and suggesting it goes to the other area instead and therefore how will the wants and needs of both communities be reconciled and how will you come to a decision on the most appropriate site?

A: The consultation is being held to find the best design possible and feedback will play a role in informing the site taken forward, along with the findings of the various surveys taking place ie environmental assessment, it will not be a case of the site with the most objections is not put forward, but looking at trying to develop the best design which is as sensitive to the environment and communities as possible.

The idea of consultation is to get as much constructive feedback as possible from those who live in the vicinity to try and get the best design possible.

Q: What will happen if both communities say neither location is suitable what is the process of going ahead with the project?

A: The sites currently being proposed for the scheme have been selected following a site selection review process. However, more detailed work is required to understand if both sites remain suitable and once consultation feedback is received and technical reports completed, they will review which site is best for the battery storage facility and provide as sensitive a design as possible for the facility in whichever location.

The secondary location at Whitley came about following conversations as to the suitability of the site at Hullavington and whether alternative more suitable sites had been looked at.

Q: If this site at Whitley is not taken forward for battery storage, will it be used for solar panels instead?

A: No.

Q: There are several large quarries in the area, have these been looked at for storing batteries etc.

A: Aware of the various quarries in the area and will need to look at these from a structural engineering point of view regarding cable laying and structural loading.

Q: What will the colour of the batteries be in order they blend in with their surroundings? What improvements will there be regarding biodiversity, in line with Neighbourhood Plan Policy. What will the longevity of the facility be and will there be a bond in place to convert the site back to what it was? What flood mitigation will there be and what flood risk assessments will be undertaken.



A: With regard to appearance this will be like the ones located close to the sub-station therefore, shipping containers in appearance. The outward treatment can be any colour and can look at the most appropriate colour to fit in with the landscape and this can be secured as part of a planning condition.

In terms of biodiversity, they are only in the early stages at present and still undertaking ecology surveys. Therefore, they need to understand what is on the site already to consider what biodiversity improvements are appropriate and welcome feedback on suggestions on what this could be.

There will be a bond in place, meaning there would be no scenario where the site would be left and no mechanism or money in place to remove it at the end of its life.

Flood mitigation will be as stated previously, the hardstanding will not be entirely impermeable and will be more gravel sub base, with batteries on a hardstanding plinth with no continuous concrete block.

Q: The roofs will be hard surfaces and not impermeable?

A: The flood risk and drainage team will consider including surface water run-off.

Q: Will there be a community benefit from the site and will it be a one off or an annual payment for the duration of the scheme?

A: Yes, there will be a community benefit fund as part of the scheme, which could contribute towards projects in the area, they are open to discussing the most appropriate project/s to assist. Whether it will be a one-off payment or annual payment has not yet been decided but could be either, depending on the market at the time a planning application is submitted.

It was highlighted drainage at Whitley is a problem as it experiences a lot of surface water flooding, including quite recently, with internal property flooding experienced in the village earlier this year. There is an active group of flood wardens on call when there is a storm and generally called upon to deploy pumps and barriers to certain properties close to the Southbrook which is close to the village. This brook does not just cause problems in the village but in other areas as well, further downstream in Melksham. There is a problem with the outflow from the brook into the main river. Therefore, additional run off from the site will cause flooding problems and capacity problems within the watercourse and is something which needs careful management. The Environment Agency is constantly monitoring the water course flows, as it is a very flashy catchment and increases significantly during heavy rain.

There is an opportunity to improve the situation by using the south part of the site to slow the flow of water into the village and discussions with Wiltshire Council's Drainage Team would be useful in understanding the drainage issues in this area and appropriate mitigation.

Q: Do we need another solar farm, given the proliferation of solar panels in Wiltshire, particularly to the north, and why Wiltshire?

A: The Government has a target to deploy 30gw of solar by 2025 and 70gw by 2050. However, solar is not the only answer to the energy crisis and is part of the renewable energy mix and part of the solution. There are several applications across the country for solar farms of similar scale and tend to follow the National Grid network all over the country.

Q: As part of any planning application, given previous experience of traffic chaos during construction of a local solar farm, can a detailed construction management plan be put in place.

A: Discussions have taken place with Wiltshire Council and they have said they would like to see details of construction traffic management with any application.

Q: When will the next stage of consultation take place.

A: It is anticipated the next stage of consultation will be in the Autumn.

Stage One consultation will take place between 14 March and 26 April with various Community Events taking place in both Malmesbury, Chippenham, Corsham area and one at Shaw Village Hall on Thursday, 11 April 2pm-6pm. There will also be 2 webinar events taking place on Wednesday, 27 March 5.30pm-7pm and Wednesday, 17 April 5.30pm to 7pm, which has been extensively advertised. A postcard drop has taken place and delivered to 11,480 houses in those areas affected.

There is a dedicated website and would encourage people to leave their details so they can receive updates on proposals and next steps following initial consultation:

A 20-page project booklet has also been produced on the project and consultation information there will also be printed feedback forms available for people to use.

Throughout the consultation there will be a project freephone line available and a dedicated email address and online feedback form available.

Keen to brief any community groups on proposals moving forward, if requested.

At this early stage need to understand issues and take all feedback issues raised and together with findings from assessments/surveys this will be fed back into the preliminary environment impact report, the core document which will be published to support the next stage of consultation.

As part of the process must account for all the feedback received and provide a summary of issues raised and show regard to those issues in developing the final proposal, if issues raised have not been taken on board and clarify why not.

The Clerk informed the meeting the council was using social media to inform people of proposals and printing posters. However, asked if some feedback forms and booklets could be made available for places such as Whitley Reading Rooms and Sprockets Café, Top Lane for those who might not be online, noting it would also be useful to publish the consultation in the local Connect Magazine.

- e) **To consider a formal response to the public consultation:**  
[www.limedownsolar.co.uk/](http://www.limedownsolar.co.uk/)

**Unanimously Resolved:** To submit the following comments to the public consultation:

Melksham Without Parish Council **strongly object** to the proposals for the battery storage at the proposed site north of Whitley.

#### **Planning policy and planning decision precedent**

As per the precedent of the planning application very recently refused (21/3/24) for a battery storage facility at Land at Somerford Farm, Brinkworth (Planning application PL/2022/02824) by Wiltshire Council. The proposed battery storage facility and ancillary development will result in uncharacteristic and harmful landscape and visual effects. The loss of existing agricultural land and replacement with a new urban industrial use is considered to have an unacceptable adverse landscape effect on the quiet rural tranquillity and character of the surrounding fields and more importantly, on the very close existing residential development.

The proposal is thereby objected to by reason of its size, scale, design, appearance as it would have a harmful impact on the landscape character and appearance of the area in conflict with Core Policy 51 ii, iv, vi v11 and Core Policy 57 I, iii of the Wiltshire Core Strategy and Paragraphs 135 and 180 of the NPPF.

The parish council considers that this proposal conflicts with Policy 86 in the Wiltshire Council draft Local Plan (Reg 19 version, Sept 2023) as above.

In addition, the parish council considers that this proposal conflicts with Policy 2: Renewable Energy in both the adopted Melksham Neighbourhood Plan and the emerging draft Melksham Neighbourhood Plan 2 (Regulation 14 version October 2023) as proposals are only supported if it can be demonstrated that:

- a. the siting and scale of the proposal is appropriate to its setting;
- b. the proposal will not result in adverse impacts on the local environment which cannot be satisfactorily mitigated;
- c. the proposal does not create an unacceptable impact on local amenity and safety;
- d. the proposal does not have an unacceptable degree of impact on a feature of heritage, natural or biodiversity importance.
- e. there are direct benefits to the local community.

Proposals for **energy storage** will be supported, where it meets one or more of the following:

- a. it is located on or near, existing or proposed renewable energy generation sites;
- b. it alleviates grid constraints; and
- c. it enables the delivery of further renewable developments.

In addition, for clarity, there are lots of planning policies supporting green energy if they meet the policy criteria, but they relate to solar panels. Battery installations are not “green energy”.

### **Flood Risk**

The villages of Shaw and Whitley suffer from surface water flooding regularly; with regular instances of internal flooding of properties that are well documented. The volunteer flood wardens are regularly deployed to protect properties with sandbags and pump out water to prevent property flooding. There is telemetry installed in the watercourse opposite Shaw School to inform the Environment Agency and the flood wardens. The catchment area is “flashy”, it comes very quickly, and leaves quickly but with devastation often left in its place. There are concerted efforts to install flood mitigation measures as part of community benefits in planning obligations as well as new Environment Agency funding to help with flooding of properties further downstream at Dunch Lane. BART (Bristol & River Avon Trust) have installed natural flood management measures north of Whitley. Wiltshire Council’s drainage team have installed a drainage scheme on Corsham Road and First Lane in the last ten years.

The community and stakeholders are working hard, and together, to minimize the risk of further flooding in the two villages and it is felt that

the hard surfaces of the battery storage units, and the hardstanding concrete slabs that they will sit on will dramatically raise the risk of flooding to properties in Shaw and Whitley and further downstream.

### **Size**

The proposed battery storage site is huge, and we understand it will be the largest in Europe and will completely alter the feel of the village and surrounding countryside. From the indicative plan it looks as though is the same size as the village itself. The size of any flood attenuation would also have to be very large scale and give an industrial feel; with some 50 acres of hard landscaping.

### **Fire Safety**

There are several concerns about fire risk. That the batteries will ignite, and then be very difficult to extinguish. They are very close together, and the fire could easily spread, with no means of fire engines to gain access between the batteries. Anecdotal evidence to date is that the fires need water on them for days, not hours, to put them out (as evidenced by fires in electric cars which are not allowed to be unattended for 2/3 days). This will have a huge impact on the community, with the toxic fumes, but also the impact of the water used then running off to heavily increase the surface water flooding potential. The water runoff will be contaminated by the lithium and will flow into the water course and saturate the ground. There are also anecdotal concerns raised at the risk of explosion from these type of electric storage batteries; these are physically much larger in scale compared to the fires in electric cars and scooters that are reported in the press with regularity. The parish council are keen to see any comments submitted by the Fire Service, and hope that they have been contacted for their submission to the current consultation.

Concerns are also raised about the widescale use of lithium on the site, with no research into possible long term harm of the lithium as it's a new technology.

Please provide more details of the risk management of the site, who will maintain the installation and what processes will be put in place? Will the batteries be monitored and tested for any change in temperatures, moisture content in the batteries for example? And if so, what is the plan to address any increased risks?

### **Noise pollution**

There will be 200no. unit operating at 65Db each, which we understand will give a combined noise level of 88Db in a flat area. For comparison, the noise level coming from the M4 is 85Db, and this will be the noise inflicted on residents of Top Lane. Due to all the hard surfaces and sharp edges the noise will bend and defract and will be quieter for

some residents but noisier for others, and will feel like a Chinook helicopter overhead with the “pulsing/beating ” sound/feeling that brings. The noise will be very different in character to the noise of the natural environment currently experienced.

### **Operation/Future Use**

More clarity is required on the future use and operation of the battery storage site. What security measure will it have? Will it be storing energy created from solar farms some 12 miles away, with what seems to be inefficient ways of transferring/transforming the energy before it finally reaches the Beanacre substation? Can you explain the potential need for a substation in Whitley, please? And if there will still be a requirement for one if the battery storage is to be located elsewhere in Wiltshire?

There are concerns that the site will be used to download cheaper electricity during off-peak times to feed into the grid during busier times. This means that there would be noise in the middle of the night and not during the daylight hours – can you confirm that is not the case?

Can you confirm the details of the planned longevity of the site, and that a bond will be put in place to remove all signs of the battery storage at the end of its operation? What safeguards are in place if the ownership changes during the lifetime of the project? Pretty much all of the solar farms in the parish have changed ownership, and some more than once, so this seems to be a common occurrence.

### **Heritage**

The Roman road, the Wansdyke, the Grade II listed buildings and their setting, evidence of medieval farming and the other items of historic interest in the villages will all be impacted by the proposals. Archaeological investigations will need to be undertaken as part of evidence gathering to inform the decision-making.

### **Biodiversity & Wildlife**

There will be an inevitable impact on the wildlife and biodiversity of the site. This is not fields of solar panels with compatible uses of agriculture, wildlife and biodiversity; this is fields of metal boxes full of live electrical equipment, sitting on concrete pads and gravel. The requirement for biodiversity net gain, which came into force in February 2024, cannot surely find a realistic way to be put in place for an increase of 10% on what is already a site rich in biodiversity.

## **Wellbeing**

The well-being of residents in the village of Whitley and the surrounding villages has already been impacted. The prospect of this proposed battery storage site is already making residents feel anxious and spoiling their quiet enjoyment of where they live. The thoughts of the impact of the delivery and construction period; the impact of any final installation on the daily life of residents – on their daily dog walk on the adjacent Right of Way, the view out the window, the feel of the village - are already being keenly felt.

## **Detailed plans**

The community and parish council are keen to understand more of the detailed plans, information is very scant at the moment. Will the land be terraced as it's a sloping site? Will there be sluices and drains to deal with the surface water across the land? Will there be screening? What scale of planting and will it be mature planting from the onset? What colour will the

## **Loss of greenfield**

There are concerns that the industrial feel of the installation will mean that it will always be treated as such, with the potential for more industrial use at the end of life of the battery site, and not a return to agricultural land. There has been no industrial history on this site.

The parish council, through its joint Neighbourhood Plan review with the neighbouring town council, and the support of the community through its recent neighbourhood plan consultations have a long-held ambition and policy of “brownfield first” – as do Wiltshire Council through their planning policy. Can you please confirm that you have thoroughly investigated brownfield sites as reasonable alternatives? There are lots of old quarry sites, old military sites and ex-RAF bases in the areas that you are looking at, have these been examined and if so, why have they been discounted in favour of greenfield sites, including this one in Whitley?

## **Agricultural land**

The land is currently farmed and is in active use for food production with new protections being brought in for food production with the recent Levelling Up & Regeneration legislation. Promoting a solar energy project as a green solution whilst increasing food miles in the locality seems counterproductive.

This land has been farmed for generations and for many years by the current tenant farmer.

## **Light pollution**

There are concerns relating to the light pollution at the site. For both the neighbouring residents and the established wildlife. Presumably, the security lighting will be triggered by motion sensors. And by the local wildlife, including the badgers, rabbits, and deer that are regularly seen on the fields? This is very impactful on nocturnal wildlife, and is known to affect migrating wildlife, affect pollinators (butterflies and bees) as well as impact on the amenity of the neighbouring residents. .

## **Impact on local facilities**

Concerns have been raised about the impact on the local facilities and businesses. The Pear Tree Inn and Spindles bike shop/Sprockets Café both on Top Lane attract visitors from all over the locality and further afield for the accommodation at the Pear Tree and holiday rentals in the village. Visitors come for the views from these venues, and the surrounding countryside, and these will be impacted by the countryside and landscape being altered beyond recognition as so widescale. The local estate agent has already reported two house sales in the village that have fallen through since the start of the consultation, as a direct result of the proposals and others on hold. Residents have chosen to live in the village for the views and neighbouring countryside amenities and are upset at the prospect of that changing, and the lowering of their house prices as a result, if they then decide to relocate. Some of the existing residential development is only 100m from the proposed site; this is wholly inappropriate and not justifiable to be in such proximity.

## **National Infrastructure & Process of Application**

More information is sought on the whole process of a national infrastructure project with a decision by the Secretary of State. Can you please provide more details of the process, how the community and local stakeholders can engage with the process etc?

An explanation of how this proposed national infrastructure project is provided and funded by a private overseas investment company is something that residents have raised as a query. Is the landscape being altered forever for national infrastructure needs or the benefit of overseas shareholders?

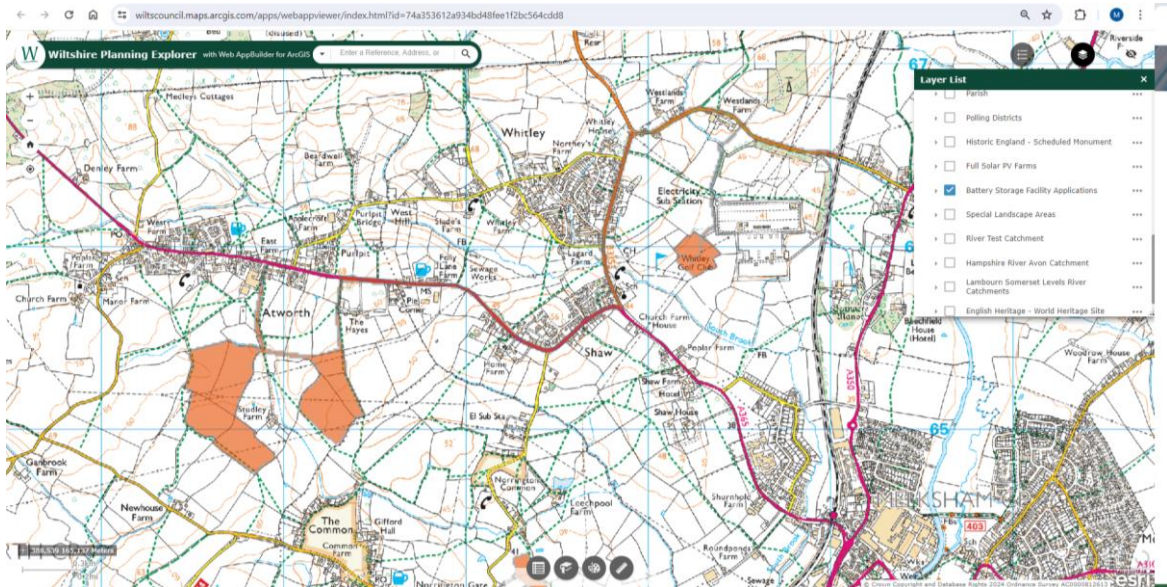
## **Landscape**

As mentioned at the beginning of the comments under the policy heading, the harmful impact on the landscape is detrimental, and because of its raised elevation, and assumed terracing on site, will be very prominent in the surrounding area. This is highly inappropriate.

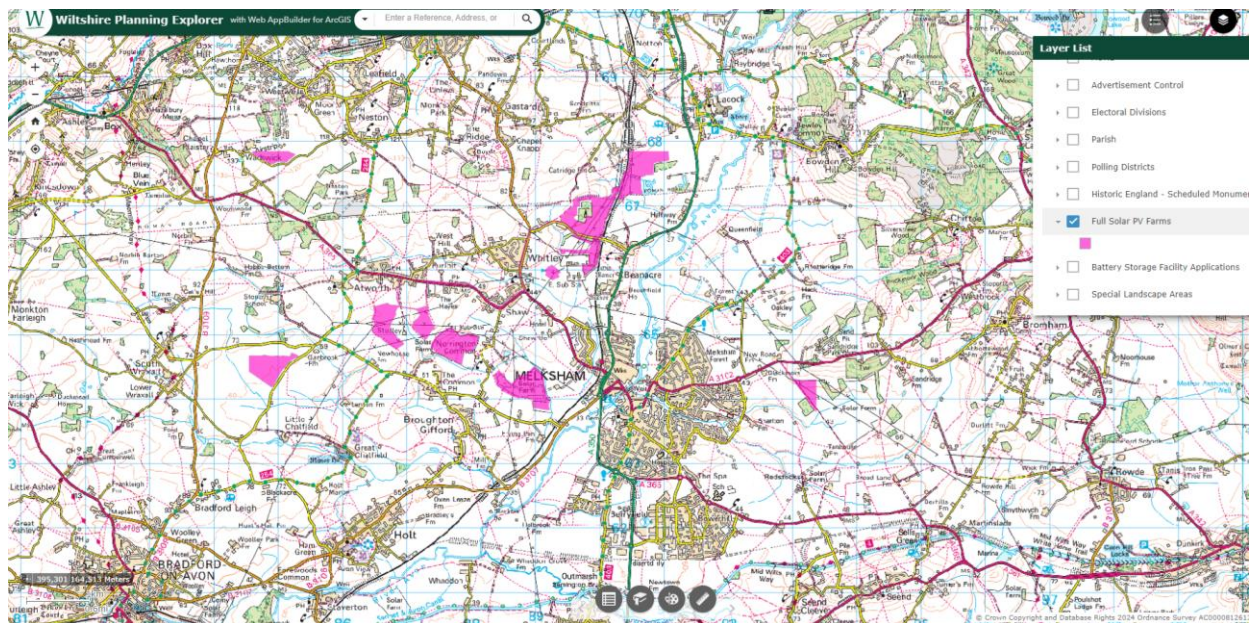
## **Cumulative effect**



Concerns are raised about the cumulative effect of the sheer amount of battery storage facility installations in the surrounding area. Residents feel that at every turn on walks on Rights of Way, they see a sea of solar panels or battery storage already. Please see below a snapshot from the Wiltshire Council online mapping with the current battery storage installations surrounding Whitley.



Likewise for the cumulative effect of the amount of solar farms in the area. Note: the mapping needs updating to include older, installed sites at Sandridge W13/06140/FUL as the full site is not shown and at Craysmarsh W12/00467/FUL which is not shown at all.



**Delivery and construction**

A very detailed delivery and construction method programme and plan will presumably be required as part of any application but the parish council and residents are clear that any agreed plan must be adhered to, with a suitable penalty clause arrangement in place if the construction is not to plan to act as a strong deterrent. Unfortunately, the delivery of the solar farm at neighbouring Norrington (W/12/02072/FUL) brought the area to a standstill for days, with it regularly reported on the national traffic bulletins on the radio. Due to a short timescale for a deadline to be connected to the grid with financial implications for the developers, the construction and delivery plan was ignored. Deliveries were continuous through the night, with foreign drivers knocking on residents' doors in the small hours of the night seeking directions. This is unacceptable and there seemed to be no recourse to halt this impact on the residents and the major highway delays in the area. There is currently a battery site being installed southwest of the Beanacre substation, which has raised numerous issues and visits to the site and residents' gardens due to the impact the installation is making on the residents; particularly noise from machinery which is currently being investigated by Wiltshire Council's public protection environmental health team to establish if its still construction noise or the finished installed equipment noise (17/04116 & PL/22/02615 refers).

The parish council are seeking more than reassurance, but tangible measures to ensure that this type of impact on the local community cannot happen in the future for any proposed installations.

It is understood that the access to the site will only be via Goodes Hill, with only emergency access via Littleworth Lane which is used constantly for access to the Right of Ways MELW65 & MELW72 with many visitors to the area parking in Littleworth Lane to access the RoW as it's a popular dog walking area.

### **Vibration & Weight**

Concerns have been raised about the weight of the battery storage units on site and any potential vibration, especially as the area is littered with historic underground quarries and a network of tunnels.

### **Community Benefit**

Proposals for any proposed community benefit, if the Secretary of State is minded to the approve the application, will be considered by the Full Council at their next meeting, as out of the remit of the Planning Committee.

**482/23**      **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.**

To note this application has been refused by Wiltshire Council.

- b) Blackmore Farm (Planning Application PL/2023/11188): Outline permission for demolition of agricultural outbuildings and development of up to 500 dwellings; up to 5,000m<sup>2</sup> of employment (class E(g)(i)) & class E(g)(ii)); land for primary school (class F1); land for mixed use hub (class E/class F); open space; provision of access infrastructure from Sandridge Common; and provision of all associated infrastructure necessary to facilitate the development of the site.**

No update to report.

- c) Snarlton 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.**

Members noted the applicant, Catesby Estates had withdrawn the application to enable them to carry out further technical work.

- d) 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).**

No update to report, however, landscaping work to the north of the proposed school site, as part of the Pathfinder Place development was currently taking place following its omission being raised via Planning Enforcement.

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

No update to report.

- f) Land rear of Townsend Farm for 53 dwellings (PL/2022/08155).**

Members noted this application had been refused at a Strategic Planning Committee meeting on 6 March 2024.

- g) 178a Woodrow Road, Forest, Melksham (PL/2024/01559).**

The Clerk explained this was on the agenda in case there was anything to report, with an update received from the developers

earlier in the meeting.

- h) Westlands Farm, Westlands Lane, Whitley (PL/2024/01377 & PL/2024/01378. Variation of conditions 1 (approved plans), 2 (soft landscaping) and 7 (Construction Traffic Management Plan) on PL/2022/02615.**

Again, this was on the agenda in case there was anything to report, but nothing at present.

**483/23 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.**

**a) Buckley Gardens, Semington Road (PL/2022/02749)**

With regard to construction vehicles using Shails Lane, Planning Enforcement have investigated and informed the parish council the estate roads had now been installed, along with contractor parking and a semi-permanent compound and welfare establishment and since in place there had been no access from the development land onto the access track leading to Shails Lane and hopefully this resolved the issue.

With regard to work starting early on site, Planning Enforcement confirmed whilst operators may come on to site prior to 8.00am they did not actually start working until 8.00am as per the planning conditions.

With regard to mud on the road from the development, a Highways Technician had been in touch to say he was aware of the issue and had liaised on several occasions with the site manager, who in turn has made sure there was a sweeper present all day every day, if the need was warranted.

Planning Enforcement had also investigated and having visited the site on several occasions in recent weeks felt the situation was satisfactory and therefore had closed the file on this matter.

Whilst it was appreciated recent weather conditions had not helped the situation, it was felt the method of cleaning the road had not helped the situation and resulted in mud being spread across the road.

The parish council were pleased that a swift response had been made following the complaint by residents of the watercourse running a dirty colour, and the simple solution of hay bales in the watercourse to filter the water.

## **484/23 Planning Appeal**

### **a) 489a Semington Road (Annex).**

Members noted the Planning Inspector had upheld the decision of Wiltshire Council to refuse a Certificate of Lawful Use or Development (PL/2023/02893) with regard to the use of the annex at 489 Semington Road as a separate dwelling.

Planning Enforcement were also aware of the outcome of the decision of the Planning Inspectorate particularly as the dwelling was being advertised for rent and they were in touch with the applicant's agent to see what their intentions were.

### **b) 89 Corsham Road, Whitley (PL/2023/03257).**

Members noted the Planning Inspector had upheld the decision of Wiltshire Council to refuse planning permission for a proposed side extension to the property.

### **c) 16 Halifax Road, Bowerhill.**

Members noted the Planning Inspector had allowed the appeal by the applicant against Wiltshire Council's decision to refuse planning permission for the erection of fencing to the side and front of the property and granted planning permission.

## **485/23 Planning Policy**

### **a) Neighbourhood Planning**

#### **i) To note the draft Steering Group minutes of 28 February 2024.**

Members noted the minutes of the Steering Group meeting held on 28 February 2024.

#### **ii) To receive update on NHP#2 and consider additional budget requirements to get plan to Examination.**

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

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

The Clerk explained this was a standing item, as a 'catch all' in case something was highlighted as needed raising as part of the Neighbourhood Plan review whilst responding to planning applications.



**b) Biodiversity**

- i) To note planning practice guidance on biodiversity net gain.**  
[www.gov.uk/guidance/biodiversity-net-gain](http://www.gov.uk/guidance/biodiversity-net-gain)

Members noted planning practice relating to biodiversity net gain on new developments came into force on 12 February 2024.

- ii) To note actions contained in the Council's Biodiversity Policy in relation to the consideration of planning applications.**

Noted.

**c) National Planning Policy Framework (NPPF) changes.**

Members noted the correspondence to Michelle Donelan MP from Michael Gove MP, Secretary for Levelling Up, Housing & Communities. This was in response to a specific query raised when the parish council met Michelle Donelan on how planning applications that were approved at Committee pending approval under delegated powers when the s106 was signed, and those that had not been legally engrossed should be treated if in the "limbo" period when the changes to the NPPF were made. Decisions in this matter had already taken place since the advice was requested.

**d) To consider a response to the Government consultation on proposed changes to Permitted Development Rights (closes 9 April):**

The Clerk informed the meeting various changes to permitted development rights were proposed, including householders being able to extend their properties even further without having to seek planning permission and to install EV charging points and ground source heat pumps without planning permission.

**Recommendation:** Not to submit a response to the consultation.

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

It was agreed to defer this item to a future Planning Committee meeting to allow more time to consider a response.

**f) To note Wiltshire Council has formally adopted the Wiltshire Design Guide [www.wiltshire.gov.uk/article/6110/Wiltshire-Design-Guide](http://www.wiltshire.gov.uk/article/6110/Wiltshire-Design-Guide)**

Noted.

**486/23 S106 Agreements and Developer meetings: (Standing Item)**

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

**i) Pathfinder Place:**

The committee were reminded it had been agreed to remove the left turn only arrow on the Pathfinder roundabout (coming from Bowerhill).

The Clerk informed the meeting she had reminded Taylor Wimpey they had agreed to plant a replacement memorial tree and install a plaque in commemoration of a Bowerhill resident.

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

Members noted the correspondence from a resident adjacent to the site concerned building seemed to be close to his property.

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

No update to report.

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

Members noted the update earlier in the meeting with regard to this as part of the update on the neighbourhood plan review (NHP#2).

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

None to note.

**c) Contact with developers**

Members accepted the confidential notes of the meeting held with BBA Architects on 18 March 2024.

Meeting closed at 20.38pm

Signed:.....  
Chair, Full Council, 22 April 2024

## Receipts for Month 12

## Nominal Ledger Analysis

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



## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
15/03/2024	Daisy (Onebill)	V3816-DD	45.29		7.55	4190	120	37.74	Inv.480-Campus WIFI & Line
15/03/2024	Daisy (Onebill)	V3817-BACS	45.29		7.55	4384	220	37.74	Inv.481- Pavilion WiFi & Line
<b>Total Payments for Month</b>			90.58	0.00	15.10			75.48	
<b>Balance Carried Fwd</b>			43,276.05						
<b>Cashbook Totals</b>			<u>43,366.63</u>	0.00	<u>15.10</u>			<u>43,351.53</u>	

## Receipts for Month 12

## Nominal Ledger Analysis

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

## Payments for Month 12

## Nominal Ledger Analysis

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

Continued on Page 211

## Payments for Month 12

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4020	130	141.76	Period 12- March 2024
						4010	130	128.11	Period 12- March 2024
28/03/2024	HM Revenue & Customs	V3795-BACS	2,792.51			4041	130	945.35	Period 12- March 2024
						4000	130	601.40	Period 12- March 2024-T
						4000	130	317.07	Period 12- March 2024-NI
						4020	130	250.80	Period 12- March 2024-T
						4020	130	139.61	Period 12- March 2024-NI
						4010	130	206.60	Period 12- March 2024-T
						4010	130	116.08	Period 12- March 2024-NI
						4460	142	178.40	Period 12- March 2024-T
						4800	320	11.20	Period 12- March 2024-T
						4070	120	26.00	Period 12- March 2024-T
28/03/2024	Teresa Strange	V3796-BACS	██████			4000	130	██████	March 2024 Salary
28/03/2024	Lorraine McRandle	V3797-BACS	██████		0.75	4020	130	██████	March 2024 Salary
						4250	120	6.00	Land registry search- Berryfie
						4155	120	7.35	Milk & Coffee for office
						4120	120	3.20	Postage for Full Council agend
						4370	120	3.74	Recycling sacks
						4155	120	1.35	Milk for office
28/03/2024	Marianne Rossi	V3798-BACS	██████			4010	130	██████	March 2024 Salary
						4250	120	6.00	Land registry search- Kestrel
						4120	120	1.95	Postage- Notices & Posters
						4120	120	187.50	Purchase of stamps
28/03/2024	Terry Cole	V3799-BACS	██████			4460	142	██████	March 2024 Salary
						4050	142	47.50	Travel Allowance- March
						4051	142	50.40	Mileage x112 miles
28/03/2024	David Cole	V3800-BACS	██████			4800	320	██████	March 2024 Salary
28/03/2024	John Glover	V3801-BACS	38.62			4070	120	38.62	March Chairs allowance
28/03/2024	Aquasafe Environmental Ltd	V3802-BACS	150.00		25.00	4212	220	125.00	Inv.240308- March visit
28/03/2024	Wiltshire Publication	V3803-BACS	89.28		14.88	4230	120	74.40	Inv.75117-Annual Parish advert
28/03/2024	Current Account & Instant Acc	V3804	35,500.00			200		35,500.00	Transfer to top up Lloyds- CHQs
28/03/2024	Unity Trust Bank	V3807-FEE	0.60			4140	120	0.60	Manual Handling fee
31/03/2024	Unity Trust Bank	V3808-FEE	28.65			4140	120	28.65	Service Charge
<b>Total Payments for Month</b>			60,483.13	0.00	642.55			59,840.58	
<b>Balance Carried Fwd</b>			52,319.11						
<b>Cashbook Totals</b>			<u>112,802.24</u>	<u>0.00</u>	<u>642.55</u>			<u>112,159.69</u>	

Total Salaries  
for March 2024  
£7,517.74

**Receipts for Month 12**

**Nominal Ledger Analysis**

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

Payments for Month 12

Nominal Ledger Analysis

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

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

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>405,520.72</b>					<b>405,520.72</b>	
V3821-INTE	Banked: <b>31/03/2024</b>	<b>3,314.04</b>						
V3821-INTE	Unity Trust Bank	3,314.04			1080	110	3,314.04	Interest
<b>Total Receipts for Month</b>		3,314.04	0.00	0.00			3,314.04	
<b>Cashbook Totals</b>		<u>408,834.76</u>	<u>0.00</u>	<u>0.00</u>			<u>408,834.76</u>	

**Payments for Month 12**

**Nominal Ledger Analysis**

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



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

Month No: 12

## Cost Centre Report

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

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

Month No: 12

## Cost Centre Report

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

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

Month No: 12

## Cost Centre Report

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

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

Month No: 12

## Cost Centre Report

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

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

Month No: 12

## Cost Centre Report

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

## Total Staff Salaries:

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

## Quarterly income and expenditure report analysis for Qtr4

### January, February & March 2024

#### Income:

- 1. (1080) Bank Interest-** The council has made monthly fixed term deposits this year and opened an easy access account that also pays interest. Due to the increase in interest rates, the return on funds has been higher than expected this year. In December 23 the council agreed to put funds into the CCLA public sector fund; however, this fund was not opened as at 31st March due to delays in the application process.
- 2. (1100) Grants and Donations-** The income received under this cost code was the donation for the Pathfinder Way defibrillator. Just to note that the grant received from the Football Foundation will not appear here, as this is the general account income and not income for the Bowerhill Sports Field, so this income will be shown under the sports field cost centre.
- 3. (1210) Football Bookings-** The income from football bookings is much higher than anticipated. FOF has undertaken various half term and summer training camps during this financial year, as well as evening training sessions. FOF FC have had their weekend blanket bookings for all of the youth pitches, and we have had three adult teams for the majority of this season.
- 4. (1310 & 1320) Allotment income-** You will note that the actual year to date figures, are much higher than anticipated. This is because the allotment year runs from 1st October to 30th September each year, so half of the income relates to the next financial year. An adjustment will be made at the year-end close down of the finance system to ensure that 50% of the income is accrued into the next financial year.

#### Expenditure:

- 1. (4120) Postage-** We are only sending out one agenda pack; however, we still send out notices and posters each week (the cost of a first-class stamp was increased in this financial year too). We are over budget; however, the stamps increased again as at 1<sup>st</sup> April 24 so we purchased more stamps before the increase.

2. **(4130) Photocopying-** We have purchased a new photocopier, so the expenditure for this has come out of here; however, it should have come out of the new equipment and furniture cost code (4351) so a journal will be done to correct this. £2,087 to come out of this cost code and into new equipment and furniture. Even with the journal made, the council is still over budget for the year on photocopying. During this year, we did less photocopying as we were not printing the volume of agenda packs that we used to, but we still did some, such as notices and posters, accounts for signing, etc. We have noticed a reduction in printing costs in the last quarter of the year following the purchase of the new photocopier.
  
3. **(4150) Admin & Stationery-** We are over budget for the year on admin & stationery; however, we purchased A4 paper in December in bulk as there was a special offer if five boxes were purchased. The other large expenditure under this code is the gusseted envelopes for agenda packs, but these last a long time because we are not sending many hard copy agenda packs out. We also purchase coloured paper out of this code, which is used for notices and posters each week.
  
4. **(4155) Refreshments-** Spend under this cost code is over budget and includes refreshments for council and offsite meetings such as annual parish, etc. Flood ops also use the meeting room for their meetings, and use our refreshments, and we have invoiced for this use.
  
5. **(4200) Room hire & Zoom-** Spend is lower than anticipated as there was not much room hire this financial year (all of the NHP consultation events have gone into the NHP cost code). Expenditure under this heading is for Zoom at £12.99 per month.
  
6. **(4210) Safety/PAT Check-** The office PAT check is done once a year and was done in December 23.
  
7. **(4240) Quarterly Newsletter-** We only did one newsletter in this financial year.
  
8. **(4250) Land Search fees-** We set a minimal budget for this, but we have had to do a few land searches on the Whitley watercourse as it had quite a few WT numbers. This is why we are over budget on this code.
  
9. **(4351) New equipment-** As explained above, under photocopying, the expenditure for the purchase of the new photocopier should have been coded to this cost code. You will note that the budget under this code is £1,200 and the spend for the photocopier was £2,087, £1,200 of this is coming from the

photocopier replacement reserve, and the rest will come from the general contingency reserve.

- 10. (4390) Professional fees-** There is a – in this cost code as we haven't been charged for the fees associated with the Berryfield Village Hall lease yet, which relate to the last financial year.
- 11. Staff (4000, 4010 & 4020)-** You will note that we are over budget on staff salaries, which is due to the NJC increase. The overbudget is coming from the staffing contingency reserve.
- 12. (4055) Staff Training-** We are over budget on staff training, but the overspend was agreed upon at the staffing committee 26th June to come from the staffing contingency reserve.
- 13. (4400) Play Area Grass cutting-** This is to contract, but it also includes the grass cutting for Whitworth Play Area, which is an additional cost to the contract.
- 14. (4415) Tree inspections-** Tree Survey on all parish council trees undertaken in late April and all tree work required as a result of the report was undertaken.
- 15. (4420) St Barnabas Church-** This is more than budgeted for because the rent had not been increased over the year as per the lease agreement. The overspend in this cost code is the top up rent owed.
- 16. (4500) Weed spraying-** Two weed sprays have been undertaken this year. Although, the council did budget for two weed sprays this year we are slightly over budget due to costs for this service increasing, all weed spraying expenditure is to come from solar farm funding.
- 17. (4540) Speed Indicator Device-** SID's were not put up for most of the financial year.
- 18. (4583 PWL Capital Payment)-** The council have now paid off the full public works loan in this financial year which was earlier than the loan term.
- 19. (4575) Village halls & Play Areas-** All spend under this cost code was for the works undertaken at Whitworth Play Area.
- 20. (4576) Drinking Water Fountain-** The water fountain has now been installed at the pavilion. This had been budgeted to be done in the previous



financial year (this is why there is no budget for this year), but due to complications with its installation, it was not done. The expenditure for this is to come from CIL.

- 21. (4582) Berryfield Village Hall-** We have now paid the full amounts for the village hall construction, architect, solar battery, and final fees for the old village hall demolition. The only other expenditure in this cost code is for village hall insurance which has been reimbursed by the village hall trust under income. All expenditures, bar insurance, are to come from the village hall reserve.
- 22. (4780) Play Area bin emptying-** The same as above under play area grass cutting this is to contract, but the Whitworth Play Area bin emptying has been added.
- 23. (4820) Shurnhold Fields-** Everything from this code comes from the Shurnhold Fields maintenance reserve which is held by MWPC. Most of the expenditure from this code is the caretaking duties, tree works and pathway grass cutting.
- 24. (4825) Shurnhold Fields Capital-** We budgeted our share of the costs associated with the Shurnhold Fields car park and entrance improvement project. This project was not undertaken in this financial year, therefore, there was no spend from this code.
- 25. (4610) Section 137 grants-** You will see that we are over budget under this cost code; however, the funding given to Shaw & Whitley Community Hub towards the unforeseen costs associated with the shop have come from this cost code. It was agreed that this expenditure would come from the community match funding reserve.
- 26. (4680) Neighbourhood Plan-** As per a previous Internal Auditor report any income from MTC for the Neighbourhood Plan could not be netted off against the expenditure code. The council paid their 30% share of the NHP costs to MTC at the start of the financial year and the rest of the spend under this code is for land registry searches, and some refreshments, which MTC have paid their share for under neighbourhood plan income.
- 27. (4685) Melksham Community Support-** The expenditure in this cost code is overinflated due to the fact that we received the grant from SSE for this project. It was agreed that both the parish and MTC should hold their share of the grant in their own reserves, therefore we transferred £2,500 which was 50% of the grant to MTC. This is shown as expenditure as it can not be netted off against the income so has to come out of this cost code. You will

see under cost code 1485 under Community Support that £5,000 had been received as income.

**28.(4282) Insurance Sports Field-** The council approved to go with a new insurance provider this year which has lower insurance costs, so we are under budget in this cost code.

**29.(4312) Pavilion Gas-** Lower than anticipated but we have only been billed up to November 23 so will have to accrue an amount up to March.

**30.(4721) Repairs and Maintenance JSF-** This is high and over budget, but during this year we have had expenditures for the new moveable goal posts for the field. We have received some grant funding for part of the cost from the football foundation, which you will see shown in the income (the rest of the expenditure for the goal posts is to come from reserves). Additional expenditure from this cost code was for the purchase of additional braces for the posts, which were deemed necessary to ensure that the posts do not get damaged when they are being moved around. Other expenditures are for the replacement base that the tank sits on and expansion tank replacements. The control panel was also serviced and repaired.

**31.(4323 Water – Allotments)-** This is higher than expected and suggests that there may be a leak. The water is currently off at the allotments, but the troughs will be inspected once the water is turned back on.

Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 1 - Current Account & Instant Acc

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 02027655	28/03/2024		43,276.05
			<u>43,276.05</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			43,276.05
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			43,276.05
		<b>Balance per Cash Book is :-</b>	<b>43,276.05</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Councillor 1:**

Name .....Signed .....Date .....

**Councillor 2:**

Name .....Signed .....Date .....

**Clerk & RFO:**

Name .....Signed .....Date .....



Melksham Without Parish Council  
 First Floor Melksham Community Campus  
 Market Place  
 Melksham  
 United Kingdom  
 SN12 6ES

Your Account

Sort Code 30-98-75  
 Account Number 02027655

TREASURERS ACCOUNT

01 March 2024 to 31 March 2024

Money In £37,680.86 Balance on 01 March 2024 £5,685.77  
 Money Out £90.58 Balance on 31 March 2024 £43,276.05

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
04 Mar 24	BERRYFIELD VILLA BERRYFIELD VH	FPI-U3809	10.00		5,695.77
04 Mar 24	C REYNOLDS 3 TELFORD DRIVE 200000001301106881	FPI-U3810	35.00		5,730.77
05 Mar 24	FUTURE OF FOOTBALL 410- MR280224	FPI-U3811	38.50		5,769.27
05 Mar 24	FUTURE OF FOOTBALL 398- MR290124	FPI-U3812	55.00		5,824.27
11 Mar 24	BATH ROAD WANDERER BRW 10TH MARCH	FPI-U3813	66.00		5,890.27
11 Mar 24	ANTHONY PHILLIPS PLOT 12 BSF 00156378632BBMMHXN	FPI-U3814	35.00		5,925.27
14 Mar 24	MELKSHAM TOWN COUN 399/400 27103308378848000N	FPI-U3815	1,750.55		7,675.82
15 Mar 24	DAISY 4736739 3091423 - <i>Campus wisi</i>	DD-U3816		45.29	7,630.53
15 Mar 24	DAISY 4736742 3091424 - <i>Paulian wisi</i>	DD-U3817		45.29	7,585.24
20 Mar 24	500182	DEP-U3818	23.81		7,609.05
21 Mar 24	500181	DEP-U3819	35.00		7,644.05
25 Mar 24	KEITH DYCKES INV408- MR280224	FPI-U3820	132.00		7,776.05
28 Mar 24 (Continued on next page)	MELKSHAM WITHOUT P GRANT CHEQUES	FPI-U3804	35,500.00		43,276.05

Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 2 - Unity Bank

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	31/03/2024	124	52,319.11
			<u>52,319.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			52,319.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			52,319.11
		<b>Balance per Cash Book is :-</b>	<b>52,319.11</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/03/2024	Fee	Service Charge <b>U3808</b>	£28.65 ✓	£0.00	£52,319.11

Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 3 - Fixed Term Deposit

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Fixed Term Deposit	31/03/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 4 - Instant Access Unity 20476339

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access 20476339	31/03/2024	12	408,834.76
			<u>408,834.76</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			408,834.76
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			408,834.76
		<b>Balance per Cash Book is :-</b>	<b>408,834.76</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



# Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

Mrs Teresa Strange  
First Floor Melksham Community Campus  
Market Place  
MELKSHAM  
Wilts  
SN12 6ES

**Date:** 31/03/2024

**Account Name:** Melksham Without Parish Council

**Swift Code (BIC):** NWBKGB2L  
**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301  
**Account Number:** 20476339

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at [www.unity.co.uk](http://www.unity.co.uk)

The credit interest rate is 2.75% AER as of your statement date.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](http://FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](http://unity.co.uk/fscs)

## Contact Us

- Call us: 0345 140 1000
- Email us: [us@unity.co.uk](mailto:us@unity.co.uk)
- Visit us: [unity.co.uk](http://unity.co.uk)

### Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
29/02/2024		Balance brought forward	£0.00	£0.00	£405,520.72
31/03/2024	Credit Interest	Credit Interest <i>03821</i>	£0.00	£3,314.04 ✓	£408,834.76

**Spend over £500 for QTR 4-January, February & March 2024**

<b>Cheque Ref</b>	<b>Payee Name</b>	<b>Transaction Detail</b>	<b>Date Paid</b>	<b>Net</b>
V3725-BACS	Public Works Loan Board	Payment for PWL 1 OF 2	24/01/2024	£150,000.00
V3726-BACS	Public Works Loan Board	Paying of loan 2 of 2	25/01/2024	£136,482.80
V3705-BACS	JH Jones & Sons	Inv.3934-December Parish Maintenance	26/01/2024	£1,470.93
V3742-BACS	Melksham Town Council	Inv44- Share NHP support 6072	28/02/2024	£1,897.50
V3741-BACS	Melksham Town Council	In45 Share NHP support 6088	28/02/2024	£907.50
V3743-BACS	Melksham Town Council	In.32 Share NHP Support 6065	28/02/2024	£2,268.75
V3745-BACS	Melksham Town Council	Inv.46-Market PI toilets 23/24	28/02/2024	£5,000.00
V3746-BACS	Melksham Town Council	In.48-SHF Caretaking 23/24	28/02/2024	£1,051.20
V3749-BACS	JH Jones & Sons	Inv.3993-January Parish Maintenance	28/02/2024	£1,470.93
V3754-BACS	Wiltshire Publications Ltd	Inv.446-Grant advert, Co-Option Vacancy, Quarterly newsletter	28/02/2024	£671.60
V3783-BACS	Building Control Specialists	10260- Control panel service	28/03/2024	£730.00
V3785-BACS	Wiltshire Age UK	Inv.9273-MCS Support Q4 Jan-Ma	28/03/2024	£2,875.00
V3787-BACS	JH Jones & Sons	Inv.4056-February Parish Maintenance	28/03/2024	£1,470.93
V3790-BACS	Wiltshire Council	298-Office rent-1 Jan-31 Mar	28/03/2024	£2,843.25
V3792-BACS	F&L J Di Claudio	Removal of Beanacre shelter	28/03/2024	£520.00
V3793-BACS	Miriam Zaccarelli	Additonal NHP resource	28/03/2024	£752.00

# The government publishes council tax levels for 2024/25

Friday, 22 March 2024



The Department for Levelling Up, Housing and Communities (DLUHC) has published information on council tax levels set by councils in England for the financial year 2024/25.

Data specific to local (parish and town) councils includes:

- Parish precepts in 2024/25 will total £783 million, which is £75 million higher than in 2023/24 and 1.9% of overall council tax.
- The average Band D precept charged by local precepting bodies (including local councils) for 2024/25 will be £85.88, an increase of £6.74 or 8.5%.

The statistical release also shows:

- The average Band D council tax set by local authorities in England (including local councils) for 2024/25 is £2,171, an increase of £106 or 5.1% on the 2023/24 figure of £2,065.
- The overall council tax requirement is £41.2 billion, £2.5 billion higher than in 2023/24.
- The total tax base for setting council tax in 2024/25 is 19.0 million Band D equivalent dwellings, compared to 18.7 million Band D equivalent dwellings in 2023/24.

DLUHC will publish individual parish data for 2024/25 in May 2024.

[Read the statistical release on council tax levels set by local authorities: England 2024/25](#)

## MELKSHAM WITHOUT PARISH COUNCIL

### Budget 2024/25

Melksham Without Parish Council agreed their Budget for 2024/25 at the Full Council meeting held on Monday 22<sup>nd</sup> January 2023. The Council unanimously agreed to set its Precept – the proportion of Council Tax paid to the Parish Council - at **£261,592** for the 2024/25 financial year, which is an increase of £16,320.97 (6.65%) on last year's Precept. This means that the average Band D household will contribute **£89.94** to Melksham Without Parish Council, **a £5.23 (6.17%) rise on last year**. (Band D properties are used as a measure of the national average).

## Lorraine McRandle

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**Subject:** FW: Melksham Without Parish Council - Utility Aid Quotes  
**Attachments:** Melksham x elec.pdf; Melksham x gas.pdf  
**Importance:** High

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**From:** William Cormack <[wcormack@utility-aid.co.uk](mailto:wcormack@utility-aid.co.uk)>  
**Sent:** 18 April 2024 11:40  
**To:** Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)>  
**Cc:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Subject:** Melksham Without Parish Council - Utility Aid Quotes  
**Importance:** High

Hi Marianne,

I hope you are keeping well.

As promised, please find attached your electricity and gas quotes for you to take to your meeting next Monday.

These are all fully fixed and will start when your current contract ends.

The majority of organisations are choosing to lock in long term- the EDF 36-month offer is very competitive – **this will save you £1844 per annum.**

Please let me know if you would like to go ahead and I can send you across the paperwork to complete.

With the situation escalating in the Middle East, and the likelihood that things will get a lot worse before they get better, we are advising customers to lock in now whilst there are savings to be had. With your renewals approaching, if oil prices rise, this will have a knock on effect on gas and electricity prices. Securing a price now will give you budget security for the foreseeable future.

<https://www.theguardian.com/business/2024/apr/16/middle-east-conflict-risks-a-sharp-rise-in-oil-prices-says-imf#:~:text=An%20escalating%20Middle%20East%20conflict,International%20Monetary%20Fund%20has%20warned.>

Our services include our awards winning customer care and procurement services listed below.

- Dealing with all supplier queries.
- Provision of CRC data
- Provision of ongoing market intelligence
- Full access to your dedicated Account Manager
- Assistance with additions and deletions to contract
- VAT and CCL assistance
- SMART installation assistance
- Energy Efficiency / Carbon Net Zero support, access to bespoke services to assist you with energy reduction.
- Meter installs/removals



We will not invoice you for this service as it will be contained within the rates quoted and will be paid by your energy supplier to us directly. This will be at 2ppkwh for electricity and 1.5ppkwh for gas.

We don't like to pressure our customers, but we do want to help you get the best price for your energy. Your bespoke prices & conditions of this quote will expire at 4pm today. Suppliers may withdraw these prices sooner and without notice in the event of significant market movement.

Please note prices are subject to VAT and CCL where applicable and the contract is subject to credit approval by the supplier. Please also note that you are responsible for sending your own termination notice and ensuring there is no debt on your account so that the transfer can move ahead smoothly as Utility Aid cannot be held responsible for any costs incurred due to delayed start dates. Should you receive notification of objection from your supplier you must notify us immediately.



**Will Cormack**

Energy Specialist



[wcormack@utility-aid.co.uk](mailto:wcormack@utility-aid.co.uk)



0161 464 9293



<https://utility-aid.co.uk>



ADR Number: C35UTIL23



**Let us know any feedback on the service you have received today. We want to learn from any mis**

For transparency, unless otherwise stated, all our quotations are presented with Utility Aid's fees already included. Fortunately, these fees are pay

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have  
The information you are being sent has been scanned as free from any errors or viruses, instances can occur where external factors which are beyond our c  
Sleaford, Lincs, NG34 7TW Registered in the UK & Wales. Company number: 04408718

# Price Comparison

Account Number : 03801H07/2000056187654

Annual Usage: 6907      Reference Number: #12313  
 Quote Date: Thursday, April 18, 2024      Renewal Date: 25 Aug 2024

Supplier	Term	Day Rate (p/kWh)	Standing Charge (p/day)	Annual Cost	Difference	% Difference
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### Current Supply

		46.9000	60.0000	£3,458.38		
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### New Supply

	12	24.20000	60.00000	£1,890.49	-£1,567.89	-45.34%
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Plan Type: Online Only.

	24	24.50000	60.00000	£1,911.22	-£1,547.17	-44.74%
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Plan Type: Online Only.

	36	25.50000	60.00000	£1,980.29	-£1,478.10	-42.74%
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Plan Type: Online Only.

	24	25.42000	62.00000	£1,982.06	-£1,476.32	-42.69%
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	12	25.69000	60.00000	£1,993.41	-£1,464.97	-42.36%
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	36	26.40000	65.00000	£2,060.70	-£1,397.68	-40.41%
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	24	27.37000	60.00000	£2,109.45	-£1,348.93	-39%
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Plan Type: Standard.

	36	27.41000	60.00000	£2,112.21	-£1,346.17	-38.92%
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Plan Type: Standard.

	12	27.50000	60.00000	£2,118.43	-£1,339.95	-38.75%
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Plan Type: Standard.

	24	31.33500	85.97260	£2,539.30	-£919.08	-26.58%
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Plan Type: Protect. (SSE Ref: 36022276 Quarterly Charge: 78.45 )FiTs (0.88600 p/kWh) is included in total but not within the rates displayed

	12	30.02200	111.89041	£2,542.18	-£916.20	-26.49%
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Plan Type: Protect. (SSE Ref: 36021732 Quarterly Charge: 102.10 )FiTs (0.87100 p/kWh) is included in total but not within the rates displayed

Utility Aid WebCRM

Prices are valid at the time of quotation but may be withdrawn at the supplier's discretion due to fluctuations in the energy market. For more information please see your contract terms and conditions or contact the sender. The sender does not accept responsibility for any errors or omissions. .



## Lorraine McRandle

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**Subject:** FW: Advertising board for consideration  
**Attachments:** signage.png; SIGN ARTWORK.png

From: James Stapleton <Jstapleton@futureoffootball.co.uk <mailto:Jstapleton@futureoffootball.co.uk> >  
Sent: 15 April 2024 09:27  
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk <mailto:clerk@melkshamwithout-pc.gov.uk> >  
Subject: Advertising board for consideration

Good morning Teresa,

Could we please have this considered at the next Parish council meeting.

I will get over a photo of the exact location later today, we propose having this 2 sided fixed sign before the ramp into the field (sloping grass away from pavement and by the roundabout)

We see this as a huge help to drive people to the tea hut and the field on match days – as you know the tea hut is a huge part of paying for pitches and referees. The sponsor included in the artwork is the one funding the board.

The size is 1100 x 1220mm per board - this would be on stilt legs as per the attached image.

Many thanks  
James



MWPC PAVILLION &  
**TEAHUT**  
THIS WAY



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01225 258845



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

Client: TP Melksham

Font: Quatro TP: CMYK 0/36/98/0 BMX - CMYK 34/94/56 /52 TP: CMYK 89/19/72/66 BMX - CMYK 19/37/100/1 DATE: 12/02/2024 DSJ:/ Designer: TL



Item: S - One way system Qty: / Substrate: ACM Panel Finished in RAL 6005 Graphic: Cut vinyl - Gloss laminate Fixing Surface: Existing V shaped post system Fixing: /

S

1100mm



1220mm

Proposed - Client to Confirm Please Note Items may not be to scale



**Email:** info@kanconnections.com  
**Web:** www.kanconnections.com  
**Tel:** 01225 808185



**Quotation**

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

<b>Quote No:</b>	Q819
<b>Date:</b>	06/04/2024
<b>Your Ref:</b>	

DESCRIPTION	
<p><b>Installation of defibrillator cabinet on pole outside Bowerhill Village Hall</b></p> <p>Installation included column for defibrillator cabinet to go on, LED lamp to go on top of column, underground ducting and armoured cable. Conduit to go up of wall of the building.</p> <p><i>Quote does not include groundworks to mount pole or trench from building to pole – this will be carried out by Andy Strange with cost direct to MWPC</i></p> <p>Supply 1x Galvanized 2.5 metre column with access chamber</p> <p>Yellow spray of column in Ral 1023 ‘traffic yellow’</p> <p>Supply 1x low wattage LED sign light to go on top of pole (same as path finder way) – very low wattage only 2W so although this will be on all night (this will be on a night sensor not movement sensor) it will be very low cost £10 per year to run – We do not recommend putting this on a movement sensor as these could be vandalised, an all night sensor is a better option as it is built into the top of the light – This light is a proper street light, metal vandal-resistant type</p> <p>Supply approx. 10m of ducting and 15m of armoured cable</p> <p>Supply 1x RCBO for Eaton Memsheld 2 distribution board (the existing distribution board in the hall is obsolete so to get a circuit breaker for it we need to special order the breaker hence the higher cost of the circuit breaker</p> <p>Labour – 1 day for one engineer along with testing and certification</p>	<p><b>£170.00</b></p> <p><b>£45.00</b></p> <p><b>£190.00</b></p> <p><b>£45.00</b></p> <p><b>£48.00</b></p> <p><b>£250.00</b></p>
<b>Total (EX VAT)</b>	<b>£748.00</b>

**Prices Subject to VAT at the current rate**



**KANConnections** – Unit 8 Manor Estate – Sandridge – Melksham – Wiltshire – SN12 7QT

## Upgrade of Office 365

We recently undertook some spreadsheet training, and we were unable to use some of the formulars that were being shown in the training. This is because our Microsoft applications are the 2016 version and not the most updated. While there is not an immediate issue with having an out-of-date version, the updates for our current version are due to stop next year. As per the email attached from Clive, the council purchased one-off licences for the desktop version of Microsoft some time ago, which was the most common thing to do at the time and was thought to be the cheaper option as it was a one-off cost with no monthly fee. Since we have purchased the desktop licences, our email system has changed to Microsoft, and we have purchased the Office 365 basic plan, which is the cloud-based version of the apps that allows us to work from home on the cloud and is the version you as councillors use. We pay a monthly fee of £4.90 + VAT per licence.

We also seem to have a syncing issue between the cloud version of Office 365 and our shared drive in the office. Sometimes versions that have been updated in the office don't seem to sync with Office 365 immediately, as they should, meaning that if someone is working at home, they may not be seeing the latest versions. We have spoken to Clive, and he has suggested that we could upgrade our Office 365 plan to business standard, which would include the desktop versions of the apps. This will mean that every time a new version of the application is released, we will automatically be updated to the newest version, and Clive believes this may resolve the syncing issues too.

For the business standard plan, it would be £10.30 + VAT per month, total per month for the three officers £30.90 + VAT. This will be an extra £64.80 + VAT per year for each of the three officers. The total additional cost for this plan per year will be £194.40 + VAT, which we haven't budgeted for. We have around c£20k in the general contingency reserve, so this additional cost could come from here if you wish to go ahead with this option.

## Marianne Rossi

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**From:** Clive Merritt <clive@avon-it.co.uk>  
**Sent:** 26 February 2024 13:32  
**To:** Marianne Rossi  
**Cc:** Teresa Strange  
**Subject:** RE: Microsoft version

Hi Marianne,

Your copies of MS Office were purchased as one off licences quite a while ago. At the time, this was the most common way to purchase MS Office and the cheaper option in the long term. Microsoft now encourages customers to buy subscriptions of Office 365 instead of one off licences.

Since Office 2016 was purchased, you have changed your email system to Microsoft and have licences for 365 Business Basic, so one option would be to upgrade these licences to Business Standard or Premium. You currently pay £4.90 + VAT per licence per month. 365 Business Standard costs £10.30 per licence and 365 Business Premium is £18.10. 365 Business Standard includes desktop versions of Word, Excel, Outlook, Powerpoint and Teams. 365 Business Premium also includes anti-virus and enhanced security systems. You currently use Avast Couldcare for anti-virus, so the security features of 365 Business Premium probably would not be required.

The details of the 365 options are here [https://www.microsoft.com/en-gb/microsoft-365/business/compare-all-microsoft-365-business-products-d?ef\\_id=k\\_CjwKCAiAivGuBhBEEiwAWiFmYWkBcenoPRXfb9IyJ\\_W\\_OX86Mzhx22\\_1MGm0K\\_ZLbqYBa-Uq-3IBbRoCOE0QAvD\\_BwE\\_k\\_&OCID=AIDcmm1tr7dx3b\\_SEM\\_k\\_CjwKCAiAivGuBhBEEiwAWiFmYWkBcenoPRXfb9IyJ\\_W\\_OX86Mzhx22\\_1MGm0K\\_ZLbqYBa-Uq-3IBbRoCOE0QAvD\\_BwE\\_k\\_&gad\\_source=1&gclid=CjwKCAiAivGuBhBEEiwAWiFmYWkBcenoPRXfb9IyJ\\_W\\_OX86Mzhx22\\_1MGm0K\\_ZLbqYBa-Uq-3IBbRoCOE0QAvD\\_BwE](https://www.microsoft.com/en-gb/microsoft-365/business/compare-all-microsoft-365-business-products-d?ef_id=k_CjwKCAiAivGuBhBEEiwAWiFmYWkBcenoPRXfb9IyJ_W_OX86Mzhx22_1MGm0K_ZLbqYBa-Uq-3IBbRoCOE0QAvD_BwE_k_&OCID=AIDcmm1tr7dx3b_SEM_k_CjwKCAiAivGuBhBEEiwAWiFmYWkBcenoPRXfb9IyJ_W_OX86Mzhx22_1MGm0K_ZLbqYBa-Uq-3IBbRoCOE0QAvD_BwE_k_&gad_source=1&gclid=CjwKCAiAivGuBhBEEiwAWiFmYWkBcenoPRXfb9IyJ_W_OX86Mzhx22_1MGm0K_ZLbqYBa-Uq-3IBbRoCOE0QAvD_BwE)

The other option would be to buy new licences to upgrade to the latest version of MS Office. The latest version is Office 2021 and the official price of the Home and Business version is £250 per copy, although some suppliers offer it at around £190. This is a one off price, but means that you don't get updates to newer versions.

Please note that you already have one 365 Business Standard licence which was purchased for the meeting laptop and is now used for the meeting room PC. The councillors have 365 Business Basic licences for email and cloud based versions of Office apps, so 3 licences would need to be purchased for the office PCs.

I will be in Melksham this afternoon, so I will call in and we can discuss the options if you need any more details.

Clive

---

**From:** Marianne Rossi [mailto:admin@melkshamwithout-pc.gov.uk]  
**Sent:** 26 February 2024 12:21  
**To:** Clive Merritt <clive@avon-it.co.uk>  
**Cc:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Subject:** Microsoft version

Hi Clive,

I hope all is well with you?

Teresa and myself undertook some spreadsheet training this morning and we discovered that our Microsoft isn't the latest version. This meant that we were unable to use some of the formulars that they were showing us in the training. They said it is because our Microsoft must be an out of date version, and I have just had a look an it says we are on 2016. Are you able to advise how we update to the latest version? We have some spreadsheet training next week.

Many thanks

Best Wishes,  
Marianne

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

Want to keep in touch?

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

On twitter: [@melkshamwithout](#)

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We do not guarantee that any email is free of viruses or other malware.

**MINUTES of the Highways & Streetscene Committee of Melksham Without Parish Council held on Monday 8 April 2024 at Melksham Without Office Space (First Floor), Melksham Community Campus, Market Place, Melksham, SN12 6ES at 8.40pm**

**Present:** Councillors Alan Baines (Committee Chair), Mark Harris, Shona Holt and Robert Shea-Simonds

**In attendance:** Councillor Peter Richardson (part of meeting)

**Officers:** Teresa Strange, Clerk

**487/23 Welcome, Announcements & Housekeeping**

Councillor Baines welcomed everyone to the meeting, noting those present were aware of fire evacuation procedures for the building and understood that the meeting was being recorded to aid the minutes, which would be published on YouTube and deleted once the minutes had been approved.

**488/23 To receive Apologies and approval of reasons given**

Apologies were received from Councillor Glover who was helping at the Guide HQ, with Councillor Holt substituting; Councillor Pafford who had been to a funeral out of County; Councillor Franks who was on holiday and Councillor Chivers who was back in hospital.

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

**489/23 a) To receive Declarations of Interest**

There were no declarations of interest.

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

None received.

**490/23 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.*

There were no items to be discussed in confidential session.



**491/23 Public Participation**

There were no members of public present.

**492/23 To note Minutes of last Highways & Street Scene Committee meeting held on 15 January 2024 and updates on actions taken.**

Members noted the minutes of the Highways & Streetscene meeting held on 15 January 2024 and the various actions taken.

With regard to Min 377(d) and the response to the Local Cycling, Walking Infrastructure Plans (LCWIP), the Clerk informed the meeting she had heard earlier in the day that Wiltshire Council had been awarded £375,000 for active travel and mentioned Melksham in the list of schemes. She had therefore contacted Wiltshire Councillor Tamara Reay, Cabinet Member for Transport & Assets to ask what was happening in Melksham, explaining that the parish council had made a comprehensive reply to the LCWIP and looked forward to receiving an update.

**493/23 Local Highways & Footpath Improvement Group (LHFIG)**

**a) To note Minutes and action log of Local Highways & Footpath Improvement Group (LHFIG) meeting held on 8 February 2024.**

Members noted the minutes and action log of the LHFIG meeting held on 8 February 2024.

**i) Issue 9-22-17: Waiting Restriction Requests**

Councillor Baines raised concern the proposals regarding Mitchell Drive, Bowerhill did not seem to be in line with those proposed by the parish council.

The Clerk explained the various waiting restrictions would be included on the Full Council meeting agenda on 22 April, as they had been too late to include them on this agenda, for the parish council to respond to proposals by the 7<sup>th</sup> May deadline. Wiltshire Council were happy to meet with the parish council to discuss the various proposals and this would be arranged before the Full Council meeting.

**ii) Issue 9-23-4: Semington Road Bus Gate**

The Clerk explained it had been agreed to publish widely once the camera had been installed, including in the Melksham News, to forewarn people before tickets were issued to anyone who uses the gate illegally.

**iii) Issue 9-22-22: Corsham Road, Shaw - reinstate louvre shutters on traffic lights.**

Members noted the council's 50% contribution had increased to £378.59 which had been approved.

**iv) Issue 9-23-17: – Installation of Realtime Information (RTI) on bus shelters on Mitchell Drive, Bowerhill**

Councillor Baines explained the battery-powered RTI was not yet available and not accepted by Wiltshire Council as part of their contract, therefore LED RTI would be installed and would not cost as much as originally thought. Therefore, two more shelters on Halifax Road (Kestrel Court stops) can have RTI installed as they have an electric supply.

Unfortunately, the Market Place bus shelter does not have an electric supply and therefore cannot have RTI installed at present.

Funding for the RTI was coming from the shared Community Infrastructure Levy (CIL) pot with the Town Council.

**v) Issue 9-23-11: A365 Bowerhill, Devizes Road junction with Hornchurch Road – request to introduce double white line system to prevent overtaking.**

This request had been closed by LHFIG as the parish council had subsequently indicated that they did not wish to proceed with this request at present as it was noted a new site allocation in the draft Local Plan was included adjacent to the school which could affect the road layout. There was also a petition for 20mph at this location and it was therefore felt prudent to see what future road layouts were planned, rather than making changes now.

It was noted this section of road was due to be resurfaced as part of planned maintenance by Wiltshire Council and whether it was prudent to change any road markings once the road had been resurfaced.

**Recommendation:** To ask Wiltshire Council if the road markings could be examined to make it more obvious that people should not overtake at this junction on the right; as part of the planned resurfacing and therefore re-lining.

The Clerk highlighted that at the LHFIG meeting, Town Councillor Hubbard had raised concerns at the current level of third-party

funding for Melksham Town Council and Melksham Without Parish Council, which was currently set at 50%, compared with 25% for other parish councils. It was understood this had been raised at a subsequent Area Board meeting, but deferred, and therefore the Clerk sought a steer from Members if they wished to review this council's share of funding for projects in the parish.

**Recommendation:** To place an item on the next Full Council agenda regarding this council's share of funding for LHFIG projects in the parish.

**494/23 To consider requests for support by the Parish Council including requests for the Local Highways & Footpath Improvement Group (LHFIG) next meeting on 7 May 2024:**

**a) To note concerns of pedestrian safety on Top Lane, Whitley and consider a way forward**

A resident of Whitley had written to the parish council concerned about pedestrian safety along Top Lane, West Hill and Purlpit due to the lack of pavement in places which meant people had to walk in the road.

It was noted the parish council had recently looked at the possibility of extending the footway, however, due to the costs associated with installing a footway c£100,000 they had not pursued this.

Councillor Baines noted the resident had suggested the installation of pedestrians in the road signage and noted such signage did exist on parts of Top Lane before footway works were undertaken some 5-10 years ago.

Councillor Richardson explained that Daisy Chain Nursery often walked young children along this road and that the speed limit changed to 60mph once reaching the village gates at Purlpit, the road became narrow at this point and queried if the speed limit here could be reviewed.

Councillor Baines highlighted Wiltshire Council had previously reviewed the speed limits not that long ago, with the conclusion the speed limit was appropriate.

Councillor Richardson noted on the village gateway signage coming into Whitley via West Hill, that on one side of the road, the sign stated 'Welcome to Whitley Please Drive Carefully', but there did not appear to be a sign on the other side, he was unsure if one had previously existed and had subsequently disappeared and suggested if similar signage on the other village gateway sign would help in slowing vehicles down when

entering the village from this direction.

It was highlighted if such signage had previously existed on the other village gateway sign and a request was submitted to LHFIG for new signage, there should be no cost to the parish council.

**Recommendation:** To submit a request for consideration to LHFIG for the installation of:

1. 'Pedestrians in Road' signage on Top Lane, beyond the First Lane junction with Top Lane for cars heading towards West Hill/Purtpit; and in the opposite direction for those vehicles coming up from Purtpit towards West Hill in the other direction.
2. 'Please Drive Carefully' signage be added to the Whitley Village gateway signage coming from West Hill/Purtpit.

**b) To note concerns of road safety on Corsham Road, Whitley and consider a way forward.**

Councillor Richardson explained he had been contacted by a resident concerned at road safety on Corsham Road having witnessed a near miss with a vehicle and pedestrian.

Councillor Richardson was aware of various incidences having taken place on Corsham Road resulting in minor injuries, as well as numerous near misses. However, noted not all were reported, with himself nearly being knocked over recently by a car which had swerved to avoid something in the road. He asked what could be done to improve road safety on Corsham Road, noting another resident of Whitley had provided a list of possible road safety improvements.

- Re-activate the speed watch site nearer to the school entrance (Police action);
- Speed watch sessions are (deliberately) conducted to include drop of/pick up school times;
- Increase police presence during school run times;
- Hire a "Lollypop Lady";
- Creation of a permanent 20mph zone;
- Permanent radar speed signs (SID) closer to the school;
- Temporary 20 mph zone flashing lights;
- Serco-type speed camera (real or dummy) may do the trick;
- Temporary/permanent automatic speed cameras with number plate recognition and number plate display when speed exceeded;
- As above with registration numbers and speeds recorded and letters fines automatically issued.

With regard to the 20mph speed limit outside the school, Councillor Baines explained it was not Wiltshire Council's policy to have temporary 20mph speed limits outside schools on main roads during school times.

Councillor Richardson expressed frustration that the Shaw School needed to update their school travel plan in order for some highway improvements to be implemented.

On the crossing outside the school it was noted one of the 'belisha' beacons had a 'halo' on one side but not the other and asked if one could be included, which may help in slowing vehicles down.

It was noted that now a new contractor had been found to install the speed indicator devices and an eligible site on Corsham Road, that hopefully this would help in reminding people to drive within the speed limit.

Councillor Richardson explained that whilst driving to Frome he had noted 'slow' road markings painted on the road with 3 yellow lines under and above and queried whether similar lines could be added to the 'slow' road markings on Corsham Road to make them more obvious, but it was felt that no amount of extra road safety measures could compensate for bad driving.

Concerning a lolly pop lady as mentioned, it was noted these had been taken away some time ago all over the Country, due to lack of funding as well as due to fears at the level of abuse they often received.

**Recommendations:** To ask Wiltshire Council why one 'halo' has been installed on one side of the crossing on Corsham Road and not the other.

Councillor Richardson left the meeting after this item.

**c) To note concerns of resident at the condition of the footway from Redstocks to Melksham.**

Correspondence had been received from a resident concerned at the condition of the footway from Redstocks to Melksham.

It was noted the road surface was also in poor condition and was included in Wiltshire Council's resurfacing programme list.

The Clerk explained the condition of the footway had been put through on Wiltshire Council's app, however, no update had been received on what action if any, would be undertaken.

It was noted that given the condition of the road surface it would be a difficult job for the parish steward to undertake, without further damaging the surface.

**Recommendation:** To ask Wiltshire Council if they could they repair/resurface the footway at the same time as they are resurfacing this stretch of road as part of their programme of resurfacing maintenance.

**495/23 Road Safety (standing item)**

- a) **To consider any items/projects for review by the Road Safety Working Group.**

**Recommendation:** To ask the Road Safety Working Group to look at road safety issues relating to Semington Road ie not being usable for cyclists, speeding and misuse of the traffic calming.

- b) **To note correspondence to Michelle Donelan MP regarding road safety on Semington Road.**

Members noted the correspondence from a resident of Semington Road to Michelle Donelan MP concerned about road safety on Semington Road and what pressure she could bring to bear to try and get the matter resolved.

**496/23 Highway Maintenance:**

- a) **To note Wiltshire Council have increased investment into filling potholes, resurfacing roads and tackling highways flooding.**

It was noted Wiltshire Council were investing millions of pounds into filling potholes, resurfacing roads and tackling the causes of highway flooding throughout the County in 2024/25.

- b) **To note Highway Maintenance Programme for 2024/25-2029/30.**

A list of the various roads to be resurfaced in Wiltshire between 2024-2030, which included various roads in the parish, had been circulated to the Highways Committee for their information.

**497/23 Hilperton to Melksham Active Travel Route and Byways**

Members noted the update from Wiltshire Council on the Hilperton to Melksham Active Travel Route and Byways audit, noting there had been

a few issues with increased vehicle use on parts of the route with Wiltshire Council proposing to introduce an Experimental Traffic Regulation Order to prohibit motor vehicles from using these routes unless for access.

The Clerk expressed disappointment the concerns the parish council had raised regarding the safety of cyclists had not been included in the audit, such as cyclists having to go back onto the road once they reached Longford Road in the town and therefore had put these comments through as part of the response to the Local Cycling, Walking Infrastructure Plan (LCWIP).

#### **498/23 Rights of Way**

Members noted improvements to rights of way MELW1 & MELW2 via S106 contributions from the Bowood View development had been undertaken in Berryfield.

The Clerk expressed disappointment that the Rights of Way officers had not sought improvements elsewhere in Berryfield, despite the parish council requesting monies be included in S106 agreements for Buckley Gardens, to improve rights of way in the area.

#### **499/23 Bus Shelters**

##### **a) Semington Road Bus Shelters**

##### **i) To note concerns regarding the siting of bus shelters and consider any action**

A resident of the mobile home park had contacted Councillor Holt concerned the bus stop had moved further up the road. Their mobility issues meant that they felt this was at the detriment of the Mobile Home residents, and that the residents in the new housing development were receiving preferential treatment.

Councillor Baines noted the parish council had tried to convince the owners of the mobile home park to allow a footway to be constructed adjacent to their site for their residents but this had been refused, also in places there was not sufficient distance between the fence and kerb to construct a footway.

Wiltshire Council Highways also felt if a footway was installed adjacent to the mobile home park it would be too narrow and didn't want to encourage residents to use it, therefore residents should be encouraged to cross the road to join the footway on the other side of the road and then

cross back later on to access the bus shelter near Telford Drive.

Councillor Baines also noted that where the bus used to stop at the entrance to the mobile home park, there was quite a step down for people as there were no kerbs, which was not safe and therefore as funding was coming from the Bowood View development it was agreed to move the shelter where it would be safer to drop off passengers ie near Telford Drive.

It was noted the Townsend Farm development was funding a bus stop and there was therefore the possibility of having two bus stops close together with the possibility that passengers from the mobile home park could use a new one.

**Recommendation:** To arrange a site visit with Wiltshire Council regarding the siting of the new bus shelter and to discuss the location of the potential new bus stop.

**ii) To note concerns regarding the side panels on the bus shelter near Telford Drive obscuring vision for vehicles exiting Telford Drive and agree way forward.**

Correspondence had been received from a resident of Semington Road concerned the side panel on the bus shelter recently installed near Telford Drive was obscuring the vision of vehicles exiting Telford Drive.

Councillor Holt agreed drivers' vision was obscured by the positioning of the side panel, also drivers' vision was obscured in the other direction by an overgrown hedge.

The Clerk advised a letter would be going to the homeowner to ask that they cut back their hedge as it was obscuring the vision of drivers exiting Telford Drive.

Councillor Baines highlighted the bus shelter had been located in the visibility splay for Telford Drive, as shown in plans for Bowood View (17/10416), noting the bus shelter should have been placed at the back of the footway, which is highway land and therefore would have not have caused visibility issues.

It was noted David Wilson Homes (Buckley Gardens) had installed raised kerbs at the bus stop outside the New Inn, making it difficult for the bus to pull in safely to pick up passengers without hitting the kerb and therefore had not been installed correctly.



**Recommendation:** To ask Wiltshire Council why the bus shelter has been located in its current position, instead of further back in the footpath which is Highway Land and to arrange a meeting with Wiltshire Council to look at both bus shelters and the high kerbs outside the New Inn. Councillor Holt asked if she could be included in the site visit.

**500/23 Proposed A350 Bypass (Standing Item):**

In response to the request to Michelle Donelan MP to follow up on the parish council's behalf when an update on the M4 to Dorset Coast Connectivity report would be released in the public domain, a response had been received from Guy Opperman MP. He confirmed that the Department for Transport had received the final report from National Highways and that the findings would be reflected in a document due to be published later in 2024.

The committee expressed frustration as the report was originally due to be published in Summer 2023.

Meeting closed at 10.00pm

Signed:.....  
Chair, Full Council, 22 April 2024

## **Extract from the draft Melksham Area Board meeting minutes on Weds 6<sup>th</sup> March 2024 regarding the contribution that Melksham Town Council and Melksham Without Parish Council make to LHFIG projects:**

### **Supporting documents:**

- [Melksham LHFIG – Meeting Notes 08.02.24 , item 61.](#)PDF 628 KB
- [APPENDIX 1 - Melksham LHFIG Expenditure 2023-24 - As of 12th Feb 24 , item 61.](#)PDF 270 KB

### **Minutes:**

Cllr Mike Sankey introduced the minutes and recommendations from the LHFIG meeting held on 8 February 2024. A discussion took place on the following items:

#### **LHFIG Local Contributions Review**

Cllr Sankey stated that he would like to reaffirm the contribution levels for LHFIG projects on the reasoning that he was happy to use his discretion to a point but would prefer for expected contributions to be in black and white. Cllr Sankey also cited other reasons for the suggestion, including that he represented Melksham East, who came under the jurisdiction of Melksham Town Council, who had to make a larger contribution to projects and that it was difficult to argue that contributions should be equal amongst all parishes.

Cllr Seed noted that the LHFIG had been successfully ran for a number of years with it possible for contributions to be moved away if there was a particular reason to do so. Furthermore, that flexibility would enable a greater chance of getting work done and that it was suggested that the figures be left as they are.

Cllr Hubbard stated that at the last CATG meeting, a Highways Officer had stated that it was the policy of the Melksham Area Board, that if a project was submitted by the Town Council or Melksham Without Parish Council, then they would have to cover 50% of the cost of any project and that any smaller parish would have to pay 33% towards the cost of any project.

It was agreed that the minutes of this meeting would be found for clarity on the issue and brought back to the next Area Board meeting for further discussion.

## Lorraine McRandle

---

**Subject:** FW: Melksham & Semington Parking review  
**Attachments:** Melksham & Smington Parking review 2024.zip

---

**From:** Sibson, Hannah <[Hannah.Sibson@wiltshire.gov.uk](mailto:Hannah.Sibson@wiltshire.gov.uk)>  
**Sent:** 04 April 2024 15:17  
**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Cc:** Stansby, Mark <[mark.stansby@wiltshire.gov.uk](mailto:mark.stansby@wiltshire.gov.uk)>; Rose, Martin <[martin.rose@wiltshire.gov.uk](mailto:martin.rose@wiltshire.gov.uk)>  
**Subject:** Melksham & Semington Parking review

Dear Teresa Strange,

You will be aware that the LHFIG has commissioned us to consider new parking controls and I attach for consideration our draft proposals.

We have visited each site at appropriate times of the day depending on the issue reported to us I.E school journey times and evening hours.

Mark Stansby has suggested that we visit you to explain our proposals in more detail and you can contact him when he returns from leave next week to arrange a meeting.

We hope to receive your final comments by the 7<sup>th</sup> May.

Kind regards

Hannah Sibson

Apprentice Civil Engineer

Traffic Engineering Team

Highways Asset Management and Commissioning

**Wiltshire Council**

Tel: 01225 713237

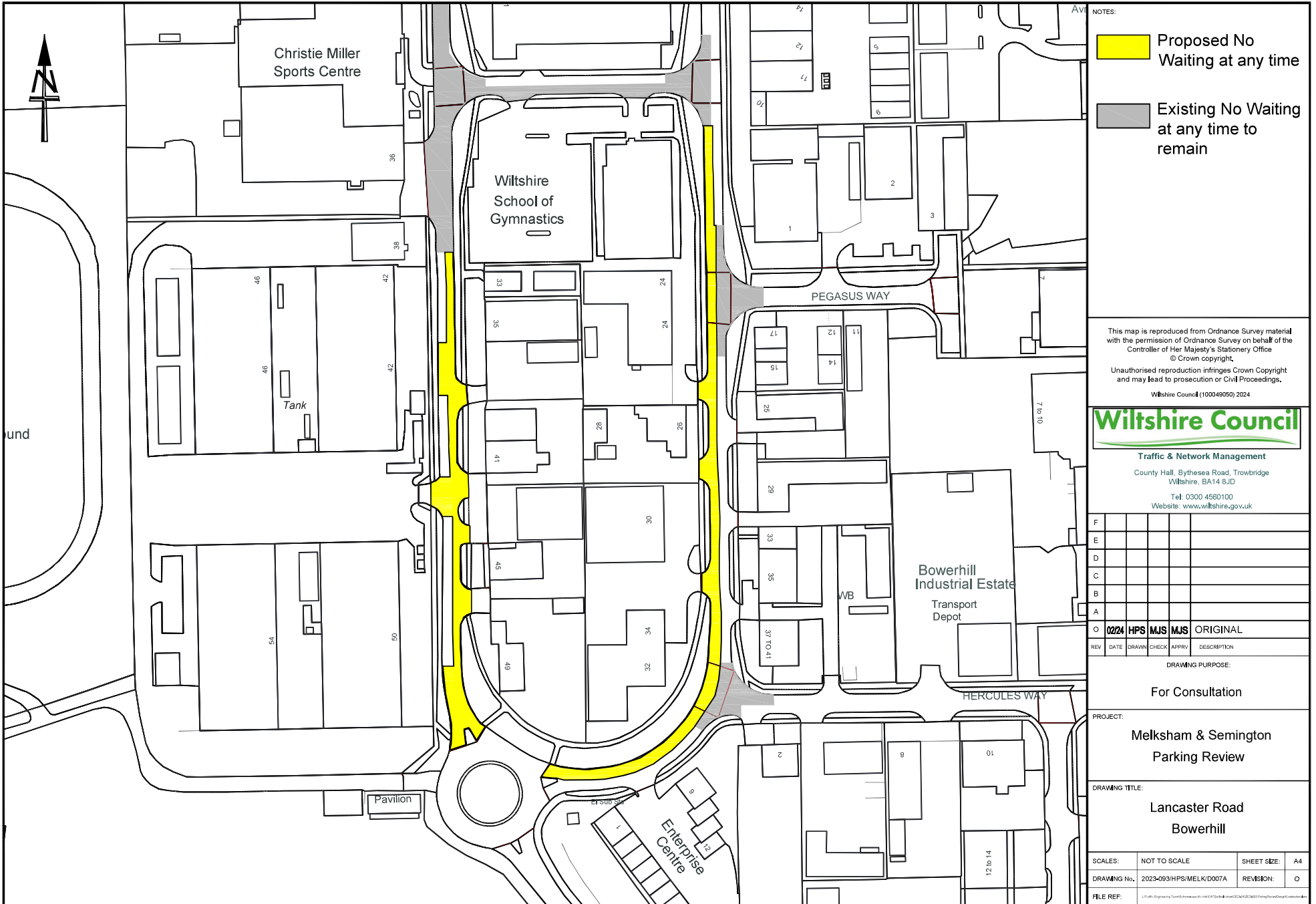
Email: [Hannah.sibson@wiltshire.gov.uk](mailto:Hannah.sibson@wiltshire.gov.uk)

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

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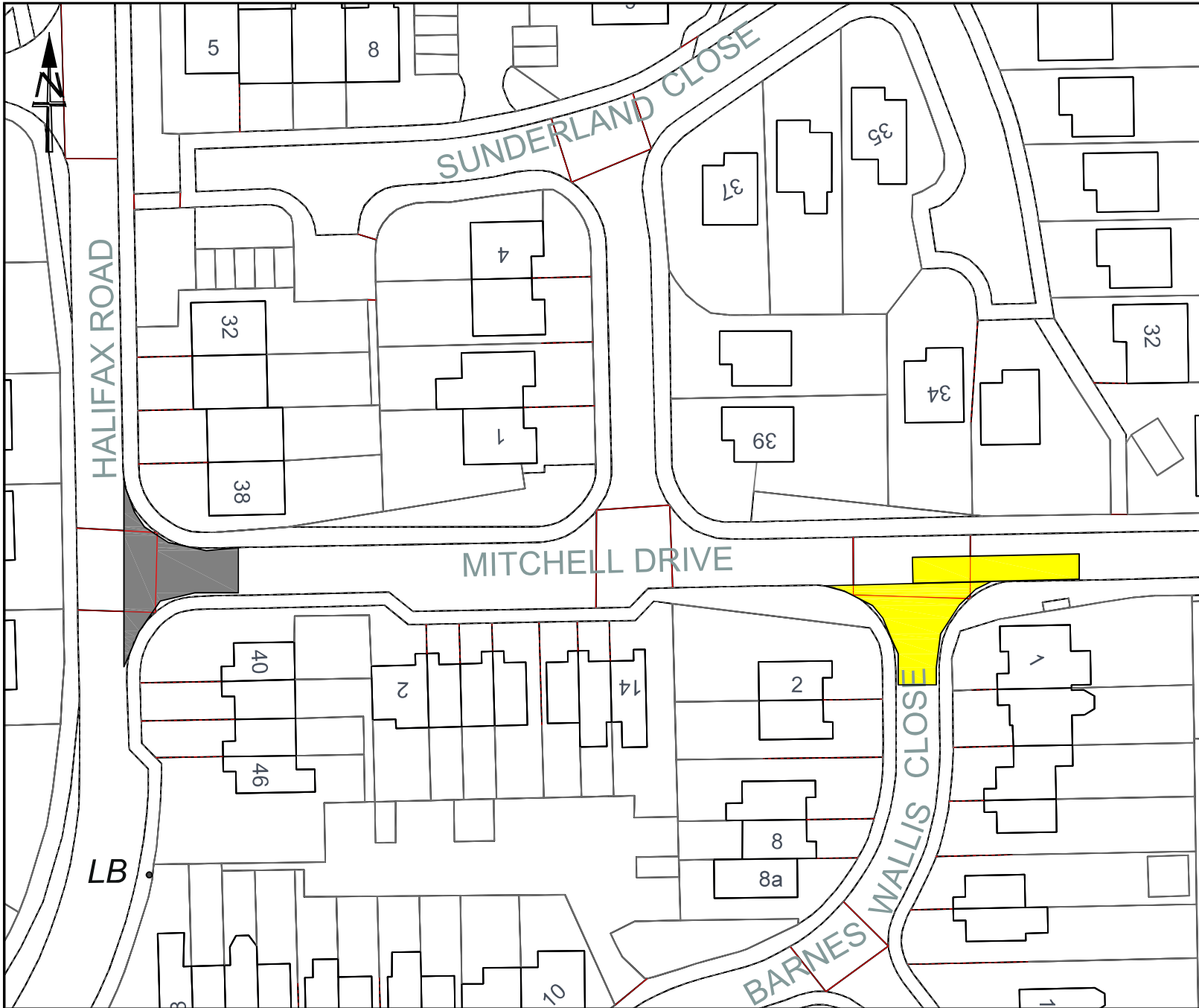
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**For Consultation**

PROJECT:  
**Melksham & Semington  
 Parking Review**

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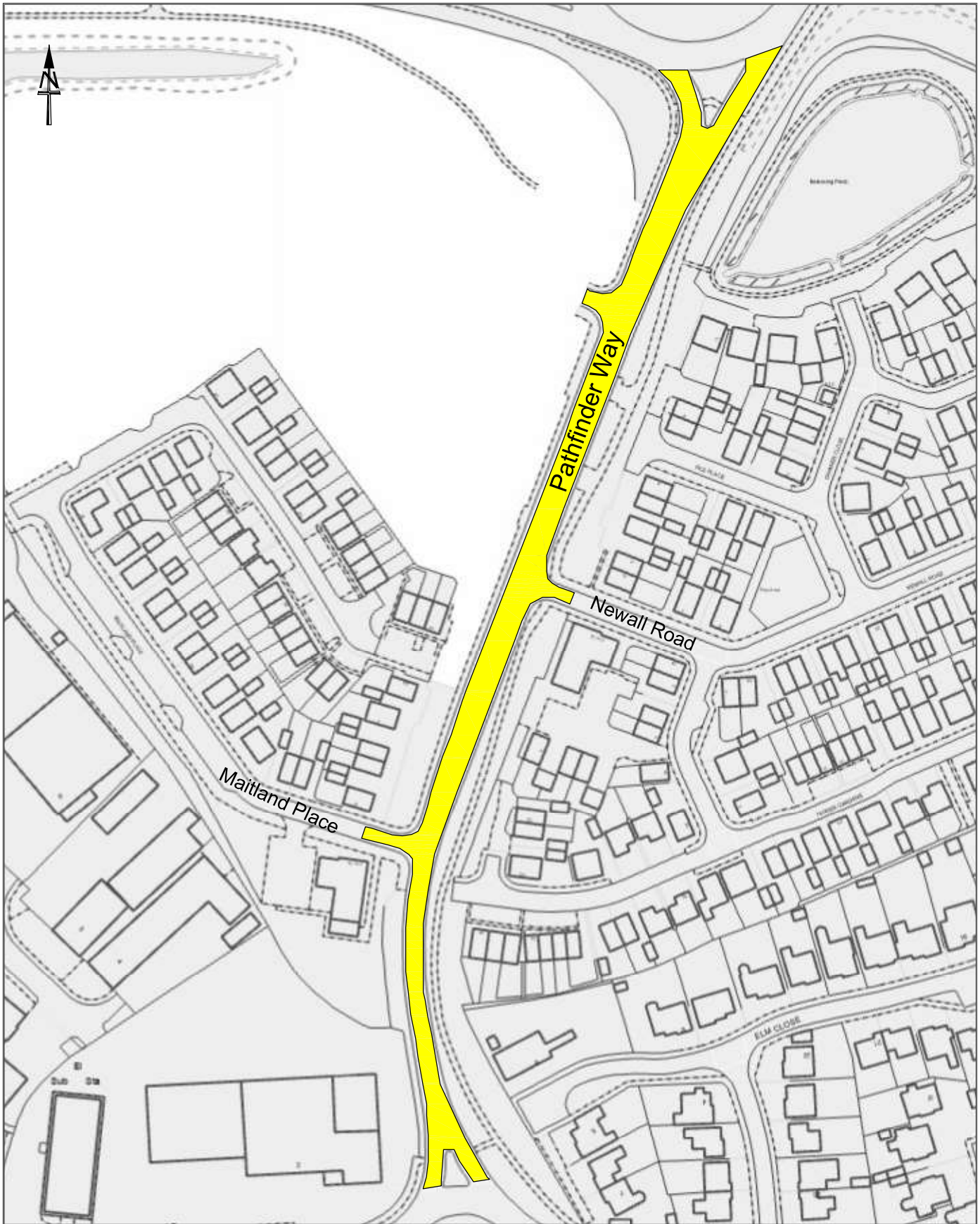
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PROJECT:  
Melksham & Semington Parking Review


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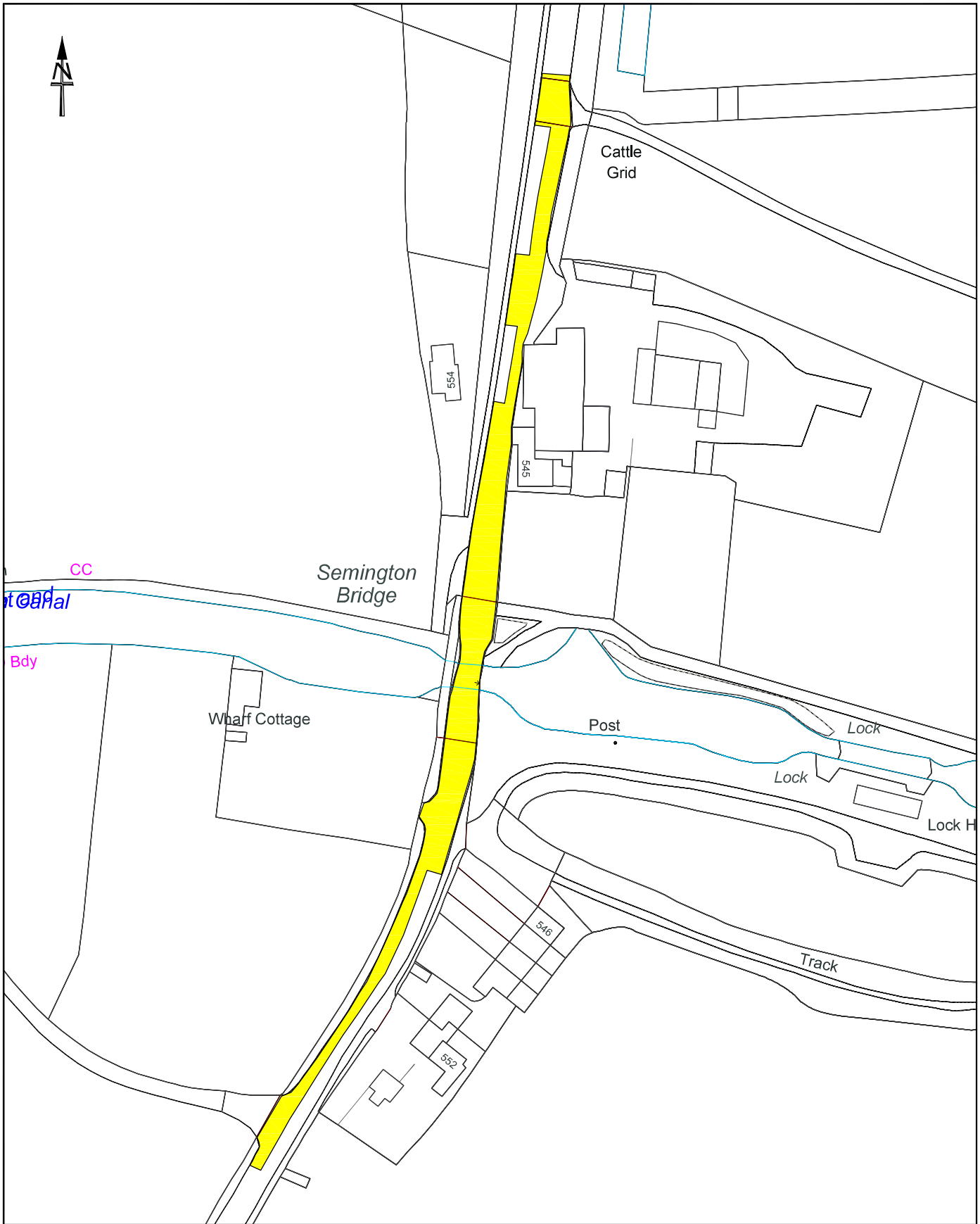
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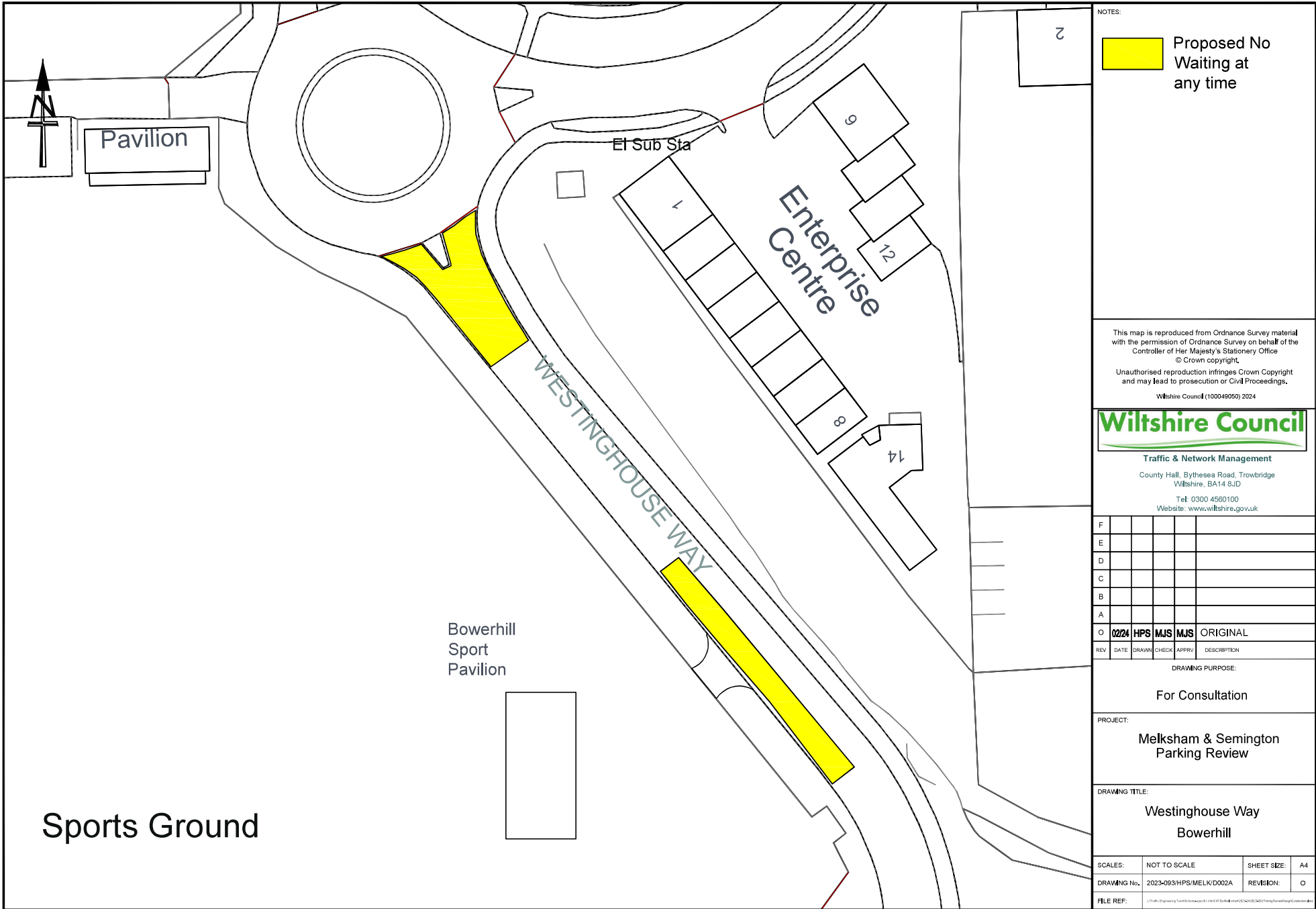
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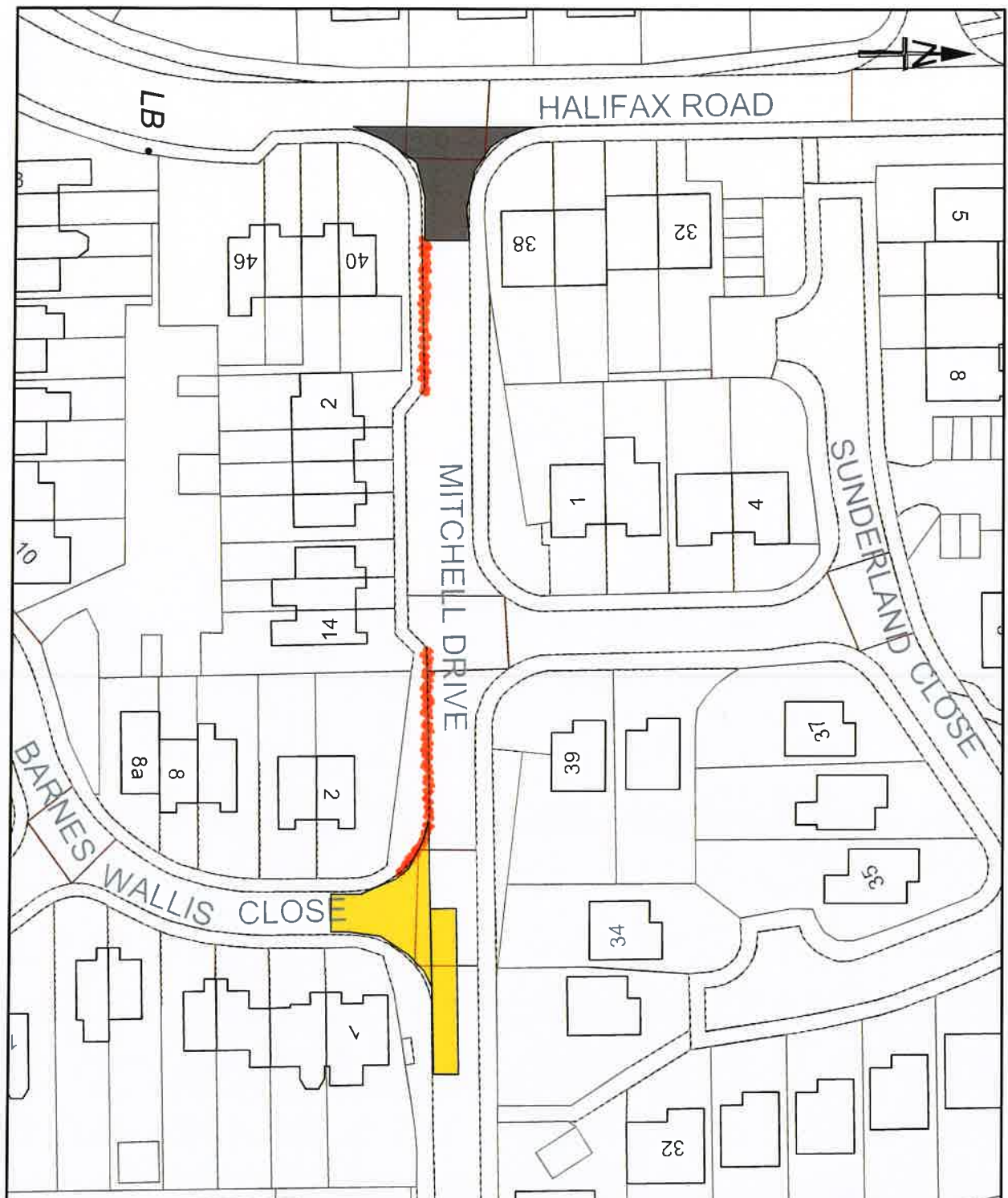
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Melksham & Semington Parking Review

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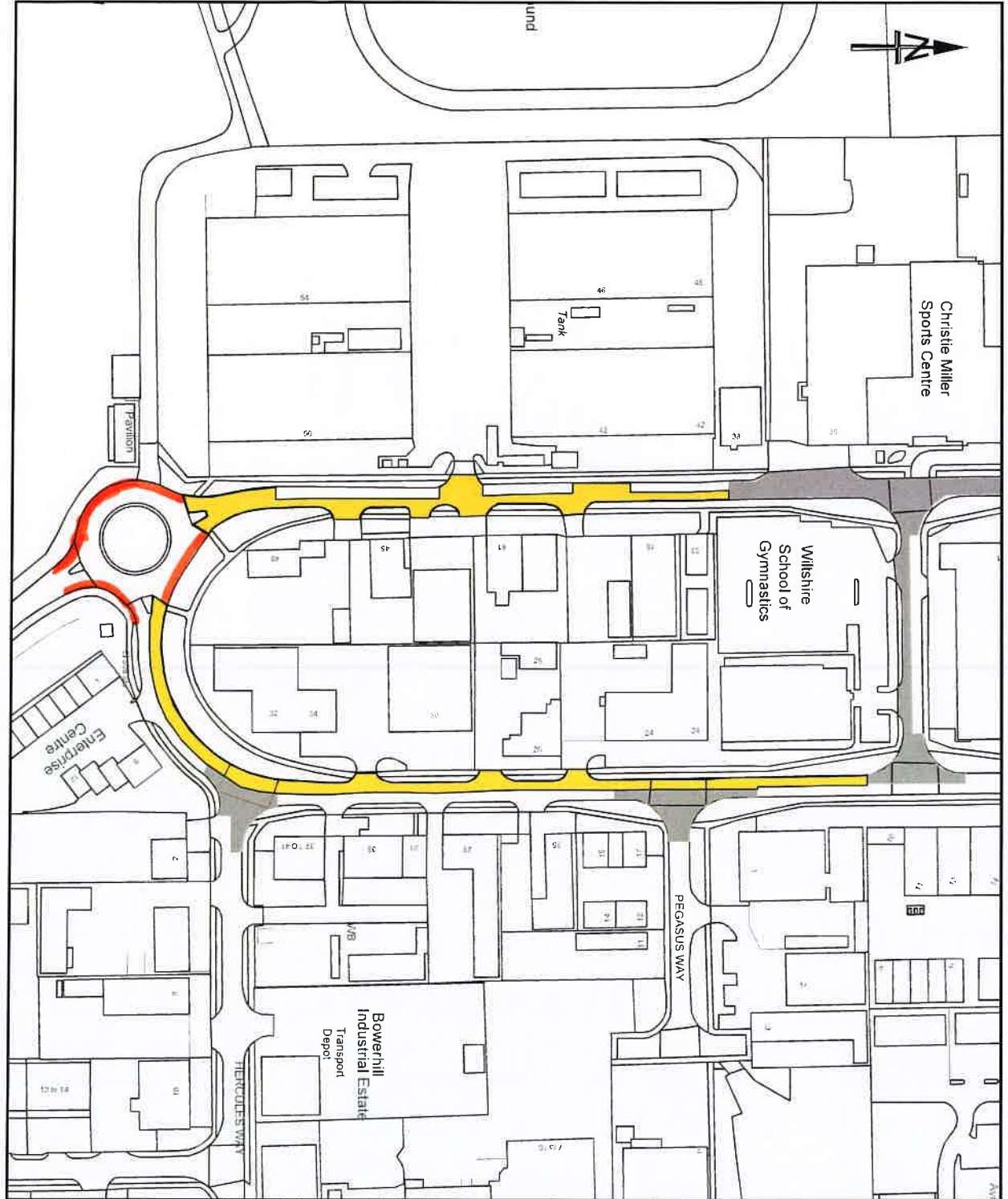
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 Melksham & Semington  
 Parking Review

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PROJECT:  
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 Parking Review

DRAWING TITLE  
 Lancaster Road  
 Bowerhill

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DRAWING NO.	202409/HERCULES/007A	REVISION	0
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## Lorraine McRandle

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**Subject:** FW: Wiltshire Flooding Support Resources  
**Attachments:** Flood\_Action\_Guide\_Wiltshire.pdf; Flood\_Recovery\_Guide\_Wiltshire.pdf

From: Flood Wessex <[floodwessex@environment-agency.gov.uk](mailto:floodwessex@environment-agency.gov.uk) <<mailto:floodwessex@environment-agency.gov.uk>>>  
>  
Sent: 22 March 2024 16:14  
To: Flood Wessex <[floodwessex@environment-agency.gov.uk](mailto:floodwessex@environment-agency.gov.uk) <<mailto:floodwessex@environment-agency.gov.uk>>>  
Subject: Wiltshire Flooding Support Resources

Dear Clerk

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

Together with our partners, the Environment Agency have been working to respond to flooding when it occurs, and to support communities to recover. As climate change makes wetter winters and extreme weather events more likely, community resilience is more important than ever, and we will continue to support communities to be as prepared as they can be for flooding.

Please find attached a flood action guide with preparedness information, and a recovery guide for those recently affected by flooding. We would be grateful if you could share these on your website, to make them easily accessible to members of your community.

### Reporting Flooding

Reporting of flooding is crucial for incident response and also for long term planning of flood risk reduction measures. If your community has been impacted by flooding but it has not been reported, then the relevant authorities may not be aware of what has occurred.

In an emergency, if there is a risk to life, report flooding to 999.

- \* For other emergency reporting, who you report the flooding to will depend on the source of the flood:  
<https://www.gov.uk/report-flood-cause> <<https://www.gov.uk/report-flood-cause>>
- \* For main rivers: Environment Agency incident hotline (24hr) 0800 80 70 60
- \* For ordinary watercourses / surface water / groundwater / roads: Wiltshire Council
  - \* Flooding can also be reported to Wiltshire Council via the MyWilts app, non-emergency  
<https://www.wiltshire.gov.uk/mywilts-online-reporting> <<https://www.wiltshire.gov.uk/mywilts-online-reporting>>
  - \* Highways - telephone 0300 456 0105 or use report non-urgent highway defects  
<<https://www.wiltshire.gov.uk/mywiltshire-online-reporting>> .
  - \* Out of hours emergency telephone number: 03004 560 100
  - \* Also, Town and Parish Councils can highlight issues via the Operational Flood Working Groups
- \* For sewage / burst mains: Wessex Water 0345 600 4 600 (24hr) [www.wessexwater.co.uk/your-wastewater/flooding/sewer-flooding](http://www.wessexwater.co.uk/your-wastewater/flooding/sewer-flooding) <<http://www.wessexwater.co.uk/your-wastewater/flooding/sewer-flooding>>

### Funding and Grants

\* The Government's Flood Recovery Framework is used in exceptional circumstances to support councils and communities following severe flooding. This has been activated [https://www.google.com/search?q=Government+payments+for+communities+affected+by+flooding+-GOV.UK&safe=active&sca\\_esv=06eaa6fe2699486c&ei=t73EZaeSFPKhhbIP7ZCF-AE&ved=0ahUKEwjnydq-1JuEAXyUEEAHW1IAR8Q4dUDCBA&oq=Government+payments+for+communities+affected+by+flooding+-GOV.UK&gs\\_lp=Egxnd3Mtd2l6LXNlcniQudvdmVybml1bnQgcGF5bWVudHMgZm9yIGNvbW11bml0aWVzIGFmZmVjdGVkIGJ5IGZsb29kaW5nIC0gR09WLIVLSABQAFgAcAB4AJABAjgBAKABAKoBALgBDMgBAOIDBBgAIEE&sclient=gws-wiz-serp](https://www.google.com/search?q=Government+payments+for+communities+affected+by+flooding+-GOV.UK&safe=active&sca_esv=06eaa6fe2699486c&ei=t73EZaeSFPKhhbIP7ZCF-AE&ved=0ahUKEwjnydq-1JuEAXyUEEAHW1IAR8Q4dUDCBA&oq=Government+payments+for+communities+affected+by+flooding+-GOV.UK&gs_lp=Egxnd3Mtd2l6LXNlcniQudvdmVybml1bnQgcGF5bWVudHMgZm9yIGNvbW11bml0aWVzIGFmZmVjdGVkIGJ5IGZsb29kaW5nIC0gR09WLIVLSABQAFgAcAB4AJABAjgBAKABAKoBALgBDMgBAOIDBBgAIEE&sclient=gws-wiz-serp) for the areas most affected by Storm Henk. Wiltshire Council <https://www.somerset.gov.uk/beaches-ports-and-flooding/grants-for-flood-recovery-from-storm-henk/> have opened applications from residents or businesses who have been affected by flooding between 2-12 January. For details on deadlines, please email [drainage@wiltshire.gov.uk](mailto:drainage@wiltshire.gov.uk) . For more information, please visit Flooding - Wiltshire Council <https://www.wiltshire.gov.uk/civil-emergencies-flooding> or email [stormhenksupport@wiltshire.gov.uk](mailto:stormhenksupport@wiltshire.gov.uk) .

\* Households that were flooded between 2-12 January may also be able to apply for up to £5,000 to install Property Flood Resilience measures as part of flood repairs, and farms that have suffered uninsurable damage from Storm Henk may be able to apply for grants up to £25,000. Applications are not yet open for these schemes.

\* There are also grants available through a Wessex Water scheme: <https://www.wessexwater.co.uk/visit-and-learn/funding>

#### Being Prepared

\* If you have an emergency plan, it is advisable to regularly review and exercise the plan, to ensure the details are up to date and that individuals are clear on actions to take. Having a plan will help your community respond quickly to emergencies such as flooding, reducing stress and confusion, and helping to mitigate the impacts.

\* Resources for creating an emergency plan are available online at <https://www.gov.uk/government/publications/community-flood-plan-template/community-flood-plan> <<https://www.gov.uk/government/publications/community-flood-plan-template/community-flood-plan>> .

\* If you would like support with creating or reviewing your community emergency plan, get in touch with us at [floodwessex@environment-agency.gov.uk](mailto:floodwessex@environment-agency.gov.uk) <<mailto:floodwessex@environment-agency.gov.uk>> .

\* Some communities have community emergency volunteer or flood warden schemes. These volunteers do not do the job of the emergency services, but they can help a community enact its emergency plan, identify who is vulnerable and may need help, and in some cases communicate with the authorities.

\* Communities Prepared is a national resilience programme that equips community emergency volunteers with the knowledge and confidence to prepare for and respond to emergencies. They have a free online hub: <https://www.communitiesprepared.org.uk/> <<https://www.communitiesprepared.org.uk/>> . There are free self-led courses that include Flood Volunteer, What Happens During an Emergency, and Community Emergency Volunteer Coordinator.

\* The Environment Agency supports community flood wardens and emergency volunteers by offering advice and guidance, and sending out a quarterly newsletter with useful information and news. Duty officers may also reach out to community contacts during an incident. If you would like to be added to the database please email [floodwessex@environment-agency.gov.uk](mailto:floodwessex@environment-agency.gov.uk) <<mailto:floodwessex@environment-agency.gov.uk>> .

We know that as well as the economic and physical impacts, flooding can have a serious effect on emotional wellbeing. Wiltshire Talking Therapies will treat referrals from those impacted by natural disasters as a priority. Referrals can be made via a GP or directly online: Wiltshire Talking Therapies :: Avon and Wiltshire Mental Health

Partnership NHS Trust (awp.nhs.uk) <<https://www.awp.nhs.uk/our-services/talking-therapies/talking-therapies-wiltshire>>

We hope that these resources prove useful for you and your community. Together, we can be ready to respond and recover when emergencies occur.

Kind Regards

Andrea Summers  
Wessex Strategic Recovery Manager  
Environment Agency

Daniel Everett  
Principal Technical Officer - Drainage  
Wiltshire Council

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## Report a flooding incident

### If you think your life is in danger call 999

Reporting flooding is crucial for incident response and for long term planning of flood risk reduction measures.

For **non-emergency reporting** use the Flood Online Reporting Tool: <https://swim.geowessex.com/somerset>. This information is shared with risk management authorities to ensure it goes to the correct organisation.

For other emergency reporting, who you report to will depend on the source of the flood: <https://www.gov.uk/report-flood-cause>

For main rivers: Environment Agency incident hotline (24hr) 0800 80 70 60

For ordinary watercourses / surface water / roads:

[www.wiltshire.gov.uk/civil-emergencies-who-to-contact](http://www.wiltshire.gov.uk/civil-emergencies-who-to-contact)

For sewage / burst mains: Wessex Water 0345 600 4 600 (24hr)  
[www.wessexwater.co.uk/your-wastewater/flooding/sewer-flooding](http://www.wessexwater.co.uk/your-wastewater/flooding/sewer-flooding)



## Who can you contact about flooding?

Environment Agency 24-hour incident hotline 0800 807060

Floodline 24-hours 0345 9881188 [www.gov.uk/flood](http://www.gov.uk/flood)

Wiltshire Council 0300 456 0105

Wessex Water 0345 6004600 [www.wessexwater.co.uk](http://www.wessexwater.co.uk)

National Grid 105

Gas supplier 0800 111999

Insurance [abi.org.uk](http://abi.org.uk) (Association of British Insurers) and [FloodRe.co.uk](http://FloodRe.co.uk)

British Damage Management Association 01858 414278 [www.bdma.org.uk](http://www.bdma.org.uk)

# Your home in Wiltshire could be at risk of flooding

## Would you know what to do?



**Flooding is dangerous and can happen quickly. The effects can be devastating.**

**If it happens you can be prepared. Look inside to find out how.**

[www.gov.uk/environment-agency](http://www.gov.uk/environment-agency)  
LIT 10512 10.16



**FLOODS**  
**DESTROY**  
BE PREPARED

## What can you do now?

Understand the flood risk for your home and surrounding area.

Sign up to receive a free flood warning for main rivers.

Sign up to the **MetOffice National Severe Weather Warning Service** via web or app - [www.metoffice.gov.uk/weather/warnings-and-advice](http://www.metoffice.gov.uk/weather/warnings-and-advice)

Make a **personal flood plan** and a checklist of things you need should you need to leave your home.

It's really easy to take these actions:

- Call Floodline on **0345 988 1188**
- Visit [www.gov.uk/flood](http://www.gov.uk/flood) and [www.gov.uk/check-long-term-flood-risk](http://www.gov.uk/check-long-term-flood-risk)



**FLOODING IS EXPECTED  
IMMEDIATE ACTION  
REQUIRED**

Check to see if your insurance covers flooding

Know how to turn off gas, electricity and water supplies

Chat to friends and neighbours about how you could help each other



Do you have a community flood warden? If not, think about setting up a community flood group. Make a community flood plan.

How will roads and travelling be affected?

What would we do if our electricity went out?

Where would I put items to keep them safe?

When do I install my property flood resilience measures?



## Where can you go for updates on flooding?

Your local radio station(s) **BBC Radio Wiltshire 103.5/103.6/104.3 FM**

Follow us on X, formerly Twitter: **@ EnvAgencySW**

Facebook: **EnvironmentAgencyWessex**

Visit [www.gov.uk/check-flooding](http://www.gov.uk/check-flooding) for current flood warnings, five day flood forecast and river, groundwater and rainfall levels

## What you can do to help slow, or stop flood water coming into your home - Property Flood Resilience (PFR)

You or your landlord could buy equipment to help stop water coming through the door or airbrick covers.

Make sure any PFR is accessible, serviced and working, e.g. pumps and seals.

For helpful information, guidance and factsheets visit:

- [www.thefloodhub.co.uk/property-flood-resilience-toolkit/](http://www.thefloodhub.co.uk/property-flood-resilience-toolkit/)
- [www.gov.uk/prepare-for-flooding](http://www.gov.uk/prepare-for-flooding)
- [www.nationalfloodforum.org.uk/](http://www.nationalfloodforum.org.uk/)
- <https://www.floodre.co.uk/buildbackbetter/>
- [www.floodmary.com](http://www.floodmary.com)



If you own part of the river bank you should keep the banks and bed of the river clear of debris. [www.gov.uk/guidance/owning-a-watercourse](http://www.gov.uk/guidance/owning-a-watercourse)

## What can you do if you get a flood warning?

**Flood warning is time to take action** – flooding is expected in the following hours.

Check that your family, neighbours and pets are okay.



Move important things upstairs or to higher shelves, so they don't get covered in dirty flood water.



Install or activate any property flood resilience measures for your home. Could someone do this for your if you are away?

Consider what you might need to take with you if you have to leave your home such as insurance details, medication & chargers.

## What local support is available?

If you have been impacted by flooding and it is not safe for you to remain in your home, Wiltshire Council may be able to help with temporary rehousing. They may also be able to assist with other welfare issues. Local grants may be available to help. If you don't have any insurance Wiltshire Council or the National Flood Forum may be able to help.

## Who can you contact about flooding?

**In an emergency, dial 999 if life is in danger.**

**Floodline 24-hours** 0345 9881188 [www.gov.uk/flood](http://www.gov.uk/flood) For flood warnings and advice.

**Environment Agency 24-hour incident hotline** 0800 807060 Report flooding from main rivers, damage to river banks and blockages causing flood risk.

Wiltshire Council 0300 4560100  
[www.wiltshire.gov.uk/drainage@wiltshire.gov.uk](mailto:www.wiltshire.gov.uk/drainage@wiltshire.gov.uk)

Flooding can also be reported to Wiltshire Council via the MyWilts app, non-emergency <https://www.wiltshire.gov.uk/mywilts-online-reportingHighways> - telephone 0300 456 0105 or use [report non-urgent highway defects](#).

**Out of hours emergency telephone number: 03004 560 100**

**Wessex Water** 0345 6004600 [www.wessexwater.co.uk](http://www.wessexwater.co.uk) Customer contact number and to report sewage flooding.

**National Flood Forum** 01299 403055 [www.nationalfloodforum.org.uk](http://www.nationalfloodforum.org.uk)

**Association of British Insurers** 0207 600 3333 [www.abi.org.uk](http://www.abi.org.uk)

**British Damage Management Association** 01858 414278  
[www.bdma.org.uk](http://www.bdma.org.uk)

**Electricity supplier** 105 powercut

**Gas supplier** 0800 111999 / 105 powercut

**British Red Cross** 0344 871 1111 [www.redcross.org.uk](http://www.redcross.org.uk)

**Samaritans** 020 8394 8300 [www.samaritans.org](http://www.samaritans.org)

Your community Flood Warden is a great source of information and advice.



# Recent flooding in Wiltshire

## What can you do now?

Read this leaflet for advice on what you can do after a flood



### Stay in touch

 @EnvAgencySW

 @environmentagencywessex

03708 506 506

[wessexenquiries@environment-agency.gov.uk](mailto:wessexenquiries@environment-agency.gov.uk)

**FLOODS**  
**DESTROY**  
**BE PREPARED**

## Property Flood Resilience (PFR) and how you can repair your home to make it more resilient to flooding

You may want to think about:

- Moving electrical sockets higher up the wall
- Laying tiles and using rugs instead of carpets
- Using water resistant plaster
- Fitting non-return valves to your pipes and drains



In 2022, insurance industry organisation, Flood Re, introduced the Build Back Better scheme, which is designed to reduce the cost and impact of future floods by including property resilience measures as part of flood repairs. Find out more: [www.floodre.co.uk/buildbackbetter/](http://www.floodre.co.uk/buildbackbetter/)

For more helpful information on PFR visit:

- [www.thefloodhub.co.uk/property-flood-resilience-toolkit](http://www.thefloodhub.co.uk/property-flood-resilience-toolkit)
- [www.floodmary.com](http://www.floodmary.com)
- [www.befloodready.uk/about](http://www.befloodready.uk/about)

### Recovering from a flood can be a very difficult time

Emotional support might be helpful as flooding can affect you and your family's health and wellbeing. This support could be from friends, family, doctor, or from the Samaritans or Red Cross. You can also call the **Mind Helpline: 0300 123 3393 (local call rate)**

### Further recovery advice

For more helpful information, guidance, downloadable guides, case studies and factsheets visit:

- [www.nationalfloodforum.org.uk](http://www.nationalfloodforum.org.uk) charity that supports people at risk of flooding and operates an office hours helpline, 01299 403 055 open 9am – 5pm, Monday to Friday. [www.floodmary.com/help-and-resources/after-a-flood](http://www.floodmary.com/help-and-resources/after-a-flood)
- [www.gov.uk/after-flood](http://www.gov.uk/after-flood)
- [www.gov.uk/government/publications/flooding-and-health-publication](http://www.gov.uk/government/publications/flooding-and-health-publication)

## What can you do now and for the future?

**You can find out more about the flood risk for your home and community**

**You can sign up to receive free flood warnings for main river and groundwater. (The flood warning service does not include surface water flooding.)**

**Sign up to the MetOffice National Severe Weather Warning Service** via [web](#) or app to give you advance notice of heavy rainfall that could lead to surface water flooding.

**Make sure you have a personal flood plan** and a checklist of things you need should you need to leave your home

**It's really easy to take these actions:**

- Call Floodline on **0345 988 1188**
- [www.gov.uk/flood](http://www.gov.uk/flood) and [www.gov.uk/check-long-term-flood-risk](http://www.gov.uk/check-long-term-flood-risk)



**FLOODING IS EXPECTED  
IMMEDIATE ACTION  
REQUIRED**

**Chat to friends and neighbours about how you could help each other:**

- Who can help if I am away and can't install PFR or move items in my home?
- Do I have any elderly or vulnerable neighbours who may need extra help?
- Do we have a community flood warden? If not, think about setting up a community flood group.



## What does the Environment Agency do after a flood?

Following a flood event, the Environment Agency collects information on the sources and timings of flooding so we can make improvements to our Flood Warning Service.

There may be an investigation, led by Wiltshire Council, to examine the circumstances leading up to and during the flooding. They will work closely with partners including the Environment Agency.

You can help us gather data by always reporting flooding to our incident hotline **0800 807060**, reporting online at [swim.geowessex.com](http://swim.geowessex.com) or emailing us photos of flooding with location information to [wessexenquiries@environment-agency.gov.uk](mailto:wessexenquiries@environment-agency.gov.uk) and [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or email [drainage@wiltshire.gov.uk](mailto:drainage@wiltshire.gov.uk)

## Lorraine McRandle

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**Subject:** FW: Defra's Property Flood Resilience (PFR) Repair Grant Scheme – Storm Babet (Oct 2023) & Storm Henk (Jan 2024)  
**Attachments:** Wiltshire Council - Defra PFR Application Form Dec2023.docx; Wiltshire Council - Defra PFR Application Form Dec2023.pdf

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**From:** Drainage <[Drainage@wiltshire.gov.uk](mailto:Drainage@wiltshire.gov.uk)>  
**Sent:** 09 April 2024 10:33  
**Cc:** Drainage <[Drainage@wiltshire.gov.uk](mailto:Drainage@wiltshire.gov.uk)>  
**Subject:** Defra's Property Flood Resilience (PFR) Repair Grant Scheme – Storm Babet (Oct 2023) & Storm Henk (Jan 2024)

Dear Applicants, Town & Parish Council Clerks, Flood Wardens, Councillors, Wiltshire Council Officers, and Members

### Defra's Property Flood Resilience (PFR) Repair Grant Scheme – Storm Babet (Oct 2023) & Storm Henk (Jan 2024)

As you will be aware, it is a requirement of the PFR grant scheme to have a survey carried out by a suitably qualified surveyor. However, we understand nationally and locally, home and business owners have been unsuccessful in sourcing surveyors or costs far exceed the grant allowance. To overcome this, we have been working with our consultants and their approved surveyors to undertake surveys of our PFR Grant Scheme eligible applicants.

We are still working through the details with our consultants, although we anticipate surveys will be carried out in Town/Parish cluster sites of 5 or more, reducing time and costs of the surveys whilst providing consistent survey information.

Cluster sites of 5+ will be required, so we are asking Town & Parish Councils to work with their neighbours to ensure applicants remain eligible.

Therefore, we would strongly encourage anyone who has not completed the attached PFR Application to do so, to be considered eligible for the grant and survey. Due to the number of applications being received, we are offering two closing dates, Weds 1<sup>st</sup> May and Fri 3<sup>rd</sup> June for final closing of applications. Please find attached the PFR Grant Scheme Application forms, please share with your members and ask for completed forms to be returned to [drainage@wiltshire.gov.uk](mailto:drainage@wiltshire.gov.uk)

If you have any further queries, please do not hesitate to ask.

Best regards,  
Emma

**Emma Biggs** IEng MICE  
**Drainage Engineer**  
Highways Asset Management and Commissioning

**Wiltshire Council**



**NOTE: This email has been sent as a blind copy to both public and private email addresses, if you would like to be removed from the distribution list, please let me know.**

## Property Flood Resilience (PFR) Grant Application Form

<b>1. Grant Application</b>  <b>Please note that grants are intended only to fund measures which improve the property's resilience or resistance to flooding, over and above repairs that would normally be covered by insurance.</b>  <b>More advice can be found at <a href="http://www.floodguidance.co.uk/">http://www.floodguidance.co.uk/</a></b>		<b>Official use</b>
<b>Is your grant application for?</b>		
Property Flood Resilience (PFR) work that you have already carried out following the flood event, for which the grant is available (retrospective application). (Yes or No)		
<b>2. Applicant Information</b>		
Name of Applicant:		
Flooded Property Address:		
Flooded Property Postcode:		
Are you the Owner of the Property?		
Business Name (if applicable):		
Contact Address (if different):		
Contact Postcode:		
Telephone Number:		
Mobile:		
E-mail:		

**Where the additional resilient repair work is part of the recovery work funded by the insurance company**, please provide details below. Please indicate the contact if they are making the claim for the grant on your behalf:

<b>3. Insurance / Repair Contact</b>		<b>Official use</b>
Insurance claim number:		
Name of Insurer:		
Contact person:		
Address:		
Postcode:		
Telephone Number:		
Mobile:		
Email:		
I am willing to allow my insurer to share data with Wiltshire Council <b>Signature &amp; name</b> of policy holder:		

<b>4. Property Flooded</b>		<b>Official use</b>
Address of property flooded (if different from above)		
Postcode:		
Date of flood:		
Is this the first flooding event? If not, insert which year		
Does your property have a <b>basement?</b> (Yes or No)		



How high was the flood level in your business/home? (estimate in mm)		
Is the property habitable? If not, when do you expect to return?		

<b>5. FOR <u>RETROSPECTIVE</u> APPLICATIONS ONLY</b>		<b>Official use</b>
<p>If you are applying for works that have already been undertaken, please briefly describe how you ensured value for money, i.e. utilised insurance company contractor, or sought quotes from a range of providers.</p> <p>Evidence of quotes and invoices should please be included with your application.</p> <p>If you've done flood protection work on your property, a surveyor can complete a Flood Risk Report to tell insurers or buyers how the work affects the flood risk.</p>		
Have you received any alternative funding (such as previous grantfunding or insurance claim payment) for any of the equipment you are applying for grant funding for? (Yes or No)		
<b>Source of Grant and Year</b>		

<b>6. FOR APPLICATIONS <u>BUSINESS PREMISES</u> ONLY –</b>		<b>Official use</b>
Have you received any other public grant funding during the last three years? If so please specify what for and the amount received.		
<b>Source of Grant and Year</b>		

<b>7. Grant Claim</b>		<b>Official use</b>
<b>Should your application be approved;</b> please indicate the month you expect to make a grant claim. Grant claims can only be made once the installation has been fully completed		

If uninsured, grant funding will be provided directly to the contractor/supplier on receipt of invoice.



## Declaration

To the best of my knowledge, the information in this form and all other information given in support of this application is correct. I confirm that I understand the purpose of this form and the reasons for the collection of my / our personal data (to the extent that this form contains information which is personal data for the purposes to the Data Protection Act 1998) and that I agree to my/ our personal data being used as stated.

If any information changes, I will inform Wiltshire Council immediately.

**Warning – if you knowingly or recklessly make a false statement to obtain grant for yourself or anyone else you risk prosecution, and the recovery of all grant payments.**

**By signing this form you are agreeing that you have read and agree with the above declaration.**

Applicants Signature: .....

Name: .....

Date: .....

## Sewage overflows into the watercourses in the parish of Melksham Without (and adjacent areas) in 2023

Extract from map <https://therivertrust.org/key-issues/sewage-in-rivers>

### **Shaw C Of E School Cso (Wessex Water)**

Permit number: 102811

In 2023, this sewer storm overflow spilled **68** times for a total of **591.50** hours , discharging into the South Brook.

The reason why an overflow may have high spill counts in that period: Performance - Other Maintenance / Capital Works (E.g. Jetting).

### **Bowerhill Wastewater Treatment Work (Wessex Water)**

Permit number: 102735

In 2023, this sewer storm overflow spilled **24** times for a total of **115.80** hours , discharging into the Berryfield Stream(s).

### **Semington Brook Pumping Station (Wessex Water)**

Permit number: 102810

In 2023, this sewer storm overflow spilled **23** times for a total of **259.50** hours , discharging into the Semington Brook (S).

### **Lacock Water Recycling Centre (Wessex Water)**

Permit number: 011342

In 2023, this sewer storm overflow spilled **92** times for a total of **1,536.53** hours , discharging into the Bristol Avon.

The reason why an overflow may have high spill counts in that period: Data Collection - Confirmed Exceptional Weather – Remaining Spills Not Above Soaf Threshold.

### **Semington Roundabout (Wessex Water)**

Permit number: 100632

In 2023, this sewer storm overflow spilled **0** times for a total of **0.00** hours , discharging into the (S) River Avon.

### **Melksham Wwtw (Wessex Water)**

Permit number: 101886

In 2023, this sewer storm overflow spilled **45** times for a total of **788.80** hours , discharging into the River Avon.

### **Melksham Sewage Treatment Works (Wessex Water)**

Permit number: 101886

In 2023, this sewer storm overflow spilled **70** times for a total of **935.07** hours , discharging into the River Avon.

The reason why an overflow may have high spill counts in that period: Data Collection - Confirmed Exceptional Weather – Remaining Spills Not Above Soaf Threshold.

### **Scout Hut Cso (Wessex Water)**

Permit number: 100630

In 2023, this sewer storm overflow spilled **83** times for a total of **973.00** hours , discharging into the Clackers Brook.

The reason why an overflow may have high spill counts in that period: Not Asset Maintenance - Hydraulic Capacity.