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MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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

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

Monday 15 January 2024

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 22 January 2024 at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

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

Click link here:

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

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

Yours sincerely

Teresa Strange, Clerk

Serving rural communities around Melksham

AGENDA

1. **Welcome, Announcements & Housekeeping**
 - a) To welcome Councillor Nathan Keates, following an uncontested election to fill casual vacancy in the Bowerhill Ward.
 - b) To note following the resignation of Councillor Stefano Patacchiola, as 10 electors did not come forward requesting an election by 2 January, the Parish Council to co-opt to fill casual vacancy in the Beanacre, Shaw, Whitley & Blackmore Ward.
 - c) Grant applications to the Parish Council now open for 2024/25; deadline 31 January.
 - d) To approve a leave of absence for Councillor Andy Russell for 3 months, with immediate effect.
2. To receive **apologies** and consider approval of reasons given.
3. **Invited Guests:**
 - a) Wiltshire Councillor **Nick Holder** (Bowerhill).
 - b) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold).
 - c) Wiltshire Councillor **Jonathon Seed** (Melksham Without West & Rural). Report received.
4.
 - a) To receive **Declarations of Interests**.
 - b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
5. To consider holding items in **Closed Session** due to confidential nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required (Agenda items 9) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7. **Co-option of new Member - Beanacre, Shaw, Whitley & Blackmore Ward Casual Vacancy**
 - a) To note procedure for co-option.
 - b) To consider applications for co-option of new councillor and appoint.
 - c) The newly appointed councillor to sign declaration of office and join the meeting.
 - d) To appoint councillors to vacancies on committees, working parties and representatives to outside organisations.
 - e) To consider purchasing a new laptop for the newly appointed co-opted Member (or re-use other)
8.
 - a) To approve the Minutes of the Full Council Meeting held on 4 December 2023.
 - b) To give consideration to awarding a Parish Award at the Annual Parish Meeting on 15 April.
 - c) To approve dates of meetings for 2024/25.

9. **Staffing**
 - a) To approve the minutes of the **Staffing Committee** minutes of 18 December 2023.
 - b) To approve the **Confidential Notes** to accompany the Staffing Committee minutes of 18 December 2023.
 - c) To formally approve **Staffing Committee recommendations** of 18 December 2023.
 - d) To receive update on contract signing and agree next steps for newly agreed national model contract.

10. **Planning**
 - a) To approve the **Minutes of the Planning** Committee meeting held on 15 January.
 - b) To formally approve **Planning Committee recommendations** of 15 January.

11. **Highways**
 - a) To approve the **Minutes of the Highways** Committee meeting held on 15 January.
 - b) To formally approve **Highway Committee recommendations** of 15 January.

12. **Finance**
 - a) To approve the Minutes of the Finance Committee Meeting held on 8 January 2024.
 - b) To formally approve the recommendations contained within the Minutes of 8 January 2024 (*except for the Budget, Precept & Public Works Loan items*).
 - c) To approve repaying all outstanding Public Works Loan in January 2024.
 - d) To formally approve the **Budget** for 2024/25 and the year ending position for 2023/24.
 - e) To formally approve the **Precept** for 2024/25.
 - f) To consider **Press Release** on Precept and Budget Proposals.
 - g) To note information to be provided for the **Council Tax leaflet**.
 - h) To consider the Internal Auditor report following visit on Wednesday 20 December as reviewed by the Finance Committee on 8 January.
 - i) To note **Receipts & Payments** reports for December.
 - j) **Quarterly Reports** for Quarter 3 (Oct, Nov, Dec).
 - i) To note Budget vs Actual
 - ii) To note Bank Reconciliation
 - iii) To note VAT reclaims submitted
 - k) To seek **cheque signatories/online authority** for January payments.
 - l) To approve Bank Account and Fund Transfers.
 - m) To approve use of Shurnhold Fields S106 maintenance fund for match funding an Area Board grant application by the 'Friends' for a new lawn mower and trailer (joint decision with Melksham Town Council)

13. **Asset Management:**
 - a) **Tree Planting.** To approve quotes received for planting trees in the parish.
 - b) **3G provision in the Melksham area.** To receive feedback on meeting held on 12 January and approve next steps.

14. **Policies/Procedures**
 - a) To review and approve **Model Publication Scheme**.

15. **Emergency Response**
 - a) To receive update on flooding in the parish, following Storm Henk.
16. **Michelle Donelan MP.** To receive feedback from the meeting held on Thursday 4 January.
17. **Community projects/partnership organisations:**
 - a) **Age UK.** To note Melksham Community Support quarterly report (Q3) October-December 2023, to consider funding for the project for a further year and to consider applying for grant funding to enhance what is on offer.
 - b) To note **National Grid's** project to upgrade overhead electricity lines from Bramley to Melksham.
18. What have we done to meet the **Climate Friendly** agenda?
 - a) To note Wiltshire Pension fund's goals with regard to climate change.
 - b) To consider regular postings on social media with top tips for homeowners on recycling.

NOTICE OF UNCONTESTED ELECTION

Wiltshire Council

Election of a Parish Councillor for Melksham Without (Melksham Without (Bowerhill Ward)

on

Thursday 18 January 2024

Number of seats: 1

I, Terence Herbert, being the Returning Officer at the above election, report that the person whose name appears below was duly elected Parish Councillor for Melksham Without (Melksham Without Bowerhill Ward).

Name of Candidate	Home Address	Description (if any)
KEATES Nathan George Isaac	(address in Wiltshire)	Liberal Democrats

There will **NOT** be an election taking place on Thursday 18 January 2024 for this particular town/parish council area.

Dated Tuesday 19 December 2023

Terence Herbert
Returning Officer

03 January 2024

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

Electoral Services
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Dear Mrs Strange

**Casual Vacancy
Parish of Melksham Without (Melksham Without (Beanacre, Shaw, Whitley &
Blackmore Ward))
Casual vacancy dated 8 December 2023**

I write to advise you that as we have not received a request for an election by TEN electors, the above vacancy can be filled by co-option.

Please send or email the new councillor's name and date of co-option to:

Elections@wiltshire.gov.uk

Electoral Services, County Hall, Bythesea Road, Trowbridge BA14 8JN

As you are aware your new councillor is required to submit their Register of Interests online. Details of the procedure for registering interests online have previously been sent to you by the Governance Team but if you have any queries please contact: Governance@wiltshire.gov.uk.

Thank you for your assistance in this matter.

Yours sincerely



Tia Jones
Electoral Services Officer

Telephone: 0300 456 0112
Email: elections@wiltshire.gov.uk

MELKSHAM WITHOUT
PARISH COUNCIL
**APPLICATIONS
FOR GRANT AID**

**are invited from organisations that
directly benefit residents of the parish**

*Forms available from the Clerk,
First Floor, Melksham Community Campus,
Market Place, Melksham, Wilts, SN12 6ES.*

01225 705700

email admin@melkshamwithout-pc.gov.uk

or download from
www.melkshamwithout-pc.gov.uk

Closing date for applications:
AGENDA ITEM 01(c) - Grant Aid9Adve
Wednesday 31st January 2024

Lorraine McRandle

From: Teresa Strange
Sent: 15 January 2024 10:07
To: Lorraine McRandle
Subject: FW: WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

From: Jonathan Seed <jonathon.seed@hotmail.co.uk>
Sent: 15 January 2024 08:25
To: Seed, Jonathon <jonathon.seed@wiltshire.gov.uk>
Subject: WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

Weather has dominated the start of 2024 and its effects have caused serious local difficulty. Almost continuous rain since October resulted in sodden ground and drainage struggling to cope. The addition of Storm Henk finally overwhelmed struggling drainage. Most local drainage is working and most surface water on roads was taken away within a day or two. However, for whatever reason, our climate is changing and we need to both understand and accept this. The result may be a day so so where roads become treacherous or even impassible due to excessive rain. Many of us are old enough to remember similar inconvenience caused by heavy snow and being snowed in for days. Maybe we will have to get used to similar with modern rain patterns. Wiltshire Council is doing its best with limited resources but is investing an extra £1million in flood alleviation. We are lucky to have a Council that has managed its budget well enough to be able to do this.

However residents are rightly concerned at very local highway difficulties. The long running Common Hill drainage saga seems to be improving but water running down the road followed by a sudden cold snap has resulted in dangerous driving conditions. Similarly self diverted traffic through Great Hinton has resulted in unacceptable traffic density and caused gridlock and chaos. In both instances the local reaction has been measured and sensible which really helps the elected representatives (the Parish Council and myself) to get on with liaising with Wiltshire Council for improvements and change. The January Great Hinton Parish Council meeting was attended by over half of the village residents who coordinated their concerns, listened to what could be done and generally supported the Parish Council and myself with what we have been doing and will be doing to address their highways issues. That is how things get done in our villages and we should be very proud that we can still discuss real concerns in a measured way and try to resolve them in the Wiltshire way.

Jonathon Seed
07770774463

STANDING ORDERS ADOPTED MAY 2023

27. ELECTIONS AND CO-OPTION

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

Committees and Working Parties for 2023/24

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

Chair of Council for 2023/24: Cllr John Glover

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

Finance Committee:

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

Planning Committee:

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

Staffing & Resources Committee:

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

Asset Management Committee:

Councillors John Glover, David Pafford, Alan Baines (**Chair**), Terry Chivers, Shona Holt, **Vacancy**, Andy Russell (**Vice Chair**).

Highways and Street Scene Committee:

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

Community Resilience Working Party:

Councillors John Glover, David Pafford, **Vacancy**, Alan Baines and Peter Richardson

Shurnhold Fields Joint Working Party:

Councillors John Glover, David Pafford and **Vacancy**

Office Accommodation Project Working Party:

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

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

I.T. & Data Protection Working Party

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

CIL Sharing (MTC)

Councillors John Glover, David Pafford and Alan Baines

Road Safety Working Party

Councillors Shona Holt, **Vacancy**, Peter Richardson, Andy Russell, Robert Shea-Simonds

Heath & Safety Representative

Vacancy

ORGANISATION REPRESENTATIVES

For 2023/24

Organisations:

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

Footpath Representatives:

Beanacre	Terry Chivers
Berryfield	Richard Wood
Bowerhill, Redstocks and The Spa	John Glover & Andy Russell
Sandridge & Blackmore	Alan Baines
Shaw & Whitley	VACANCY & Terry Chivers

**MINUTES of the Full Council Meeting of Melksham Without
Parish Council held on Monday, 4 December 2023 at Melksham Without Parish
Council Offices, Melksham Community Campus (First Floor), Market
Place, Melksham, SN12 6ES at 7.00pm**

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

Officers: Lorraine McRandle (Parish Officer) and Marianne Rossi (Finance & Amenities Officer)

In attendance: Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold); Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural) and 2 members of public

Via Zoom: Wiltshire Councillor Nick Holder (Bowerhill)

310/23 Welcome, Announcements & Housekeeping

Councillor Glover made the following announcements and informed the meeting the Clerk was unwell and whilst feeling better than she was, was not fully recovered:

- a) An election had been called for a casual vacancy in the Bowerhill Ward. Members were informed if the election were to be contested, the costs to the Council would be £10,842.89 (excluding costs associated with issuing polling cards) as the Council's Standing Order 27(b) stated: polling cards will **NOT** be issued by Wiltshire Council, if a contested election is held for any vacant seat. The costs of an uncontested election to the Council would be £767.37.

Members were informed Councillor Patacchiola had resigned due to a significant increase in work and family commitments. However, he had indicated he would be happy to assist/provide advice to the Council in those areas that he had some specialist expertise in if requested.

It was agreed to send a vote of thanks to Councillor Patacchiola for the work he had undertaken for the Council.

- b) Wiltshire Council Cabinet have approved a proposal to invest £37m into a central area strategic depot in Bowerhill.
- c) An Area Board, Highways Matters meeting was due to be held on 6 December at 7.00pm (6.30pm for informal networking) at Semington Village Hall.

The following questions had been asked to be raised at the meeting:

1. Melksham Without Parish Council currently receive 3 parish steward days per month, as we are a large parish, with it understood other councils do not engage in the process, could the Parish Council have additional days per month.
2. What view will Wiltshire Council take for the future of the A350, if it is not supported for funding by the Government?

Given Wiltshire Council's concern about congestion, if it is not funded, will Wiltshire Council defer housing development in the Melksham Neighbourhood area until it is?

Members noted Semington Parish Council would also be raising the following questions:

1. Conversion of byway into a 60mph road for cars and vans.
2. The failure to prevent motor traffic using the old A350 road as a short-cut.
3. Parking along the old A350.
4. The suitability of narrow side roads within the village for carrying further housing development.
5. The deteriorating state of the roads and pavements in the village.

As the Clerk was unable to attend the meeting, it was asked if anyone else would be attending the meeting. Councillor Glover informed the meeting that as one of the Council representatives for the Area Board he intended to go to the meeting but would have to leave before 8.00pm.

Both Councillors Harris and Doel indicated they would be attending the meeting and were happy to raise the questions on behalf of the Council, if Councillor Glover had to leave the meeting before he could raise the questions.

- d) To note Melksham Without Parish Council's grant aid applications were open for 2024/25, with a deadline for applications to be received by 31 January 2024.
- e) A Traffic Order for the Campus had now been approved and would come into force on 8 January with maximum free parking for 3 hours, Monday to Friday between 8.00am and 6.00pm. The Parish Council will be given daily permits for visitors/contractors who wished to park for longer than 3 hours with 3 staff permits also being provided, as per the Council's Tenancy Agreement.

- f) A proposed meeting with Michelle Donelan MP on Friday 15 December had been re-arranged to the afternoon of Friday 8 December (time to be confirmed), if Members were available, in order to make it worthwhile.

It was agreed to inform those not at the meeting of the change of date to check their availability.

311/23 To receive Apologies and approval of reasons given

Apologies were received from Councillors Richardson, Russell and Wood who were unwell and from Councillor Chivers who was back in hospital.

Resolved: To accept and approve reasons for absence of Councillors Richardson, Russell, Wood and Chivers.

312/23 To consider holding items in Committee due to confidential nature
Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business, 8a, as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The meeting was informed item 8a regarding a request from a youth organisation for advertising hoarding on Bowerhill Sports Field did not need to be held in closed session.

313/23 Declarations of Interest:

a) To receive declarations of interest.

Councillor John Glover declared an interest in agenda item 9(g) regarding the Chair's Allowance and explained he would leave the meeting during this item.

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

None.

314/23 Public Participation & Invited Guests

Standing Orders were suspended.

- **Wiltshire Councillor Jonathon Seed, Melksham Without West & Rural.**

Wiltshire Councillor Jonathon Seed explained he had been liaising with Sergeant Gemma Rutter, Melksham Police on enforcement action at Semington Road bus gate, with her offering to put on a

number of enforcement sessions. Hopefully this would get the message through to people and satisfy those who had been requesting an ANPR camera to deter people using the bus gate, particularly given the costs involved.

It was understood those who required access via the bus gate were being given new keys, in order to access it, rather than leaving it open, which had been happening for the last 4-6 years.

With regard to 489 Semington Road (Planning Application No: PL/2021/06824) and concerns the double garage and office were not being constructed to plan, Planning Enforcement had been contacted but was awaiting a response.

Wiltshire Councillor Seed left the meeting at this point due to another meeting elsewhere.

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

Wiltshire Councillor Alford informed the meeting Wiltshire Council had been successful in receiving £79,000 funding from the Environment Agency for flood defences at Shurnhold Fields which would help to protect 13 homes (and could be extended to another 8 homes). Once the flood defence works have been completed, this would allow the proposed car park and Shurnhold Fields to be constructed once a planning application had been submitted and approved.

Highway Matters

Wiltshire Council have been awarded £2.6m Government funding over the next 2 years for highway maintenance. This was in addition to the £22.9m already received from the Government Highway Maintenance Fund and the £3.7m from the Department of Transport Pothole Fund for 23-24, which was an extra boost on top of the £10m funding Wiltshire Council Cabinet had already pledged to invest in preventative works.

Whilst not in the parish, a night-time closure in the next few months would be required on Beanacre Road near Leekes to enable repair works to take place.

- **Wiltshire Councillor Nick Holder, Bowerhill**

Wiltshire Councillor Nick Holder thanked Melksham Without Parish Council for 50% of the attendance at the recent 'Ask the Leader' session with Councillor Richard Clewer who had also passed on his

thanks to the Parish Council and for the interesting and challenging questions raised.

With regard to one of the questions raised relating to the frustration from the lack of 5-year land supply issue affecting communities, a meeting was due to take place later in the week with the Housing Minister, Leader of the Council and Cabinet Member for Planning, in order to try and understand when the announcement to the changes proposed in the National Policy Planning Framework (NPPF) regarding this issue would be made.

Along with Wiltshire Councillors Phil Alford & Jonathon Seed, Michelle Donelan MP had been lobbied on this issue and it was hoped to arrange a meeting with Micheal Gove MP, Secretary of State for Levelling Up to discuss this issue, in the hope of getting some definitive answers on when the proposed changes to the NPPF would be announced.

With regard to the footpath to the rear of Melksham Oak School, confirmation had been received that the planning application had been submitted, which the Parish Council would have an opportunity to comment on in due course. It was understood the path would be constructed in late Spring/early Summer 2024.

- The Chair of Shaw & Whitley Community Hub was in attendance seeking funding support from the Parish Council with regard to additional costs associated with the new village shop project on the car park of the Pear Tree public house, explaining £3,700 in unexpected additional costs were required in order to get the shop open.

Councillor Glover reminded the meeting that the group's previous grant for funding associated with the village shop project had been turned down, as it did not meet with the Council's Grant policy ie 'groups should not give away funding to other groups', therefore, it had been recommended at the time, if the group came back at a later date, the Council could explore the possibility of future match funding requests.

Wiltshire Councill Phil Alford suggested the group could apply to Melksham Area Board for funding, with the Chair of Shaw & Whitley Community Hub stating the group indented to apply for funding for consideration at the next Area Board meeting in March.

Standing Orders were reinstated.

315/23 To approve the Minutes of the Full Council meeting held on 13 November 2023

It was noted there was one minor amendment required to minute 292/23

ie to amend **'implemented'** to say **'instigation'**.

With regard 294b/23 relating to Speed Indicator Device (SID) installation, the meeting was informed the Council's contractor had been written to, and had been unaware of the situation, as a staff member had been off sick but wished to rectify the situation.

Resolved: With the above minor amendment, to approve and for the Chair to sign the Full Council minutes of 13 November 2023.

316/23 Planning:

a) To approve the Minutes of the Planning Committee meeting held on 27 November 2023

A minor amendment was proposed to Min 309a/23 to amend Blackmore **Road** to read Blackmore **Farm**.

Resolved: With the minor amendment above, to approve and for the Chair to sign the Planning Committee minutes of 27 November 2023.

b) To formally approve Planning Committee recommendations of 27 November 2023

With regard to Min 305/23 and the Strategic Planning Committee meeting held on 27 November, relating to planning application PL/2022/08155 for 53 dwellings to the rear of Townsend Farm, Semington Road, it was noted both Councillors Wood and Glover had attended the meeting to object to the application, as did Wiltshire Councillor Mike Sankey but unfortunately following a vote the application had been approved.

Councillor Glover, having had to leave during the Strategic Planning Meeting, asked if it had been clarified if the developers would be forced to install a Local Equipped Area of Play (LEAP). Councillor Harris clarified the provision of a LEAP could only be an advisory in the Decision Notice and not a condition.

Resolved: To formally approve the Planning Committee recommendations of 27 November 2023.

317/23 Asset Management

a) To consider further information received from youth organisation regarding the installation of advertising hoarding at the sports field and approve way forward

The Finance & Amenities Officer explained at a previous Asset Management Committee meeting, queries had been raised regarding a request from a youth organisation to install advertising hoardings at

Bowerhill Sports Field, with the responses to the queries provided that afternoon, as follows:

The proposed height of the fencing would be 3ft and installed on the Portal Road side of the field, between the trees and pitches. The proposed advertising hoarding would cover the whole fencing. A run off distance of 4.5m between the pitch and fencing would be provided. It was also confirmed the fencing, as well as stanchions, would be wooden.

The Finance & Amenities Officer stated the FA (Football Association) recommended a run off distance of 6 yards (5.5m), which was more than stated would be available. It also needed to be borne in mind if there was enough distance between the trees and the fencing to enable access in order to maintain the trees and cut the grass.

Members raised concern at the proposed run off distance being shorter than the FA recommendation and were aware of a footballer in Bath receiving a serious head injury, having run into a barrier. Concern was also raised at the lack of room for a ride on mower to manoeuvre between the fencing and trees, in order to cut the grass.

The Finance & Amenities Officer reminded the meeting now the information requested had been received, a planning permission enquiry would need to be made as to whether the fencing and advertising hoarding proposed required planning permission. A query had already been made with Fields in Trust, who were happy for advertising hoarding to be erected on Bowerhill Sports Field.

Resolved: To contact the Council's ground contractor to ascertain how much space their ride on mower required, between the trees and proposed fencing, in order to determine the position of the fencing in relation to the trees and to review if there would be enough run off between the fence and the edge of the pitch, as per the FA recommendation.

b) Shurnhold Fields. To receive feedback on Friends of Shurnhold Fields AGM held on 15 November.

Councillor Glover informed the meeting he had attended the meeting along with Councillor Richardson and the Clerk. At the meeting volunteers had come forward, as well as people to stand on the committee. An update had been provided on the shed and proposed car park and why the work could not be undertaken until the Environment Agency (EA) grant had been approved and received.

Councillor Doel noted the group were short of a mower and if the Parish Council could help. Councillor Glover confirmed the group had not approached the Parish Council for support with this matter.

However, they had been made aware of other avenues for grant funding, in order to purchase a new mower, such as Awards for All, the Town Council and the Area Board.

Councillor Glover asked to bring item 9(i) regarding Shaw & Whitley Community Hub forward, which Members agreed, with discussion minuted under Min 318(i)/23 below.

318/23 Finance:

a) To note Income/Expenditure reports for November

To note £17,547.41 had been received on 16 November from Sandridge Solar Farm (Foresight).

It was also noted at a previous Planning Committee meeting when considering a proposal from Foresight to extend their installation from 25 to 40 years (planning application No: PL/2023/08449), the Parish Council had suggested asking for an extension in the community benefit accordingly.

It was also noted staffing salaries were higher for November, due to the National Joint Council (NJC) pay award being backdated to 1 April 2023.

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

b) To appoint cheque signatories/online authority for December Payments

Resolved: To appoint Councillors Baines and Holt as cheque signatories/online authority for December payments.

c) To note the Council's Investment Policy

Councillor Glover informed the meeting the Finance & Amenities Officer had identified the Churches, Charities and Local Authorities (CCLA) invested in overseas banks, with the Council's Investment Policy stating 'All investments will be made in UK banks and building societies.'

Councillor Glover noted the Council did not know which of the UK banks the Council used, invested overseas. However, CCLA had a residence in the UK, and did not believe this posed a problem.

Resolved: To note the Council's Investment Policy.

d) To receive feedback on meeting held with CCLA on 14 November and consider investing with Churches, Charities and Local Authorities (CCLA).

Feedback was received on the meeting with CCLA on 14 November with several questions being raised which had been answered satisfactorily.

Clarification was also sought if CCLA were the equivalent of a bank and building society and if the Council were to invest in the CCLA, if this was against Council policy/Financial Regulations.

The Finance & Amenities Officer confirmed the CCLA were not a bank or building society and drew Members' attention to the Investment Policy which stated 'all investments will be made in UK banks and building societies', as well as drawing attention to the approved list of financial institutions that the public sector deposit fund can invest in.

Councillor Glover noted other town/parish councils invested with the CCLA, with council officers obtaining several statements from those councils who invested with them, which had been circulated to Members for information.

Councillor Holt raised a concern CCLA were not covered by the Financial Services Compensation Scheme (FSCS).

It was clarified this had been raised at a recent meeting with the CCLA who had confirmed funds were deposited through a bond, with the Public Sector Funds being an entity in themselves and if CCLA failed they would not be able to access the funds, which belonged to clients to pay its creditors. If they were to fail, all the funds would be disbursed back to the original investors in the fund. This in effect was stronger cover than the FSCS because if the CCLA failed, the Council would get 100% of the funds back, whereas if more than £85,000 sat in a bank and it failed, the Council would only be guaranteed £85,000 of the funds back.

The Finance & Amenities Officer explained the various options available, including the Public Sector Deposit Fund which was similar to an instant access account and provided easy access to funding invested.

It was noted 5% interest would be received if the Council decided to invest in the Public Sector Deposit Fund, whereas the maximum interest the Council received at present was 2.7% from the Unity Instant Access Account.

The Finance & Amenities Officer provided the various options available to the Parish Council if they invested in the Public Sector Deposit Fund, highlighting the minimum investment amount to open the fund was £25,000.

Discussion ensued on the amount of funding to invest, in order to

receive a better yield of interest.

Resolved: To invest through CCLA in the Public Sector Deposit Fund and to move the £670,000 from the Lloyds Fixed Term Deposit which matured that day into the Unity Deposit at 2.70% and once a CCLA account had been open to move the £670,000 + interest received over to the CCLA account.

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

This item fell, given the decision above to invest in CCLA.

f) Budget 2024/2025

Councillor Glover informed the meeting staff were currently working on the draft budget and advised Councillors if they had any projects/funding requests for consideration for the next financial year (2024/2025), to make the Clerk and officers aware, in order it could be included in the budget for consideration. To this end, Councillor Glover requested consideration be given to including funding for Realtime Information (RTI) in bus shelters in the budget.

g) To consider Chair's allowance for 2023/24 (backdated to 1 April) with regard to Local Pay Authority.

Councillor Glover declared an interest in this item and left the meeting, with Councillor Pafford as Vice Chair, presiding for this item.

Councillor Pafford highlighted the Chair's Allowance for 2022/23 was £869.90, with the Parish Council having to have regard to Wiltshire Council's Members' increase when setting the Chair's allowance; as the local Pay Authority. Wiltshire Council had recently increased their allowance by 5.76% (which was the £1,925 increase (£1 per hour) for staff, expressed as a percentage for all staff). Therefore, if the Chair's allowance was increased by 5.76% this equated to a £50.10 increase and £920 per annum.

Resolved: To increase the Chair's Allowance by 5.76%, equating to a £50.10 increase and £920 per annum.

Councillor Glover returned to the meeting and continued to Chair the meeting.

h) Shaw and Whitley Friendship Club. To consider correspondence received from the club advising that they will close at Christmas and consider options for grant funding received.

Councillor Glover highlighted the Council's Grant Policy, which stated 'The Council reserve the right to request any grant funds awarded to an

organisation back, if it is found that the funds are not being used for the purpose of which it was awarded for, or if an organisation closes within the year the grant is awarded,' noting the award was made in April 2023.

It was noted, the group's constitution stated, 'if the organisation dissolved any assets remaining shall be given to such other charitable institution or institutes having similar objectives to those of the organisation as the Charity Commission shall approve' and therefore were wishing to donate their remaining funds to Melksham Free Dining.

Clarification was sought on the amount of funding the group were wishing to donate, with the Finance & Amenities Officer informing the meeting, a figure had not been given, however, the Council had awarded £450 in grant funding for 2023/24.

Resolved: To agree to Shaw and Whitley Friendship Club donating their remaining funding to Melksham Free Dining and to write to them seeking confirmation on how much they would be donating to the group.

i) Shaw and Whitley Community Hub. To consider a request for £3,700 of grant funding towards construction/building costs associated with the Whitley Stores Community Shop Project.

As explained earlier in the meeting, the additional costs associated with the construction/building costs of the community shop project were more than the group had anticipated due to the requests made by the Planning Officer for a change of location in the car park, as follows:

Additional Drainage Costs:	£1,000
Additional Timber and Decking Costs:	£1,300
Additional Lighting (low pollution lighting):	£ 500
New costs of painting and flooring	£ 900
TOTAL	£3,700

Members discussed the grant funding request and the possibility of match funding and what the group would be contributing towards the costs.

Standing Orders were suspended to allow the Chair of Shaw and Whitley Community Hub to speak to this item, who explained the group were already looking at funding the project to a tune of £15,000, however there had been increased costs involved in order the shop could open, which had not been anticipated and costed for.

Standing Orders were reinstated.

The Finance & Amenities Officer confirmed £2,510 funding was still available in the Section 137 grant budget, with £5,765.67 in the

Community Project/Match Funding Reserve.

Members were reminded the Council were unable to award a grant earlier in the year, given the Council's Grant Policy which stated 'grants would not be awarded to groups who awarded grants to other groups.' However, they would be eligible for match funding.

Resolved: To support the group in moving the project forward and approve £3,700 funding from the Community Project/Match Funding Reserve.

319/23 Local Cycling and Walking Plans (LCWIPs) for Calne and Melksham. To consider providing a response to the consultation

Members made the following comments:

- Bowerhill is included within the Melksham Town Key Focus Map but should be considered separately, also Berryfield is split in half, with half in the Town and half not and should also be considered as a separate area or referred to as Melksham Town, Bowerhill & Berryfield on the legend.
- Priority route MW10: A365 to Gymnastic School. It was suggested no one walked from the A365 to the gym but might walk from the town to the gym, with the shortest route being along the secondary route MW12 (not included on the legend), which is also the safest route and set back from the road, therefore avoiding the HGVs on the A365 diverted from Seend.
- What is the definition of Melksham Development sites, as some areas of approved development are highlighted on the maps and others not?

It was noted there is a significant tract of land hatched red on the map indicating Melksham Development Sites to the rear of Melksham Oak School northwards, which also appears to include Oakfield Stadium land. The Parish Council are only aware of the following development sites in this area:

- PL/2023/01949: Blackmore Farm (650 dwellings). Which is also a proposed site allocation in the draft Local Plan (425 dwellings and 5.0ha of employment land and 2.0ha 2 FE primary school to include 60 early year places)
- PL/2023/0710: Snarlton Farm (up to 300 dwellings)
- Proposed site allocation in the draft Local Plan known as Land off Bath Road (SHELAA Site 3692) for 135 dwellings.

However, the map does not include the following development sites, which have been approved:

- PL/2022/00808: Land West of Semington Road (50 dwellings)
 - PL/2022/08155: Land West of Semington Road (53 dwellings)
 - 20/01938/OUT: Land at Semington Road (144 dwellings) (known as Buckley Gardens)
- There is a need to extend the footpath along Semington Road from Bowood View to the pedestrian access off of Semington Road to the new Berryfield Village Hall.

Resolved: To include the above comments in the Council's response and to give the Clerk delegated powers to include any additional comments she may have to the consultation, prior to forwarding a response to Wiltshire Council.

320/23 To note outcome of Code of Conduct Complaint (not upheld)

Noted.

321/23 Policies

a) To note duty under Environment Act 2021 for Councils to have regard to a Biodiversity Policy before 1 January 2024

It was noted under the 2021 Environment Act, public authorities (including town and parish councils) had to consider what they could do to conserve and enhance biodiversity, with Government guidance being published in May 2023. Town and parish councils, unlike other authorities, were not obliged to publish a report on their actions, but Government guidance required all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2023.

Councillor Glover raised concern at the impact on staffing and if the Council could do anything, as the Council owned very little land, however, understood a policy was required but what the policy included needed to be agreed.

b) To consider adopting a Biodiversity Policy

An example of a Biodiversity Policy from Melksham Town Council (as produced by the Society for Local Council Clerks (SLCC) had been circulated to Members prior to the meeting for information.

Resolved: To adopt the Biodiversity Policy as produced by Melksham Town Council (SLCC model) to meet the target date of 1 January 2024, subject to any amendments at a future date following a review.

322/23 Age UK Wiltshire. To note quarterly report (Q2) July–Sept 2023 and to consider thoughts post March 2024 to inform budget (NB Melksham Town Council have agreed funding post for 3 years)

Members welcomed the superb report which showed how much work had been done in the last 6 months.

Resolved: To note the quarterly report and to write to Age UK thanking them for their superb work over the last 6 months in supporting those in need in Melksham and the Parish.

To incorporate funding into the budget for 2024/25, with a view to it being considered at the next full budget meeting for discussion.

323/23 Melksham Station Land (currently car park) and building.

Members noted Transwilt's CIC had served notice to break their lease of the car park and café, with Wiltshire Council confirming their priority was to revert to using the land as a Council run car park, with a Parking Order being applied for to enable this, which would be advertised in due course.

Councillor Harris informed the meeting he had done some investigations and found unlike other car parks in Melksham, the proposed car parking charges at the station car park would be in force for 24 hours, 7 days a week but could not remember where he had found this information, with Members noting it was not included within the agenda pack.

It was noted most car parks in Melksham had hourly rates during specific time periods, with no parking charges during certain hours (ie 6.00pm-8.00am). as well as a separate 24-hour rate.

Whilst this was not on the agenda Councillor Harris explained he had previously raised about charging bays and people being penalised for parking a non-EV car in a charging bay in the Campus car park and whilst this had been in the planning conditions that this should not happen, it would appear a Traffic Regulation Order has been made, which rescinds this and therefore it is now chargeable if using a non-EV car in an EV charging bay, which was why people were now receiving tickets.

Resolved: With regard to the proposed parking charges at the station car park to query with Wiltshire Council the chargeable parking schedule timings appeared to be different than other car parks in Melksham.

Meeting finished at 8.40pm

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

Date: 01/12/2023

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		7,882.86					7,882.86	
	Banked: 01/11/2023	387,000.00						
M20556287	Fixed Term Deposit	387,000.00			210		387,000.00	V3483- Fixed deposit returned
V3648-INTE	Banked: 01/11/2023	1,755.81						
V3648-INTE	Lloyds Bank	1,755.81			1080	110	1,755.81	Bank interest
V3652-BACS	Banked: 06/11/2023	70.00						
V3652-BACS	Allotment Holder	70.00			1320	310	70.00	Rent for plot 2 Briansfield
V3653-ALLO	Banked: 08/11/2023	35.00						
V3653-ALLO	Allotment Holder	35.00			1310	310	35.00	Rent for plot 13B Berryfield
	Banked: 13/11/2023	261,000.00						
M20578427	Fixed Term Deposit	261,000.00			210		261,000.00	V3601- Fixed Term Deposit retu
V3649-INTE	Banked: 13/11/2023	376.84						
V3649-INTE	Lloyds Bank	376.84			1080	110	376.84	Bank Interest
V3654-ALLO	Banked: 13/11/2023	70.00						
V3654-ALLO	Allotment Holder	70.00			1310	310	70.00	Rent for plots 12a&b Berryfield
V3655-BACS	Banked: 15/11/2023	66.00						
V3655-BACS	Hourglass FC	66.00			1210	210	66.00	Inv.370- 17th Sept match
V3656-BACS	Banked: 15/11/2023	35.00						
V3656-BACS	Allotment Holder	35.00			1310	310	35.00	Rent for plot 1a Berryfield
V3657-BACS	Banked: 16/11/2023	17,547.41						
V3657-BACS	Sandridge Solar Farm	17,547.41			1140	110	17,547.41	Solar Farm community benefit
V3658-BACS	Banked: 16/11/2023	35.00						
V3658-BACS	Allotment Holder	35.00			1310	310	35.00	Rent for plot 18B Berryfield
V3659-BACS	Banked: 17/11/2023	35.00						
V3659-BACS	Allotment Holder	35.00			1310	310	35.00	Rent for plot 9a Berryfield
V3660-BACS	Banked: 20/11/2023	70.00						
V3660-BACS	Allotment Holder	70.00			1310	310	70.00	Rent for plot 15a Berryfield
V3661-BACS	Banked: 20/11/2023	35.00						
V3661-BACS	Allotment Holder	35.00			1310	310	35.00	Rent for plot 3b Berryfield
V3662-BACS	Banked: 22/11/2023	220.00						
V3662-BACS	Future of Football	220.00			1210	210	220.00	Inv.384- Blanket booking match
V3663-BACS	Banked: 27/11/2023	66.00						
V3663-BACS	Staverton Rangers	66.00			1210	210	66.00	Inv.380- For match 25th Novemb
500179-059	Banked: 28/11/2023	35.00						
V3664-CASH	Allotment Holder	35.00			1310	310	35.00	Rent for BYF 3a
500180-CHQ	Banked: 29/11/2023	70.00						
V3665-CHQ	Allotment Holder	35.00			1310	310	35.00	Rent for plot 16a BYF

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Date: 01/12/2023

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 8

Receipts for Month 8

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>
V3666-CHQ	Allotment Holder	35.00			1320	310	35.00	Rent for plot 15 BSF
Total Receipts for Month		668,522.06	0.00	0.00			668,522.06	
Cashbook Totals		<u>676,404.92</u>	<u>0.00</u>	<u>0.00</u>			<u>676,404.92</u>	

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Payments for Month 8				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/11/2023	ICO	V3647-DD	35.00			4391	120	35.00	Annual data protection fee
14/11/2023	Fixed Term Deposit	19877806	652,000.00				210	652,000.00	V3650-Transfer to fixed deposit
15/11/2023	Daisy (Onebill)	V3643-DD	33.54		5.59	4384	220	27.95	Inv.742-Pavilion WIFI
15/11/2023	Daisy (Onebill)	V3644-DD	33.54		5.59	4190	120	27.95	Inv.739- Campus WIFI
17/11/2023	RBL Poppy Appeal	V3634-6149	20.00			4070	120	20.00	Remembrance wreath
20/11/2023	SSE	V3645-DD	499.44		23.78	4312	220	475.66	Pavilion gas-8 Sept-2nd Nov
30/11/2023	Suez	V3642-DD	55.70		9.28	4770	220	46.42	Inv.627- B'hill Waste away
Total Payments for Month			652,677.22	0.00	44.24			652,632.98	
Balance Carried Fwd			23,727.70						
Cashbook Totals			676,404.92	0.00	44.24			676,360.68	

Date: 01/12/2023

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Cashbook 2

User: MR

Unity Bank

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		43,182.89					43,182.89	
Banked: 27/11/2023		58,000.00						
V3651	Instant Access Unity 20476339	58,000.00			230		58,000.00	Transfer to current account
Total Receipts for Month		58,000.00	0.00	0.00			58,000.00	
Cashbook Totals		101,182.89	0.00	0.00			101,182.89	

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Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/11/2023	EDF Energy	V3646-DD	288.50		13.74	4302	220	274.76	Pavilion electricity
16/11/2023	Lloyds Bank PLC	V3641-DD	465.61		62.05	4680	170	80.00	Copies of local plan
						4351	120	26.65	Wireless keyboard & mouse
						4120	120	2.60	Notices and posters postage
						4150	120	20.82	Sign holders
						4150	120	19.61	Coloured Paper
						4150	120	33.30	Paper
						4175	120	88.20	Office 365
						4190	120	36.90	Office phones
						4150	120	66.24	Staff ID Badges
						4175	120	5.50	Website web hosting
						4200	120	12.99	Online meeting subscription
						4120	120	4.55	Notices and posters postage
						4120	120	3.20	Planning and asset agenda pack
						4140	120	3.00	Monthly fee
27/11/2023	Agilico	V3617-BACS	164.70		27.45	4130	120	137.25	Inv.457-Office photocopying
27/11/2023	BTA Architects	V3618-BACS	240.00		40.00	4582	142	200.00	Inv.2240-BYF V Hall architect
27/11/2023	Heating Associated Services Lt	V3619-BACS	2,304.00		384.00	4721	220	1,920.00	Heating Associated Services Lt
27/11/2023	Jen Cleaning	V3620-BACS	378.00			4381	220	378.00	Changing room cleaning
27/11/2023	JH Jones & Sons	V3621-BACS	122.40		20.40	4490	142	102.00	Inv.3794-Install of Pathfinder
27/11/2023	JH Jones & Sons	V3622-BACS	1,765.12		294.19	4402	320	66.16	Inv.3809- Allotment grass cut
						4400	142	244.09	Inv.3809- Play Area grass cut
						4780	142	57.75	Inv.3809- Play Area bin empty
						4781	220	87.54	Inv.3809- JSF Bin emptying
						4401	220	761.38	Inv.3809- JSF Grass cutting
						4400	142	38.13	Inv.3809- Kestrel Shrub Mainte
						4409	142	179.67	Inv.3809- Hornchurch grass
						4820	142	36.21	Inv.3809- SHF Annual cut
						347	0	-36.21	Inv.3809- SHF Annual cut
						6000	142	36.21	Inv.3809- SHF Annual cut
27/11/2023	JH Jones & Sons	V3623-BACS	126.00		21.00	4721	220	105.00	Inv.3844-Pitch inspections
27/11/2023	JH Jones & Sons	V3624-BACS	384.00		64.00	4820	142	320.00	Shurnhold Field mow grass
						347	0	-320.00	Shurnhold Field mow grass
						6000	142	320.00	Shurnhold Field mow grass
27/11/2023	JH Jones & Sons	V3625-BACS	695.34		115.89	4400	142	369.00	Inv.3812- Whitworth grass cut
						4780	142	210.45	Inv.3812- Whitworth bin
27/11/2023	Rigg Construction	V3626-BACS	14,062.80		2,343.80	4582	142	11,719.00	Certificate 11 final BYF V Hal

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Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/11/2023	Wiltshire Age UK	V3627-BACS	2,875.00			4685	170	2,875.00	Provision of MCS Q3
27/11/2023	Place Studio Ltd	V3628-BACS	1,710.00		285.00	4680	170	1,425.00	Inv.6077-Consultationb input
27/11/2023	Mr Liversidge	V3629-BACS	35.00			1320	310	35.00	Refund for plot 31 BSF
27/11/2023	TDP Ltd	V3630-BACS	637.95		106.32	4590	142	531.63	Inv.502-Kestrel Court P/A benc
27/11/2023	JH Jones & Sons	V3631-BACS	42.00		7.00	4721	220	35.00	3849- Pitch inspection 17th No
27/11/2023	HM Revenue & Customs	V3632-BACS	4,520.23			4041	130	1,454.90	Period 8- November 2023
						4000	130	796.60	Period 8- November 2023-T
						4000	130	400.76	Period 8- November 2023-NI
						4020	130	440.60	Period 8- November 2023-T
						4020	130	288.44	Period 8- November 2023-NI
						4010	130	426.00	Period 8- November 2023-T
						4010	130	279.13	Period 8- November 2023-NI
						4010	130	98.00	Period 8- November 2023
						4460	142	273.80	Period 8- November 2023-T
						4800	320	27.20	Period 8- November 2023-T
						4070	120	34.80	Period 8- November 2023-T
27/11/2023	Wiltshire Pension Fund	V3633-BACS	3,150.39			4045	130	2,404.73	Period 8- November 2023
						4000	130	349.76	Period 8- November 2023
						4020	130	200.20	Period 8- November 2023
						4010	130	195.70	Period 8- November 2023
27/11/2023	John Glover	V3640-BACS	52.20			4070	120	52.20	Chairs Allowance- November 23
28/11/2023	Teresa Strange	V3635-BACS	████████			4000	130	████████	November 2023 Salary
						4150	120	72.40	November 2023 Salary
28/11/2023	Lorraine McRandle	V3636-BACS	████████			4020	130	████████	November 2023 Salary
						4155	120	5.25	Tea bags for meetingd
						4680	170	2.65	Milk for NHP Consultation
						4370	120	1.79	Dishwasher salt
28/11/2023	Marianne Rossi	V3637-BACS	████████			4010	130	████████	November 2023 Salary
28/11/2023	Terry Cole	V3638-BACS	████████			4460	142	████████	November 2023 Salary
						4050	142	47.50	Travel allowance
						4051	142	44.10	Mileage x98 miles
28/11/2023	David Cole	V3639-BACS	████████			4800	320	████████	November 2023 Salary
28/11/2023	John Glover	V3640-BACS	52.50			4070	120	52.50	November Chairs allowance
28/11/2023	John Glover	V3640-BACS	-52.50			4070	120	-52.50	November Chairs allowance- ERR
30/11/2023	Teresa Strange	V3667-S/O	5.30		0.88	4190	120	4.42	Out of hours mobile reimburse
Total Payments for Month			44,084.67	0.00	3,785.72			40,298.95	
Balance Carried Fwd			57,098.22						
Cashbook Totals			101,182.89	0.00	3,785.72			97,397.17	

Total November
Salaries

£9,886.44

Receipts for Month 8**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		648,000.00					648,000.00	
	Banked: 14/11/2023	652,000.00						
19877806	Current Account & Instant Acc	652,000.00			200		652,000.00	V3650-Transfer to fixed deposi
Total Receipts for Month		652,000.00	0.00	0.00			652,000.00	
Cashbook Totals		1,300,000.00	0.00	0.00			1,300,000.00	

Continued on Page 110

Date: 01/12/2023

Melksham without Parish Council Current Year

Page: 110

Time: 12:27

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 8

Payments for Month 8

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>
01/11/2023	Current Account & Instant Acc	M20556287	387,000.00			200		387,000.00	V3483- Fixed deposit returned
13/11/2023	Current Account & Instant Acc	M20578427	261,000.00			200		261,000.00	V3601- Fixed Term Deposit retu
Total Payments for Month			648,000.00	0.00	0.00			648,000.00	
Balance Carried Fwd			652,000.00						
Cashbook Totals			<u>1,300,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>1,300,000.00</u>	

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		113,824.62					113,824.62	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>113,824.62</u>	<u>0.00</u>	<u>0.00</u>			<u>113,824.62</u>	

Continued on Page 16

Payments for Month 8				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 Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
27/11/2023	Unity Bank	V3651	58,000.00			220	58,000.00	Transfer to current account
Total Payments for Month			58,000.00	0.00	0.00		58,000.00	
Balance Carried Fwd			55,824.62					
Cashbook Totals			113,824.62	0.00	0.00		113,824.62	

MELKSHAM WITHOUT PARISH COUNCIL COUNCIL MEETING DATES 2023/24

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

Web - www.melkshamwithout-pc.gov.uk E-mail - office@melkshamwithout-pc.gov.uk Tel - 01225 705700

<i>BANK HOLIDAY</i>	<i>MONDAY 6 MAY 2024</i>
ANNUAL COUNCIL	MONDAY 13 MAY 2024
PLANNING	MONDAY 20 MAY 2024
FINANCE (Re Insurance)	MONDAY, 20 MAY 2024
To approve Insurance cover before 1 June with delegated powers and review year end documents and external audit – needs Full Council to approve External Audit docs before 30 June	
<i>BANK HOLIDAY</i>	<i>MONDAY 27 MAY 2024</i>
<i>FREE MONDAY</i>	<i>MONDAY 03 JUNE 2024</i>
PLANNING	MONDAY 10 JUNE 2024
FULL COUNCIL	MONDAY 17 JUNE 2024
PLANNING COMMITTEE	MONDAY 1 JULY 2024
<i>FREE MONDAY</i>	<i>MONDAY 08 JULY 2024</i>
<i>FREE MONDAY</i>	<i>MONDAY 15 JULY 2024</i>
PLANNING	MONDAY 22 JULY 2024
FULL COUNCIL	MONDAY 29 JULY 2024
In line with MWPC protocols the council do not meet in August to allow for councillors and staff holidays and a break! (apart from Planning applications which have to have comments back every 21 days) – the meeting on 12 August will therefore be fluid.	
<i>FREE MONDAY</i>	<i>MONDAY, 05 AUGUST 2024</i>
PLANNING COMMITTEE	MONDAY 12 AUGUST 2024
<i>FREE MONDAY</i>	<i>MONDAY 19 AUGUST 2024</i>
<i>BANK HOLIDAY</i>	<i>MONDAY 26 AUGUST 2024</i>
PLANNING COMMITTEE	MONDAY 02 SEPTEMBER 2024
FULL COUNCIL	MONDAY 09 SEPTEMBER 2024
<i>FREE MONDAY</i>	<i>MONDAY 16 SEPTEMBER 2024</i>
PLANNING COMMITTEE	MONDAY 23 SEPTEMBER 2024

HIGHWAYS & STREETSCENE COMMITTEE*1 (to follow Planning)

FREE MONDAY

FULL COUNCIL

PLANNING COMMITTEE

FREE MONDAY

HALF TERM

PLANNING COMMITTEE

FULL COUNCIL

FREE MONDAY

PLANNING COMMITTEE

FULL COUNCIL

MWPC CHRISTMAS MEAL?

PLANNING COMMITTEE

FINANCE COMMITTEE

To recommend budget and precept

PLANNING COMMITTEE

HIGHWAYS & STREETSCENE COMMITTEE*1 (to follow Planning)

FULL COUNCIL

FREE MONDAY

PLANNING COMMITTEE

FREE MONDAY

FULL COUNCIL

PLANNING COMMITTEE

FINANCE COMMITTEE

FREE MONDAY

PLANNING COMMITTEE

FULL COUNCIL

ANNUAL PARISH (Venue TBC)

PLANNING COMMITTEE

FULL COUNCIL

EASTER MONDAY

PLANNING COMMITTEE

HIGHWAYS & STREETSCENE COMMITTEE*1 (to follow Planning)

MONDAY 23 SEPTEMBER 2024

MONDAY 30 SEPTEMBER 2024

MONDAY 07 OCTOBER 2024

MONDAY 14 OCTOBER 2024

MONDAY 21 OCTOBER 2024

MONDAY 28 OCTOBER 2024

MONDAY 4 NOVEMBER 2024

MONDAY 11 NOVEMBER 2024

MONDAY 18 NOVEMBER 2024

MONDAY 25 NOVEMBER 2024

MONDAY 2 DECEMBER 2024

MONDAY 9 DECEMBER 2024

MONDAY 16 DECEMBER 2024

MONDAY 06 JANUARY 2025

MONDAY 13 JANUARY 2025

MONDAY 13 JANUARY 2025

MONDAY 20 JANUARY 2025

MONDAY 27 JANUARY 2025

MONDAY 03 FEBRUARY 2025

MONDAY 10 FEBRUARY 2025

MONDAY 17 FEBRUARY 2025

MONDAY 24 FEBRUARY 2025

MONDAY 03 MARCH 2025

MONDAY 10 MARCH 2025

MONDAY 17 MARCH 2025

MONDAY 24 MARCH 2025

MONDAY 31 MARCH 2025²

MONDAY 07 APRIL 2025

MONDAY 14 APRIL 2025

MONDAY 21 APRIL 2025

MONDAY 28 APRIL 2025

MONDAY 28 APRIL 2025

<i>BANK HOLIDAY</i>	<i>MONDAY 05 MAY 2025</i>
ANNUAL COUNCIL	MONDAY 12 MAY 2025
PLANNING	MONDAY 19 MAY 2025
FINANCE (Re Insurance)	MONDAY, 19 MAY 2025
To approve Insurance cover before 1 June with delegated powers and review year end documents and external audit – needs Full Council to approve External Audit docs before 30 June	
<i>BANK HOLIDAY</i>	<i>MONDAY 26 MAY 2025</i>
<i>FREE MONDAY</i>	<i>MONDAY 02 JUNE 2025</i>
PLANNING	MONDAY 09 JUNE 2025
FULL COUNCIL	MONDAY 16 JUNE 2025

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

Awaiting confirmation of LHFIG meeting dates, therefore Highway meeting dates may change.

Annual Parish Meetings must be held between 1 March and 1 June but the 2025 meeting may have to be earlier in March (and not on a Monday as none “spare” due to Purdah, depending on when the elections are held).

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

MINUTES of the Staffing Committee of Melksham Without Parish Council held on Monday 18th December 2023 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm

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

Officers: Teresa Strange (Clerk)

Housekeeping: There were no members of public present in person or remotely.

324/23 Apologies: Councillor John Glover had tendered his apologies as on holiday. It was noted that the two other members of the Committee had recently stepped down as Councillors, so the Committee currently stood at 5 members, and the Clerk confirmed that the meeting was quorate.

Resolved: To accept the reasons for apologies by Councillor John Glover

325/23 Declarations of Interest: The Clerk declared an interest in personal staffing matters, and advised she would leave the room when items related directly to her.

326/23 Items to be held in Closed Session due to confidential nature:

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business (Agenda items 7a, 9, 10 & 11) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

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

327/23 Public Participation This item falls as there were no members of the public present.

328/23 Health and Safety: To note any Health and Safety matters occurring since the last meeting (standing item as per the health and safety policy).

None.

329/23 Office Accommodation:

a) To note correspondence received from Wiltshire Council regarding the car parking arrangements due to be implemented at the Campus from 8th January 2024 and consider parking arrangements for staff.

Members noted that the lease with Wiltshire Council for the Parish Council's office and meeting accommodation at the Campus included 3no. parking spaces for the three officers. These were not physical spaces, but the registration of the number plate through the MiPermit system.

Recommendation: To register for car permits for the two Officers who currently drive; with the option to register the third if the need arose.

- b) **To receive feedback from Melksham Community Campus fire evacuation training.** The Clerk reported back following attending the 2 hour session held on Saturday 16th December 6-8pm. The session including training with the majority of the Campus staff, and the building was physically evacuated three times; with different role playing staff and scenarios enacted. The Clerk had agreed to meet with the Deputy Manager following the session, to talk through arrangements for parish council staff who cross over to the use the Campus leisure facilities on an evening and then return to the office; as this could leave to confusion as to where they were in the building if evacuated; and how the parish council office was checked in a fire, as locked and the codes only known to the Duty Manager who would not be the staff member who swept the building.
- c) **To note office closedown dates for the Christmas break:** The office will close at 4.45pm on Friday 22nd December and reopen at 9.15am on Tuesday 2nd January. Thanks were expressed to those councillors who had offered to check the play areas and other amenities during the staff holiday period.

330/23 To note staff member summoned to undertake Jury service and consider the implications.

Members noted that a staff member had been summoned for jury service for Tuesday 2nd January; as this clashed with officer workloads, this had been postponed, with the new date of Monday 29th July. Only one postponement is allowed. There were 3 options for employees to be paid whilst on jury service:

1. For the employer to pay their full earnings (unable to claim this back)
2. For the employer to pay nothing and the employee claim loss of earnings from the court up to £64.95 per day for the first 10 days
3. For the employer to let their employee claim loss of earnings from the court and then top up the payment to make up the difference between the loss of earnings maximum rate and their full pay

Officers had also checked to see if there was any cover for jury service within the parish council's insurers. The insurance company thought it was covered but asked for it to be checked with the HR/legal provider helpline, who referred it back to the insurance company; but noted that a claim can only be made after the service has been completed. There was time to look into this, now it had been deferred to the end of July. Members were in agreement that they did not want to see the staff member out of pocket for undertaking this civic duty.

Recommendation:

1. The staff member to claim the loss of earnings from the court (and note that this must be done on the first day of attendance).
2. The parish council to top up the employee's pay to make up the difference in the standard monthly pay and try and claim back from the insurance company.
3. The parish council to assist the employee in investigating how they can claim back expenses (travel costs for example).

The following items were held in closed session.

331/23 To review current workload levels.

The members noted the report produced by the Melksham Without Parish Clerk for a Melksham Town Council meeting that same evening, with a proposal for the lack of

Town Council officer capacity on the joint Neighbourhood Plan to be backfilled by the parish council, with limited use of Place Studio consultants, and a bought in resource. This was costed to £2,900, with an estimate for the time taken on tasks. £1,100 of this cost was for two full days by Place Studio. The members also noted correspondence from the Parish Council Chairman to the Town Mayor and Deputy Mayor, which followed on from a meeting with them at the end of October when the issues had been discussed.

The Clerk informed members on the options that she had looked into regarding possibilities for employing a temporary resource with the members agreeing to the selection, and that the Clerk had passed this through the Town Council Mayor and Deputy Mayor, who were happy. The Clerk had also kept the Parish Council Chair, Vice Chair and Chair of Staffing Committee informed of the situation, and proposal to find a solution to the issues raised, over the last few days.

Recommendation:

Further to the Town Council approving the way forward, and funding, at their meeting on Monday 18th December the parish council:

1. To take on the responsibility of providing the whole officer resource to the joint Melksham Neighbourhood Plan project to its submission to Wiltshire Council at Regulation 16 stage (currently anticipated in April 2024) due to the lack of officer capacity at Melksham Town Council.
2. To employ a temporary member of staff to assist the parish council as additional officer resource for this project, on an hourly basis against a timesheet, at c£20 per hour. Total number of hours to be assessed and reviewed during the remainder of the project as responses to the Regulation 14 consultation are analysed, as impossible to accurately estimate number of hours at this stage.
3. Miriam Zaccarelli to be employed as the temporary resource ready to commence work on the return after the Christmas break, due to the current project timeline for the Melksham Neighbourhood Plan and the next Steering Group on 17th January. To work either from home, from the Parish Council office, or a mixture of both.

It is noted that this is before the approval of the recommendations of the full council, but necessary for the task deadlines that cannot wait until the end of January, and that the funding will be covered by the town council and so no financial impact to the parish council. The parish council are fully aware that there has been issues previously raised (June Staffing Committee meeting) of the project workload and lack of town council capacity and that a solution was being sought. Members felt that they were just the vehicle for the town council to provide and fund this resource.

4. Note the impact this makes on the workload of the Parish Clerk, and that it only covers the Melksham Neighbourhood Plan project and not all the joint projects with the Town Council.

Members and the Clerk discussed the current workload and capacity in the office.

332/23 To consider any feedback received to date on revised staff contract consultation (deadline midday Friday 22nd December)

Although the deadline for consultation comments was later in the week, the Clerk had asked for all staff to submit any queries in time for the Staffing Committee meeting tonight. None had been raised by 4 members of staff, with queries from the 5th member of staff earlier in the day, which had already been answered by the Clerk. No issues had been raised by any staff member and all were happy to sign the new contract from 1st January.

333/23 To consider scale point reviews for all staff following appraisals (deferred from Staffing Committee 30th October)

Recommendation: The council implement the following scale point changes:

- 1. Parish Officer:** To review following appraisal at end of February 24.
- 2. Finance & Amenities Officer:** It was noted that the last scale point increase for this officer was in July 2023. It was unanimously agreed to award one Scale Point increment from May 24 (the new council year). This is an increase from SCP 11 to 12, £26,421 FTE (£13.73 per hour)
- 3. Parish Caretaker:** No amendment, the current scale point is considered appropriate as there was no increase in responsibility.
- 4. Allotment Warden:** No amendment, the current scale point is considered appropriate as there was no increase in responsibility.
- 5. Clerk & RFO (Responsible Financial Officer):**

It was noted that until now it was believed that the LC2 Scale Point Band had matched the Council activities, and the Scale Point for the Clerk was at the top of the 'above substantive benchmark range' at 32.

Since the last Staffing Committee meeting, the Committee members had reviewed the SLCC Advice Note "Job Evaluation – How to evaluate the Clerk's Job" and individually assessed the elements of the role to see how the Melksham Without Parish Clerk role fitted into the Job Profiles 1-4. The Staffing Committee Chairman had then collated the individual assessments and it was unanimously agreed that the Melksham Without Clerk role fits into Profile LC3 for the majority of elements.

The Clerk left the room.

The last two year's national pay agreements had awarded local government staff an across the board £1 per hour meaning that whilst other staff had received pay increases in the order of 8 - 9 %, the Clerk had only received a rise of around 5% for those years. It was also noted that having reached the highest level of Profile LC2 the Clerk had not been awarded any Scale Point increases since mid-2020, despite consecutive very satisfactory appraisals. It was agreed that needed to be addressed. During that period it was noted that several major tasks had been undertaken, the adoption of Neighbourhood Plan 1, adapting council activity for

Covid and moving meeting venue; negotiating a realistic long term lease with Wiltshire Council for office/meeting space in the new Campus; successful move and set-up of the Council Office from the Bowerhill Pavilion to the Campus; adapting the council to be largely paperless; overseeing the design, procurement and construction of the £800,000 Berryfield Village Hall; taking the lead in producing Neighbourhood Plan 2. In view of those achievements by the Clerk, it was agreed to recommend that further increased Scale Point revisions were needed. **The recommendation to full council is that the Clerk's Scale Point should be increased from 32 to 36 from the beginning of the Calendar Year 2024.** This is essentially 2 points to give same percentage rise as other staff in the last 2 years and 2 points for 'personal' achievements. Total increase since April 2023 of 16% to £44,428 per annum or £23.09 per hour.

Meeting closed at 21:50

Signed.....
Chairman, Monday 22nd January 2024

Model Contract of Employment 2023

Model Documents

In December 2023, SLCC was pleased to endorse the National Association of Local Council's (NALC) new model contract which brought to an end a considerable period of uncertainty. The changes to the document brought it in-line with changes in employment law while largely maintaining the commitment to parity with local government officers in terms and conditions. Regrettably, NALC did not feel able to include a commitment to the Local Government Pension Scheme (LGPS) within the revised model contract. While SLCC recognise that the pension landscape has changed since the formulation of the original model contract, its position was and remains that, the LGPS is an integral part of the terms and conditions offered to all local government officers and if local councils are to attract and retain the best quality personnel from within or without the local government sector, then they must offer it. SLCC, therefore, strongly recommend the provision of the LGPS by all councils in our sector. SLCC also note that NALC has produced and made available a simple contract of employment with significantly reduced benefits and less attractive terms and conditions. SLCC does not consider that this contract is appropriate for use in the local council sector.

[Download](#)

**MINUTES of the Planning Committee of Melksham Without Parish Council
held on Monday, 15 January 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); David Pafford (Vice Chair of Council); Alan Baines (Vice Chair of Planning); Mark Harris and Peter Richardson

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

In attendance: Wiltshire Councillor Nick Holder (Bowerhill) & 1 Member of public

354/23 Welcome, Announcements & Housekeeping

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

355/23 To receive Apologies and approval of reasons given

It was noted Councillor Chivers was not present.

POST MEETING NOTE: Councillor Chivers advised by telephone message the following evening that he was back in hospital.

356/23 Declarations of Interest

a) To receive Declarations of Interest

There were no declarations of interest.

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

None received.

c) To note standing Dispensations relating to planning applications

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

357/23 To consider holding items in Closed Session due to confidential nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk advised item 12(c) Contact with Developers be held in closed session

Resolved: To hold item 12(c) in closed session.

358/23 Public Participation

Standing Orders were suspended to allow Councillor Holder to speak to the Parish Council.

National Planning Policy Framework (NPPF)

Councillor Holder informed the meeting that following the announcement of changes to the National Planning Policy Framework (NPPF) in late December, this had been welcomed by both officers and Councillors at Wiltshire Council, particularly given the protection this affords via the Local Plan and neighbourhood plans. A Briefing Note was due to be issued shortly, confirming Wiltshire Council had a 4.6 year land supply, which would be used in any forthcoming planning application decisions. With regard to unsigned S106 Agreements of provisionally approved planning applications, these would be reviewed to ascertain if there was a desire to refuse them, based on the land supply issue.

Footpath to rear of Melksham Oak School (PL/2023/10488)

It was understood if the planning application were approved, the footpath would be constructed prior to the new school term in September.

With regard to any lighting of the footpath, hoped there was an ability to install some passive lighting rather than permanent lighting, which would only be triggered when there was movement and would be including this in his comments to Wiltshire Council, as well as asking for the shared use of the footpath to be properly delineated between pedestrians and cyclists, as well as a suggestion that litterbins be installed along the route.

Blackmore Farm (PL/2023/01949) and Snarlton Farm (PL/2023/07107)

It was understood these may be reviewed in light of the changes to the National Planning Policy Framework (NPPF).

Pathfinder Way School (PL/2023/08046)

With regard to the area of land to the north of the school which had not been landscaped, this area of land was outside the school site and therefore raised with Planning Enforcement, who had taken this up with Taylor Wimpey stating they needed to revisit the site and complete the landscaping as per their S106 Agreement associated with the Pathfinder Place development (16/01123/OUT).

It was confirmed once the public open space had been landscaped as per the S106 Agreement, Remus, the management company for Pathfinder Place, would be responsible for maintaining the area on behalf of the residents.

With regard to the toucan crossing on the A365, which connects to a footpath to the rear of Burnet Close, in the town, following a review of the S106 Agreement for Pathfinder Place, it was ascertained £124,000 indexed link funding was available to complete the continuation of the tarmac footpath which was currently a muddy footpath, with Wiltshire Council confirming the money had already been paid therefore, would look at how this element of the footpath could be completed.

Councillor Wood sought clarification if a fence would be erected around the school site, as currently there was a fence around the whole site including the public open space land to the north of the site, with Wiltshire Councillor Nick Holder confirming once the Land Transfer of the school site from Taylor Wimpey to Wiltshire Council had taken place, Wiltshire Council would erect a fence around the school site.

Councillor Wood expressed concern how Taylor Wimpey would be able to access the public open space area, in order to landscape it, if a fence was still erected around the site.

Councillor Holder explained a lot of work was required to landscape the public open space and possibly the Land Transfer could be delayed if it was not completed as per the S106 Agreement.

The meeting was informed discussion had taken place with Melksham Independent News on outstanding issues relating to the Pathfinder Place development and the failings of the developer to fulfil their planning obligations.

It was hoped to arrange a meeting with the Highways Team at Wiltshire Council on all the outstanding issues, in order to put pressure on Taylor Wimpey to complete them to a satisfactory standard.

Land South of Western Way for 210 dwellings and 70 bed care home (PL/2022/08155)

It was confirmed the S106 Agreement had been signed and therefore, would not be subject to a review by Wiltshire Council in light of the changes to the National Planning Policy Framework (NPPF). The S106 Agreement had been signed within a few days of the Appeal being heard and prior to the appeal decision being made.

The Clerk had contacted Wiltshire Council seeking an understanding of why this was the case, however, this practice was not uncommon.

Councillor Wood highlighted the Parish Council on many occasions had tried to engage with Wiltshire Council, in order to be involved in formulating S106 Agreements within the Parish.

The Clerk confirmed Nic Thomas, Director of Planning, Wiltshire Council had responded earlier in the day explaining he would like to undertake a 'pilot' scheme and informally speak to the parish council on S106 Agreements but had not been clear on when. The Clerk informed the meeting she had responded to say it was the principle of what was included in the S106 Agreement and not necessarily the wording of the agreement which the parish council wished to be involved with.

Standing Orders were reinstated.

359/23 To consider the following new Planning Applications:

PL/2023/10488: Fields North of Melksham Oak School, Bowerhill. Proposed surfaced and lit shared use path (SUP) from new development at East Melksham (Hunters Wood) across adjacent fields that connects access to Melksham Oak School and joins the A365 via a route through Woolmore Farm.

Councillor Glover welcomed the Ecological Impact Assessment Report completed by Johns Associates on behalf of Sustrans and included within the documentation to support the planning application. Although it recommended certain lighting and whilst preferring no lighting at all, felt what they proposed was acceptable, particularly as it recommended a time limit and when the lighting would be on and therefore would not affect the bats in the area.

However, raised a concern how the southern end of the work would interact with proposals for Woolmore Farm, particularly as the latest application, which had subsequently been withdrawn had shown a road going between the buildings, where the proposed footpath

would come out onto. However, it was understood another application would be submitted in due course.

Councillor Baines noted there was a proposed right-angled section of the footpath, which appeared to be narrower than the rest of the footpath, which potentially could result in conflict between pedestrians and cyclists.

Councillor Richardson noted whilst the Ecological Impact Assessment Report mentioned lighting, there was no mention of lighting within the proposals.

The Clerk stated she had contacted the Senior Transport Planner who had submitted the application to seek clarification on lighting for the footpath and they had confirmed “the application had been submitted with a condition on the lighting, as the detailed design of the path had yet to be established, with this being undertaken by the engineering team. There were some broad lighting specifications within the application form which officers from Lighting, Planning and Ecology had discussed and agreed.”

Councillor Glover suggested attention be drawn to the comments relating to appropriate lighting of the footpath in the Ecological Impact Assessment Report in the council’s response and to ask if there were further changes to the footpath, particularly with regard to the lighting, the parish council be consulted in the first instance.

Councillor Glover also noted on the plans it showed how the footpath would tie in with the access to the rear of Melksham Oak and queried with Councillor Pafford, as a Governor of the school, if there were proposals to open up the footpath to the rear of the school.

Councillor Pafford explained this matter had not been raised with the Governors.

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

Wiltshire Councillor Holder stated as this was a Wiltshire Council planning application, understood it would be considered at a Strategic Planning Committee and therefore, there would be an opportunity for the parish council to speak to proposals regarding lighting, particularly if the final specification did not satisfy the parish council.

Standing Orders were reinstated.

Comments: Whilst welcoming this application attention be drawn to the comments made in the Ecological Impact Assessment Report with regard to appropriate lighting of the footpath.

Given the right-angled design of the footpath, as shown on in the Concept Design Plan (1 of 2), which appears to be narrower than the rest of the footpath, there is a potential for conflict between cyclists and pedestrians.

The parish council also query how the footpath fits in with proposals for Woolmore Farm, including a recent application for 7 residential units (PL/2023/07756 variation of condition 1 of approved plans on PL/2022/05895), which whilst it has been withdrawn, the application included a road in the area the footpath will come out onto, with it understood an application for a similar proposal will be submitted in due course.

PL/2023/10153: 6 Osprey Close, Bowerhill. Single storey dining room extension, second storey bathroom extension and replacement bay window with roof windows above.

Comments: No Objection.

PL/2023/10590: 64 Shaw Hill, Shaw. Crown reduce Hornbeam (T1) by approximately 1.5m. Crown clean to remove deadwood and crossing branches. Crown raise to 2.5m. Consent under Tree Preservations Orders.

Comments: No Objection.

PL/2023/10713: 6 Berryfield Close, Melksham. Single Storey Rear Extension.

Comments: No Objection.

360/23 Revised Plans: To comment on any revised plans on planning applications received within the required **timeframe (14 days):**

Revised Plans had been received for Wharf Cottage, 533 Canal Bridge, Semington (PL/2023/08970 (LBC) & PL/2023/09344) for removal of a modern porch structure, new door joinery, removal of asbestos roofing on the curtilage of listed structures

Whilst the parish council had previously made no objection to the original proposals, as the application sat just outside the parish

boundary in Semington, noted the revised plans.

361/23 **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 consider submitting new comments following the changes to the NPPF (National Planning Policy Framework)

The Clerk sought a steer from Members, in light of changes to the National Planning Policy Framework (NPPF), whilst Wiltshire Council were due to issue a Briefing Note on this, if they wished to submit new comments to Wiltshire Council now. It was noted whilst there was a housing allocation at Blackmore Farm in the draft Local Plan, this was for 425 dwellings, with an access off of Eastern Way, as opposed to 650 dwellings associated with this application, with proposed accesses off of Sandridge Road.

The Clerk suggested the question to Wiltshire Council would be, given the changes in the NPPF the current Neighbourhood Plan now has paragraph 14 protection for 5 years and protection of a 4 year land supply, which had just been confirmed by a Planning Inspectorate at a recent Appeal for an application in Southwick (PL/2023/00952) that this planning application be refused, as it was not plan led and was outside the settlement boundary.

Councillor Glover noted within the report from the Planning Inspectorate they had stated the development was unsustainable due to an infrequent bus service, which was coincidentally the X34 which also ran between Melksham and Trowbridge on the same timetable. Therefore, this would apply to developments on the X34 route in the parish, such as Townsend Farm (PL/2022/08155) for example and noted there were no buses serving the Blackmore Farm area or Snarlton Farm, therefore this would suggest these were also unsustainable.

Councillor Glover also noted the Planning Inspectorate had highlighted due to infrequent bus services people would be reliant on a car and therefore suggested the parish council use this as evidence in commenting on future applications where appropriate.

Following a query on settlement boundaries, the Clerk confirmed the draft Local Plan did not propose to change settlement boundaries. Therefore, as part of Regulation 14 consultation of the reviewed Melksham Neighbourhood Plan (JMNP#2) had submitted a comment stating as the draft Local Plan was not reviewing existing settlement boundaries that this is considered as part of the review, including the inclusion of a settlement boundary around Berryfield, which currently

did not have one, as it was classed as a small village in the current Local Plan (Core Strategy) and had been subject to lots of recent development, despite this. Therefore, if being outside a settlement boundary turned applications down, the inclusion of a settlement boundary should therefore stop development in Berryfield.

Resolved: To write to Wiltshire Council highlighting due to the changes in the NPPF, this application should be refused, as it was outside the settlement boundary, was not included in the current or draft reviewed Neighbourhood Plan (JMNP#2) and did not meet the policy in the draft Local Plan with regard to the housing allocation for the site.

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

The Clerk explained as with the Blackmore Farm development, given changes to the NPPF, asked if Members wished to submit additional comments to Wiltshire Council.

Resolved: To write to Wiltshire Council highlighting due to the changes in the NPPF, this application should be refused, as it was outside the settlement boundary, not included in the draft Local Plan or the current or reviewed draft Neighbourhood Plan (JMNP#2) as a housing allocation and therefore not plan led.

- c) Land at Pathfinder Way, Bowerhill. Reserved Matters application (PL/2023/08046) pursuant to outline permission 16/01123/OUT relating to the appearance, landscaping, layout and scale of the proposed primary school (including Nursery and SEN provision).**
- i) To note response from Planning Enforcement, regarding area of land to the North of the proposed primary school.**

Members noted the response from Planning Enforcement and the update from Wiltshire Councillor Nick Holder earlier in the meeting.

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

The Clerk reminded Members the applicant in their application had ticked a box to say the area had never flooded, which was not the case and had forwarded pictures of recent flooding of the site. However, these had not been accepted by Planning, as they had not been date stamped with the location clearly referenced. However, a Highway Officer had been to investigate recent flooding and had provided a report, including pictures which had been forwarded to the Planning Officer for information.

e) Land to rear of Townsend Farm for 53 dwellings (PL/2022/08155). To formally note outline application approved at a Strategic Planning Committee meeting on 29 November. The Head of Development Management has been given delegated powers to grant full planning permission, subject to first completion of a S106 Legal Agreement.

The Clerk informed the meeting she had already approached Planning to ascertain when the S106 Agreement would be signed, noting the planning decision had yet to appear on the weekly decision list. Therefore, this could be one of the planning decisions to be reviewed by Wiltshire Council, given the changes to the National Planning Policy Framework (NPPF).

Councillor Glover queried whether at the Strategic Planning Committee on 29 November it had been agreed the developer should discuss with the developers of Phase 1 the provision of a play area to serve both phases.

It was clarified following advice from Wiltshire Council's solicitors at the Strategic Planning Committee meeting, it had been confirmed provision of a play area could not be included in the S106 Agreement or as a condition of planning permission, however, an advisory regarding play provision had been included in the Decision Notice.

The Clerk informed the meeting she understood with regard to Phase 1 (PL/2023/00808) of the site, there had been a condition to provide a play area or a contribution towards play provision.

Resolved: To seek clarification if planning permission has been granted, subject to the completion of a S106 Agreement and if not, to write to Wiltshire Council highlighting the changes to the NPPF stating this application should therefore be refused as it is outside the settlement boundary, is not allocated in the draft Local Plan or in the current or reviewed draft Neighbourhood Plan (JMNP#2) and therefore is not plan led.

f) Wilts & Berks Canal Melksham Link (Planning Application No: 12/01080)

i) To consider response of the Wilts Swindon & Oxfordshire Canal Partnership to the Local Plan Review.

Members noted the group's response to the Local Plan Review.

ii) To note the Wilts Swindon & Oxfordshire Canal Partnership have received S106 funding from Buckley Gardens development (20/01938(OUT), Semington Road (£500 per residential unit) for the Wilts & Berks Canal Restoration Project (Melksham Link).

The Clerk reminded Members the parish council had asked for funding in the S106 Agreement for the group, who were using the funding to commission a study which had been requested.

362/23 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

a) 489 Semington Road: Erection of double garage and home office (PL/2021/06824) & Certificate of Lawfulness for existing separate annex (PL/2022/02893).

Members noted the update from Planning Enforcement on both applications.

The application regarding lawful use of the annex was currently at Appeal (PL/2022/02893), however, a resident had noted the annex being advertised on a local estate agents' website for rent and seen potential tenants being shown around. Planning Enforcement were aware, however, until the outcome of the Appeal was known, they could not take action.

b) 1 Lancaster House, Bowerhill.

Members noted the update from Planning Enforcement.

c) Land East of Semington Road (Buckley Gardens). Development of 144 dwellings (PL/2022/02749)

The Clerk informed the meeting officers had received several calls from residents of Shails Lane concerned construction vehicles were using the lane and that a gap had appeared in the hedge. However, after contacting Planning Enforcement, David Wilson Homes were insisting the vehicles using the lane were from Wessex Water and not involved in the construction of the site.

Therefore, residents were being asked to provide photographic evidence and or registration numbers to forward to Planning Enforcement, in order to investigate.

A call had also been received earlier in the day that work had started on site at 7.15am, which was contrary to the conditions of the planning application, with Planning Enforcement made aware.

Wiltshire Councillor Jonathon Seed was also aware of the issues raised by residents and was very supportive of their concerns.

d) Land rear of 46 Belvedere Road, Bowerhill

Councillor Pafford informed the meeting the oak on Hornchurch Road, Bowerhill which had been subject to a request for removal some months ago (PL/2022/00900), due to damage it was causing to an adjacent property and which had subsequently been refused by Wiltshire Council, had recently been unsympathetically pollarded. It was understood that it had a Tree Preservation Order on it and therefore required permission to undertake this work but was not aware of such an application having been submitted to the parish council for comment.

Resolved: To ascertain from Wiltshire Council if relevant permission had been sought from the landowner to undertake this work.

363/23 Planning Appeals

a) 89 Corsham Road, Whitley. Proposed side extension (PL/2023/03257).

To note the applicant has appealed the decision by Wiltshire Council to refuse the application.

364/23 Planning Policy

a) Neighbourhood Planning

i) To receive update on NHP#2 and Regulation 14 consultation

The Clerk provided a short update following the Regulation 14 consultation and informed the meeting the steering group would be meeting later in the week. This meeting would be to decide what effect the changes to the NPPF would have on the programme for the neighbourhood plan, if any, as the current plan now had protection up to 5 years from when it was made in July 2021.

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

None to report.

b) Levelling Up and Regeneration Bill 2023 and reforms to national planning policy

- i) **To note changes to the National Planning Policy Framework (NPPF) and consider next steps**

Members noted the changes to the NPPF as proposed in the Level Up and Regeneration Bill 2023, which had been passed at the end of last year.

- ii) **Street Vote Development Orders Consultation. To consider a response to the consultation which closes on 2 February 2024**

The Clerk informed the meeting, she had reviewed the document, and provided a summary.

With regard to some of the questions in the consultation had a concern at the level of community engagement proposed and suggested any engagement needed to include everyone in the street and surrounding streets and also town/parish councils, as well as the local neighbourhood plan steering group and local authority.

Concern was expressed someone could propose something which was in total conflict with the local neighbourhood plan and cause conflict in general between communities.

Resolved: To respond to the consultation stating parish and town councils, as well as relevant neighbourhood plan steering groups and local authority should be consulted on any street vote development order, in order to be engaged with the process, with any Street Order being required to be in conformity with local neighbourhood plans.

c) Rural Housing. To consider CPRE report on Unravelling a Crisis: The State of Rural Affordable Housing in England

Members noted the information contained within the above report.

365/23 S106 Agreements and Developer meetings: (Standing Item)

a) Updates on ongoing and new S106 Agreements

i) Pathfinder Place:

The Clerk informed the meeting, with regard to maintenance vehicles accessing the play area, Taylor Wimpey had queried how large these would be and therefore the transfer of the play area to the council was still ongoing.

It was agreed representatives from the Parish Council would attend a proposed meeting with Highways, as referred to earlier in the meeting by Wiltshire Councillor Nick Holder.

ii) Buckley Gardens (144 dwellings on Semington Road)

Members noted the concerns raised earlier in the meeting under planning enforcement and that the parish council had received £82,327.16 in Community Infrastructure (CIL) funding.

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

The Clerk asked if consideration could be given to street names for this development and the proposed adjacent site for 53 dwellings (Phase 2: PL/2022/08155).

Councillor Wood suggested local field names might be appropriate and further consideration of a theme was required.

Resolved: To defer this to a future planning meeting.

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

Members noted the S106 Agreement had already been signed and therefore was not able to be reviewed following the recent changes to the National Planning Policy Framework (NPPF).

The Clerk informed the meeting the S106 Agreement was yet to be reviewed by parish officers.

b) To note any S106 decisions made under delegated powers

None.

c) Contact with developers

THIS ITEM WAS HELD IN CLOSED SESSION.

The Clerk informed the meeting a local builder had contacted her stating he was interested in purchasing an area of land in Shaw, with a view to putting in a yard and converting two buildings for his family to live in.

The potential developer was seeking advice on whether to develop the whole site in one go as other buildings were included on the site or individually, with the Clerk having advised they seek pre planning advice from Planning at Wiltshire Council.

Meeting closed at 8.02pm

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

MINUTES of the Highways & Streetscene Committee of Melksham Without Parish Council held on Monday 15 January 2024 at Melksham Without Office Space (First Floor), Melksham Community Campus, Market Place, Melksham, SN12 6ES at 8.06pm

Present: Councillors Alan Baines (Committee Chair), John Glover (Chair of Council), David Pafford (Vice Chair of Council), Mark Harris and Robert Shea-Simonds

In attendance: Wiltshire Councillor Nick Holder (Bowerhill) and 3 members of public (including Stuart Renfrew, Highway Technician)

In attendance via Zoom: 1 member of public

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

366/23 Welcome, Announcements & Housekeeping

Councillor Baines welcomed everyone to the meeting, noting members of public present had been shown the evacuation procedures for the building and understood that the meeting was being recorded to aid the minutes and published on YouTube and be deleted once the minutes had been published.

367/23 To receive Apologies and approval of reasons given

It was noted Councillor Chivers was not present.

POST MEETING NOTE: Councillor Chivers advised by telephone message the following evening that he was back in hospital.

368/23 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.

369/23 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.

370/23 Public Participation

Standing Orders were suspended to allow members of public to speak.

A resident of Beanacre was in attendance to voice their concerns at the speed of traffic on Westlands Lane travelling above the 30mph speed limit, particularly in the evening. They also raised concern at the safety of pedestrians walking along the lane towards Whitley, who had to walk in the road, as there is no footpath on a 60mph road.

Another resident of Westlands Lane attending via Zoom agreed there was an issue with speeding and felt the speed limit needed to be reduced from 30mph to 20mph.

Stuart Renfrew, Highway Engineer raised a concern at the condition of New Road which, due to the number/types of vehicles using it, churning up the verges either side of the road, due to the narrowness of the lane in places, despite passing places and wondered if there was any merit in closing it from its junction with Woodrow Road, allowing access for horse riders, pedestrians etc.

Informal discussions had taken place with highway engineers on what could be done to try and resolve the issue, including on a temporary basis, in order to ascertain how the traffic would behave if changes were implemented. The various positives and negatives of closing the lane at one end were highlighted to Members, including increased traffic along Woodrow Road and Church Lane, farmers not being able to access their fields and an increase in farm vehicles during harvest etc using other roads in the area.

Wiltshire Councillor Nick Holder noted there was an update on the Parish Steward scheme later in the meeting and informed the meeting Parish Stewards had been diverted from their normal duties in recent weeks to assist with recovery from recent flooding in Wiltshire, however, from today Parish Stewards would be returning to normal duties.

Following an incident a few months ago whereby the footpath opposite the Tesco Express on Blenheim Park had subsided due to the number of vehicles parking on it. Whilst it had now been repaired, Wiltshire Councillor Nick Holder explained he had been contacted by a number of residents in the area with photographic evidence of a number of vehicles continuing to park on the footpath with a request that consideration be given to the installation of bollards on the footpath, in order to prevent vehicles parking on it.

Councillor Baines noted any bollards would have to be set back from the highway which would severely restrict the width of the footpath, potentially requiring the footpath to be widened to accommodate the bollards.

Stuart Renfrew felt the inclusion of bollards would not restrict the width of the footpath too significantly to impact pedestrians, however, raised a concern if implemented this would displace parked vehicles to elsewhere in the area.

A resident of Berryfield attended the meeting to raise concern at the condition of Berryfield Lane and the lack of road markings at the top of the lane near the farms, therefore making it unclear who had right of way. Also, given the number of large vehicles using the lane to access the various farms, the verges in places had also been damaged.

Standing Orders were reinstated.

As several members of public present had submitted various requests for consideration, Councillor Baines brought items 9(b) one-way traffic on New Road 9(c) Berryfield Lane and 12(a) Westlands Lane further up the agenda for consideration.

Wiltshire Council Nick Holder left the meeting at 8.25pm.

371/23 To appoint a Vice Chair following the resignation of Councillor Stefano Patacchiola

Resolved: To appoint Councillor Pafford as a temporary Vice Chair until a permanent Vice Chair was appointed in due course.

372/23 To note Minutes of last Highways & Street Scene Committee meeting held on 25 September 2023 and updates on actions taken

Members noted the minutes of the Highways & Streetscene meeting held on 25 September 2023.

373/23 Local Highways & Footpath Improvement Group (LHFIG)

a) To note Minutes and action log of Local Highways & Footpath Improvement Group (LHFIG) meeting held on 2 November 2023.

(i) Issue 9-23-10: A350 Beanacre signs indicating the weight limit on Westlands Lane. To note proposed signage to be installed and funded from a separate Wiltshire Council central highways budget

Councillor Baines explained as the revised signage was a renewal and refurbishment of existing signs, for which Wiltshire Council had a separate budget, funding did not have to come out of LHFIG funding and therefore the parish council did not have to contribute towards the costs of the new signage.

However, if the parish council wished for weight limit signage to be installed at the Corsham Road end of Westlands Lane, as this was new signage, the parish council would be asked to contribute towards the costs, which was likely to be up to £500.

Standing Orders were suspended to allow a resident of Westlands Lane to speak to this item.

Clarification was sought from the resident if the weight limit related to the bridge, or Westlands Lane itself and noted the current weight limit signage was at the end of the lane itself once vehicles had turned into the lane from the A350.

Councillor Baines clarified the weight limit was due to the bridge, except for access, with the parish council having made a request weight limit signage be more appropriately placed on the A350, in order to give advanced warning to drivers of the weight limit.

Recommendation: To approve the installation of advanced weight limit signage at the Corsham Road end of Westlands Lane.

(ii) Issue 9-23-11: A365 Bowerhill, Devizes Road junction with Hornchurch Road: Request to introduce double white line system to prevent overtaking. To consider proposed options

Councillor Baines informed the meeting at the LHFIG meeting on 2 November, costings for two options to improve the junction had been presented to the group:

Option 1: Kerbed traffic islands x 2 with internally illuminated 'keep left' bollards. Estimated cost including 20% Contingency: £11,325.00.

Option 2: Rediweld 'Redipave' bolt down rubber traffic islands x 2 with solar powered rebound bollards (no ducting) Rediweld install. Cost estimate not including contingency: £14,062.44

However, LHFIG members were unconvinced that it was a problem, there was no history of any collisions at this junction and therefore was felt to not be a good use of funds. It was noted that there was a housing site allocation in the draft Local Plan for a site adjacent to the school which could affect the road layout here.

Recommendation: Given the comments from LHFIG, not to proceed with this request.

(iii) Issues 9-22-12 & Issue 9-22-13 Halifax Road, DeHavilland Road & Dowding Way, Bowerhill: Request for drop kerbs/footway Improvement.

To note the Council's 50% contribution of £3,266.37 towards the total cost of the project had been paid.

Councillor Baines explained the contribution was higher than expected, however, the Portal Road gateway was under the estimate provided, therefore the combined cost was less than the total for the two jobs.

(iv) Issue 9-19-11: Portal Road, Bowerhill: Request for Bowerhill name plate and white gates.

To note the Council's 50% contribution of £855.40 towards the total cost of the project has been paid.

374/23 To consider requests for support by the Parish Council including requests for the Local Highways & Footpath Improvement Group (LHFIG) next meeting on 8 February 2024:

a) To consider a request for a 'village gate' and 'SLOW' sign painted on Woodrow Road in order to slow traffic down

With regard to the request for a village gate, Councillor Baines highlighted Woodrow Road was not a village and therefore did not qualify for such. Also, a village gate would only affect in-coming traffic, noting there was also an issue with out-going traffic speeding as well, having negotiated various traffic calming measures and parked vehicles and coming to a clear bit of road.

It was noted due to concerns of speeding vehicles travelling around a bend and potentially hitting parked vehicles, a request had been received for 'SLOW' to be painted on the road, in order to slow vehicles down before they reached the bend.

Councillor Baines informed the meeting having seen and been contacted by a resident/s regarding irresponsible parking of a vehicle in advance of the blind bend, whereby out-going traffic had to take up position on the wrong side of the road to manoeuvre around it, hoping nothing was coming around the bend, felt, whatever speed the approaching traffic was travelling, it was an accident waiting to happen. Therefore,

suggested the answer might be to tackle the irresponsible parking, given the number of offences being committed, including obstruction of the highway, which could be prosecuted.

It was noted there was an unofficial sign in the verge on the approach to this bend warning of a concealed entrance, which probably would be more visible to approaching traffic than slow painted on the road.

Clarification was sought if the request for 'slow' painted on the road met the relevant criteria for such requests.

Councillor Baines confirmed it did not meet the relevant criteria, as such signage needed to be placed adjacent to other road signage, which was not present at the location requested.

Recommendation: Not to support the request for a 'village' gate or 'Slow' signage painted on the road.

b) To consider a request for one-way traffic on New Road

Councillor Baines noted New Road was the route for the milk tanker every day to serve Selves Farm, Forest Lane as it could not access the farm from the Lacock end. It was also the route for animal feed supplies and at least two landholdings used it for their harvest, rather than taking loaded trailers through the narrow section of Woodrow, in the town and then try and negotiate Forest Road traffic calming or Church Lane with the various parking issues.

Councillor Baines suggested any work/maintenance required on New Road should be part of the S106 Agreements for proposed developments at Sandridge Common, particularly as these developments would generate additional traffic, which would try and use New Road in its present form to access the A350 and the M4 via Lacock and the single-track medieval bridge, which traffic East of Melksham already did.

Councillor Pafford noted at a recent meeting it was suggested an overall view of traffic flow in the area and potential consequences of doing anything in New Road had been suggested and therefore, it would be useful to see some analysis of what the advantages and disadvantages of closing off one end of New Road would be before making a decision.

The Clerk reminded Members the council had already submitted comments to Bloor at pre app stage regarding their proposals at New Road Farm and therefore suggested the council could ask for highway funding for improvements to New

Road.

Recommendation: To await more information from Wiltshire Council Highways on the consequences of traffic flows in closing New Road to traffic from Woodrow Road end.

To request Bloor, as part of their proposals for their New Road Farm site, include a contribution via S106 funding for highway improvements to New Road.

c) To consider a request for road surface repairs and road markings on Berryfield Lane

Councillor Baines sought guidance from Stuart Renfrew if the Parish Steward was able to fill in the numerous potholes on Berryfield Lane or whether this was beyond their scope.

With regard to line marking, Councillor Baines noted there were no road markings at the junctions of Winston Road or Padfield Gardens and therefore these could be done at the same time, as the junction at the end of Berryfield Lane, if Members were minded to approve this request in order to spread costs.

The Highway Technician agreed part of the road was in a poor condition and informed the meeting a request to repair part of the road had recently been submitted and hoped this would be undertaken shortly. He also supported the suggestion of road markings at the end of the lane to delineate who had priority but expressed a note of caution in doing others where there was no issue of highlighting priority, particularly as such lining would constantly need refreshing and the costs involved.

The Clerk reminded the meeting a planning application had recently been approved for 53 dwellings (Phase 2 – PL/2022/08155) which joined Phase 1 for 50 dwellings (PL/2023/00808) to the rear of Townsend Farm with a proposal for a pedestrian access onto Berryfield Lane at the far end.

Recommendation: To ascertain if the Parish Steward was able to undertake remedial work to fill the numerous potholes and the breaking up of the road surface along Berryfield Lane.

To submit a request to the Local Highway & Footway Improvement Group (LHFIG) for line marking at the end of Berryfield Lane, in order to delineate priority at the junction and to link in with other requests in the area, in order to reduce overall costs.

Stuart Renfrew reminded Members potholes could be reported by the Wilts App.

d) To note concerns regarding vehicles parking on both sides of Westinghouse Way, Bowerhill

Members noted correspondence between Gompels, Swift Way and a youth football team who hired the football pitches at Bowerhill sports field, regarding parked vehicles on both sides of Westinghouse Way, making it difficult for delivery lorries to negotiate.

e) To consider a request for bollards on the pavement opposite Tesco Express, Blenheim Park, Bowerhill to stop vehicles parking on the pavement

Concern was expressed if bollards were installed, it may reduce the width of the pavement for those in wheelchairs and with pushchairs and also displaced parked vehicles and cause problems elsewhere.

It was noted the reason the pavement had been damaged in the first instance was due to a waste vehicle parked on the footpath and this had been dealt with and the company involved warned not to park their vehicles there in the future.

Recommendation: Not to progress this request.

To request Wiltshire Councillor Nick Holder provide photographic evidence of the types of vehicles involved, in order for the Highways Committee to review in due course.

375/23 To receive feedback from the Area Board (Highway Focused Meeting) held on 6 December 2023

Councillor Harris informed Members he had attended the meeting, which he had felt was worthwhile and encouraged Members to attend any future highway focused meetings, which may be held in the future, as it had been very informative.

376/23 Proposed A350 Bypass (Standing Item):

Members noted whilst the M4 to Dorset Coast Strategy Study had been completed, as yet, it had not been published.

The Clerk informed the meeting she regularly chased National Highways for an update, but to date had not received a response.

377/23 Road Safety/Speed enforcement

a) Westlands Lane. To note concerns of speeding and consider submitting a request for a Traffic Survey

It was noted two Traffic Surveys had taken place in recent years with the last one being undertaken in 2016. Neither survey gave a high enough 85th percentile speed or average speed for intervention, such as Community Speedwatch. It was also noted there had not been any particular changes in circumstances since the last survey was undertaken in 2016, when an average speed of 29.4mph had been recorded.

Councillor Baines summarised the various actions which had been taken following concerns from residents of speeding in the lane being raised with the parish council:

- Weight limit signage is currently being reviewed.
- A 20mph speed limit investigated, however, the criteria for 20mph speed limit/20mph speed zones requires the average speed to be 24mph and therefore following previous traffic surveys, traffic did not meet the criteria either.
- Warning signage of pedestrians in the road has been installed either side of the bridge.
- Investigated if the 30mph speed limit could be extended to the far side of the railway bridge, however, this was not acceptable to Wiltshire Council.
- A gateway feature had been considered; however, this would have costed £1000s, with it suggested at the time this would not make much difference to the speed of traffic.

Recommendation: To submit a traffic survey request to Wiltshire Council and identify a suitable location for it to be located.

b) Speed Indicator Devices (SID)/ANPR Cameras

i) To note following a traffic survey, Pathfinder Way, Bowerhill has qualified for a SID (Speed Indicator Device)/Community Speedwatch

Members noted following a recent traffic survey a combined 85th percentile of 37.6mph in a 30mph area had been recorded, therefore meeting the criteria to qualify for Community Speedwatch and a SID.

ii) To note updated SID schedule and correspondence from Street Lighting.

Members noted the updated schedule which include identified sites on Pathfinder Way (both direction).

Councillor Baines informed the meeting, Street Lighting had been in touch to ask that the Evolis device (which recorded data) not be installed at the Shaw Hill location, due to the weight of the device on the particular type of lamp post installed, which was unfortunate, as the parish council had hoped to collate data on traffic speeds on Shaw Hill. Therefore, Shaw Hill was now included on the schedule for the older device (Solagen), which did not record data.

iii) To note update on SID installation from Council's contractor and consider a way forward.

The meeting was informed there had been no deployment of the council's SID devices for several months, as the contractor had failed to deliver their service.

It was unclear if the devices had not been deployed due to staff shortages or the agreed costs being uneconomical.

The Clerk explained investigations had been made into potential alternative contractors and the costs involved, bearing in mind two people would be required to install each device every two weeks and require a Streetworks Licence. The Clerk explained as part of due diligence, the importance of any contractor having a Streetworks Licence, given the work involved which required use of a ladder and given where they would be working.

Recommendation: To write to the current contractor explaining that if they do not initiate deployment of the council's SID devices within 10 days, that the contract will be terminated and for them return both SIDs and other equipment associated with the devices to the parish council.

c) Community Speedwatch

Members noted the number of '1st letters' issued by Community Speedwatch for speeding during July 2020-November 2023:

Shaw & Whitley:	504
Beanacre:	35
Berryfields:	70

d) Local Cycling and Walking Infrastructure Plans (LCWIPs) consultation. (Deadline extended to 5 February). To consider proposed response to Wiltshire Council's consultation.

The Clerk explained at Full Council on 4 December 2023, Members had provided a few comments on the consultation and given her delegated powers to add further comments which were included in the agenda pack:

- Comments from the Neighbourhood Plan consultants.
- Various comments the Clerk had made following a briefing on the LCWIP, which highlighted areas missed within the consultation document, such as how would children from Semington Road walk to Pathfinder Way School, as there is no footpath along the A365 and therefore, having to walk a circuitous route via Longford Road.

The Clerk reminded Members the parish council had asked how children would get to Pathfinder Way from Semington Road in December 2022 and as yet had received a reply from the Head of Sustainable Transport. Therefore, on the recommendation of Wiltshire Councillor Nick Holder had written to Samantha Howell, Director Highways & Transport and Caroline Thomas, Cabinet Member for Transport.

- The comments the parish council made in July and September 2023 as part of the Stage 4 safety audit of the Hilperton to Melksham route, as well as comments made in September 2022 to a pre consultation on the LCWIP.
- The proposed route for a new pedestrian/cycle way to the rear of Melksham Oak had not been included on maps.
- Information on the Priority for People survey, a project commissioned by the Town Council.
- A link to the Neighbourhood Plan Green and Blue Infrastructure Evidence Report.
- To highlight S106 funding available from the Pathfinder Place (16/01123/OUT) development to improve the footpath from the A365 to Burnet Close.

Thanks were given to the Clerk for collating a comprehensive response to the consultation.

Recommendation: To submit the response to the LCWIP as collated by the Clerk.

e) Road Safety Working Group.

Members were reminded the next meeting of the Road Safety Working group was scheduled to take place on Monday, 29 January at 7.00pm.

The Clerk explained Stefano Patacchiola had been a member of the group before his resignation at the end of last year. However, he had indicated he was happy to be involved with parish council work and therefore, as this was a working group, sought a steer from Members if they were happy for Stefano to be invited to continue as a member of the group.

Recommendation: To invite Stefano Patacchiola to join the Road Safety Working Group.

378/23 Parish Steward.

The Clerk informed the meeting the parish council have been successful following several requests in receiving an additional parish steward day each month, meaning the parish council now had 4 days allocated to it, rather than 3.

Meeting closed at 9.48pm

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

Teresa Strange

From: M4 to Dorset Coast Connectivity Study
<M4toDorsetCoastConnectivityStudy@nationalhighways.co.uk>
Sent: 16 January 2024 10:34
To: Teresa Strange
Cc: Lorraine McRandle; DONELAN, Michelle
Subject: RE: M4 to Dorset Coast Strategic Study - Newsletter

Morning Theresa,

Our findings and recommendations have been sent to DfT and they've confirmed that those documents and our study brochure have now gone up to Ministers for their review. Although we understand the interest in our findings from yourselves and others from across the study area, unfortunately we won't be publishing anything until that agreement and/or approval.

Thank you for your continued interest in the study.

Kind regards

Felicity Joyce.
Assistant Planning Manager
Network Planning Division | Customer, Strategy and Communications
National Highways | The Cube | 199 Wharfside Street | Birmingham | B1 1RN
Mob: 07701372176



[Chat with me on Teams](#)

Web: <https://nationalhighways.co.uk>

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Friday, January 5, 2024 3:07 PM
To: M4 to Dorset Coast Connectivity Study <M4toDorsetCoastConnectivityStudy@nationalhighways.co.uk>
Cc: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; DONELAN, Michelle
<michelle.donelan.mp@parliament.uk>
Subject: FW: M4 to Dorset Coast Strategic Study - Newsletter

Dear Felicity

Further to my enquiry last year, and your confirmation that the M4 to Dorset Coast Strategic Study would be ready for publication in the Autumn 2023, are you able to update us please on when you will be sharing the information publicly.

With many thanks

Teresa

From: M4 to Dorset Coast Connectivity Study <M4toDorsetCoastConnectivityStudy@nationalhighways.co.uk>
Sent: 12 September 2023 09:43
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: M4 to Dorset Coast Strategic Study - Newsletter

Morning Teresa,

Thank you for bearing with me on a response so we could accommodate leave here.

We have now completed the M4 to Dorset Coast Strategic Study and the conclusions are currently with DfT for consideration and a decision on any potential next steps. We still hope to be able to share our findings and information on those conclusions in Autumn 2023 and will ensure that we share our study brochure with you once it is ready for publication in the coming months.

We had provisionally planned a third edition of the newsletter but as you can imagine, given the large amount of evidence gathered from across the study area, collating it all resulted in some delays in completing and reporting to DfT.

Kind regards

Felicity Joyce.

Assistant Planning Manager

Network Planning Division | Customer, Strategy and Communications

National Highways | The Cube | 199 Wharfside Street | Birmingham | B1 1RN

Mob: 07701372176



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Web: <https://nationalhighways.co.uk>

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

Sent: Monday, August 21, 2023 10:57 AM

To: M4 to Dorset Coast Connectivity Study <M4toDorsetCoastConnectivityStudy@nationalhighways.co.uk>

Subject: RE: M4 to Dorset Coast Strategic Study - Newsletter

Dear Felicity

Melksham Without Parish Council are keen to understand when the report will be in the public domain, our understanding that this would be in the Spring/Summer this year; and we have received nothing since this newsletter back in February.

With many thanks,

Teresa

Teresa Strange

Clerk & Responsible Financial Officer

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place, Melksham

Wiltshire, SN12 6ES

01225 705700

www.melkshamwithout-pc.gov.uk

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

On twitter: @melkshamwithout

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From: M4 to Dorset Coast Connectivity Study <M4toDorsetCoastConnectivityStudy@nationalhighways.co.uk>

Sent: 21 February 2023 10:00

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

Subject: M4 to Dorset Coast Strategic Study - Newsletter

Hello,

Please find attached a second edition of our study newsletter. Apologies for the delay, changes in government and unforeseen circumstances in September impacted some of our work. It highlights some of the work we've been doing in the last year, the key findings emerging from that work and what our next steps are.

We remain on track to complete and produce the study report for DfT by the Spring.

Kind regards

Felicity Joyce.

Assistant Planning Manager

Network Planning Division | Customer, Strategy and Communications

National Highways | West Midlands ROC | c/o The Cube | 199 Wharfside Street | Birmingham | B1 1RN

Mob: 07701372176



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

It was noted that due to changes being made to the Budget Working spreadsheets during the meeting that officers would need to double check the figures and spreadsheet formula calculations to ensure that totals were correct. Any figures that were changed as a result of this double checking are therefore highlighted green, and the correct figures captured in these minutes so that they correlate with the Budget working papers, and Precept calculations for the Full Council to approve on Monday 22nd January.

Present: Councillors John Glover (Chair of Council & Committee), David Pafford (Vice Chair of Council), Alan Baines, Richard Wood, Councillor Shea-Simonds (Committee Vice-Chair) and Councillor Holt and John Doel.

Officers: Teresa Strange (Clerk), Marianne Rossi (Finance & Amenities Officer) and Lorraine McRandle (Parish Officer).

Housekeeping: Councillor Glover welcomed all to the meeting. As this was the first meeting Councillor Keates had attended Councillor Glover provided him with the housekeeping message to read. All other members at the meeting had regularly attended meetings so did not need this procedure to be read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

334/23 Apologies:

None.

It was noted that all members of the Finance Committee were present at the meeting.

335/23 Declarations of Interest

Councillor Holt declared an interest as Chair of the Berryfield Village Hall Trust in all items relating to Berryfield Village Hall. Councillor Wood also declared an interest in all items related to Berryfield Village Hall as a member of the Trust.

The Clerk declared an interest on behalf of all staff as the budget takes into account recommendations of the Staffing Committee that are yet to be approved by the Full Council. If members wished to discuss individual salaries, staff members would need to leave the meeting while this was being discussed.

336/23 Dispensation Requests for this Meeting

None.

337/23 To note that Councillors living in the Parish have a dispensation for Precept setting.

It was noted that those Councillors living in the parish had a previously approved dispensation for setting the precept for the current Council Term, 2021-25 (Min 09/21b Annual Council 17th May 21).

338/23 To consider holding items in Closed Session due to confidential nature:

The Clerk advised that the budget spreadsheet (agenda item 11) included staff salaries, which had been blanked out to enable the spreadsheet to be viewed on the screen and recorded for YouTube in the public domain. If members wished to discuss individual salaries, this would need to go into closed session. It was noted that the councillors had been provided with a separate paper copy, which did include the staff salaries and was reminded that this was confidential.

It was felt that agenda item 13 (Risk Register) would need to be discussed in closed session because it exposed any council weaknesses.

Resolved: Item 13 is to be held in closed session for the reasons provided above.

339/23 Public Participation:

There was one member of the public at the meeting via Zoom who did not wish to speak and was there as an observer. Councillor Keates was present at the meeting; however, was not a member of the Finance Committee so was at the meeting as an observer.

340/23 Minutes of Finance Committee 9th January 2023 (annotated with 2022/23 year end figures)

Members noted the minutes of the budget meeting on 9th January 2023 as background information before budget setting.

341/23 To note repayments made to date, amount outstanding to the Public Works Loan Board and the funds available for repayment. To consider repaying outstanding amount in this financial year if option available

As background information, the parish council took out a public works loan in 2021 to aid cash flow for building Berryfield Village Hall while waiting for income from the section 106 agreement for the hall and CIL (Community Infrastructure Levy) that the council had agreed to be used for the building of the hall. The loan amount taken out was £495,000 over five years, with a total of £17,015.65 in interest being paid back over the loan term. Upon taking out the loan, the Public Works Loan Board charged a fee of £173.25, which was taken out of the principal amount agreed before the money was transferred to the parish council. This means that the actual amount transferred to the council was £494,826.75. For clarity, the total amount for the parish council to pay back for the loan, including interest, is £511,842.40. It was noted that the loan repayment date for the final amount to be paid as per the payment schedule was September 2026.

At the end of the 2022/23 financial year (31st March 2023) the council had £346,500 outstanding to pay back on the public works loan, plus any interest payments. To date in

the 2023/24 financial year, £49,500 had been paid back plus interest, and there was another repayment of £49,500 plus interest due to be paid in March 2024. When the Clerk had looked at the Berryfield Village Hall reserve, against how much is left to pay back the loan, the council had enough funds to pay this off completely now with some surplus left over. This is because some CIL funding from the Buckley Gardens development was due to be received in January 2024. While the council did have some visibility of when the CIL for the Buckley Garden development would be received, due to a planning condition set that the development must start on site within a year of its approval, the true amount of CIL receipts was estimated based on the amount received on similar size developments. Officers now have more visibility on the amount due to the parish council from this development, which was £274,423.88 (25% CIL due to an approved Neighbourhood Plan); however, 2/5 of this will go into the 10% sharing pot with Melksham Town Council for joint projects. The parish council's 3/5 share of the first tranche due in January 2024 will be £49,396.30, which gives a total reserve at year end of £275,488.12.

The Clerk advised that she had contacted the Public Works Loan Board (PWLB) to query whether there was an opportunity for the parish council to pay back the loan early and, if so, whether there was any benefit or penalty to doing this. The PWLB had come back to say that it was dependent on interest rates, meaning that it was the difference between the interest rate at the time of taking out the loan and the interest rates now, which are checked twice per day. As an example, the Clerk had contacted the PWLB earlier in the day to obtain an estimate of how much would be required to be paid back if the council were to do it now, and it gave a circa £11k discount on the interest. If the committee were minded to recommend to the Full Council to pay back the loan early, the estimate would need to be checked again on the day of the Full Council meeting to ensure that the interest hadn't changed dramatically in the wrong direction. The parish council's bank account only allows up to £150k per day to be paid back to a payee; therefore, this would have to be done in two payments. Officers had contacted the PWLB to ask how this would work, and they confirmed that they always gave the day that the request was made plus two days thereafter. For clarity, if the estimate was requested on Monday before the Full Council meeting in the evening, the council would have until Wednesday to pay the full amount which it would be able to do in two payments, on Tuesday and Wednesday.

The Clerk confirmed that the loan must be used for the purpose it was applied for; and therefore was not able to be used for any other project. After a detailed discussion members agreed in principle to pay back the loan subject to officers checking the council's position on this on the day of the Full Council meeting.

Recommendation: The council pay off the full public works loan (c£287,000) in January 2024 subject to officers checking the council's position on the day of the Full Council meeting. The draft Budget to be updated to reflect this, ready for the Full Council meeting.

342/23 Community Infrastructure Levy (CIL):

- a) To note factsheet from Wiltshire Council on when CIL receipts will be paid to town and parish councils and what it can be spent on.**

Members noted the factsheet from Wiltshire Council on what CIL can be spent on and when CIL receipts will be paid to town and parish councils. The Clerk explained that Wiltshire Council's policy on CIL receipts has been factored into the budget.

b) To note CIL income received in 2023/24 and agree potential CIL income figure to include for 2024/25.

Members were reminded that as there was a joint Melksham Neighbourhood Plan, the council received 25% of CIL for developments in the parish; however, 10% of this is allocated into a sharing pot with Melksham Town Council for joint projects agreed by both parties. This is clearly shown as a separate column on the CIL spreadsheet.

In May 2023 the council received £1,200.78 for an erection of a dwelling on land adjacent to 1 Eden Grove in Whitley. The parish council's share of the funding was £720.47 with £480.31 being allocated into the CIL 10% sharing pot.

At the time of budget setting last year, the council had some visibility of CIL coming in for land at Semington Road, now known as Buckley Gardens in this financial year. This was because the development had to start on site within a year of the reserved matters decision. The CIL had been estimated based on similar size developments in the parish as the application was not at the reserve matters stage at the time; therefore, the accurate amount of CIL due could not be calculated by Wiltshire Council. The CIL for this development has now been calculated and Wiltshire Council has confirmed that the first tranche is due to be paid to the parish council in January 2024. As per Wiltshire Council's CIL payment policy, 30% of CIL is payable within 60 days of commencement of the development. It was noted that the CIL for this development will be received in three tranches as detailed in Wiltshire Council's policy. The total amount due in January 2024 for the first tranche of CIL is £82,327.16 with the parish council's share being £49,396.30 and £32,930.87 being allocated into the sharing pot.

The council received notification from Wiltshire Council on 4th January that they would be receiving some CIL for the demolition of 63 Shaw Hill and replacement with three detached four-bedroom homes (19/00221/FUL). The CIL set to be received in January 2024 for this small development was £900. Although members were made aware of this income, it had not been included in the spreadsheet that was reviewed at the meeting; however, it was agreed that officers would include this in the spreadsheet to show the true expected income for this year.

POST MEETING NOTE: Following this meeting, officers calculated the CIL for the above small development, and noted that this was only 15% of CIL, not 25%. This was queried with Wiltshire Council who have come back to say that this should have been payable at 25%, and the outstanding amount due would be paid in February 2024. This means that the parish council's share will be £900 and £600 will be allocated to the sharing pot, which gives a total of £1,500 payable for this development.

CIL income anticipated to year end 2023/24 (parish councils 15%)

Land adjacent 1 Eden Grove, Whitley, SN12 8QJ (PL/2023/00625)	£ 720.47*
Land at Semington Road known as Buckley Gardens (PL/2022/02749)	£49,396.30
63 Shaw Hill, Shaw (19/00221/FUL)	£ 900.00
	£51,016.77

<u>CIL income anticipated to year end 2023/24 for 10% Sharing pot</u>	
Land adjacent 1 Eden Grove, Whitley, SN12 8QJ (PL/2023/00625)	£ 480.31*
Land at Semington Road known as Buckley Gardens (PL/2022/02749)	£32,930.87
63 Shaw Hill, Shaw (19/00221/FUL)	£ 600.00
	£34,011.18

Total amount of CIL Income expected to year end 2023/24 **£85,027.95**

*Is income that has already been received in this financial year.

The rest of the income detailed above is anticipated based on the fact that the council will receive it in the early part of 2024; therefore, in the current financial year.

There are a few small developments in the parish that have planning permission and are CIL payable; however, they are yet to start on site. The parish council has already set a principle that if it cannot be foreseen when the CIL will be payable to the council, the income will not be shown in the CIL spreadsheet until more viability can be ascertained. As such, the following developments have not been included in the budgeted figures for this year or next:

(21/01765/FUL) The Barn and Store at Upper Beanacre Farmyard- Replacement of barn & store with 2 chalet bungalows	£2,578.19
(PL/2021/07622) 486A Semington Road- New Dwelling	£1,584.95
(PL/2022/08848) Barns South of Upper Beanacre Farmyard, Beanacre, SN12 7PZ- Replacement of barn and store with 2 no. chalets bungalows	£ 826.06
(PL/2022/06187) Land East of Forest Lane, Lacock, SN15 2PN- Full planning application for an agricultural worker's dwelling	£3,304.23
(PL/2023/06990) 26 Shaw Hill, Shaw, Melksham, SN12 8EU- Proposed erection of three-bedroom dwelling with associated works, to land next to 26 Shaw Hill, Shaw, Wiltshire.	£3,041.40

The small developments detailed above are liable to pay 25% of CIL to the council; therefore, 2/5 (10% of overall CIL paid to Wiltshire Council) of the figures above will be allocated into the CIL sharing pot once the income has been received.

In the 2024/25 financial year it is anticipated that the parish council will receive the second tranche of the CIL funds for the Buckley Garden development (Land at Semington Road). The total amount of CIL expected in the 2024/25 financial year for this development is £96,048.35.

<u>CIL income estimated to year end 2024/25 (parish council's 15% share)</u>	
Land at Semington Road known as Buckley Gardens (PL/2022/02749)	£57,629.01
	£57,629.01

<u>CIL income anticipated to year end 2024/25 for 10% Sharing pot</u>	
Land at Semington Road known as Buckley Gardens (PL/2022/02749)	£38,419.34
	£38,419.34
Total amount of CIL Income expected to year end 2024/25	£96,048.35

The Clerk highlighted to members that the agreement for the 10% CIL sharing pot was a reciprocal one between the parish and town council. While the parish council had a separate reserve for the 10% share of the CIL, it didn't appear that Melksham Town Council had the same arrangements in their accounting records. The Clerk advised that she had briefly looked at the town council's finance committee agenda pack that had recently been published and noted that whilst the town council had a CIL reserve, there was not any other reserve listed for the 10% share of CIL. This would suggest that the CIL has been put into one reserve and not split out as per the agreement in place. Members expressed concern about this, as this may mean that the town council unknowingly spend CIL income that should have been allocated to the 10% sharing pot for joint projects as agreed by both councils. Equally, CIL must be spent within five years of it being received; otherwise, it has to be returned to Wiltshire Council, so all parties need to be aware of how much CIL is available for joint projects so that its expenditure can be planned accordingly.

Similarly, for the Shurnhold Fields car park improvement project there did not seem to be a specific reserve earmarked for this project. Both the town and parish council are to pay 50% towards this project and the town council had recently confirmed that they had funds in place for this project.

The Clerk confirmed that the money transferred to the town council for the East of Melksham Development was held in a separate reserve. There was also a query about whether any interest accrued on money held for joint projects was put back into the project funds. The Clerk advised that this had been a query that had come up at the Shurnhold Fields meeting regarding the S106 maintenance contribution that the parish council were holding in reserves. While this was quite difficult to calculate due to the council putting money away for different terms etc, this was something that could be investigated. The Clerk did suggest to the town council that if the parish council was to feed interest received back into the Shurnhold Fields maintenance reserve, the parish council would expect this to be reciprocated for funds they held for joint projects.

There were concerns raised that the East of Melksham Community Centre project did not appear to be moving forward at this time, and as discussed above, CIL had to be paid back if it was not used within a certain timeframe. Members reviewed the legal agreement on the CIL transferred to Melksham Town Council for the specific use of the East of Melksham Community Centre. Upon looking at the agreement, it was noted that if the parish council requested the money back as the project had not progressed within 3 years, it would be plus any interest accrued from the c£315k that was transferred to the town council. This means that any interest that has been accrued on this money must be put back into the pot for the project. The Clerk advised that looking at the town council's current reserve list, it did not appear that any interest was being put back into the reserve for this project.

Recommendation 1: To request a meeting with Melksham Town Council to discuss the use of the CIL sharing pot for joint projects.

Recommendation 2: To make the town council aware that, as per the legal agreement in place for the money transferred over to the East of Melksham Community Centre, interest accrued from these funds should be allocated back into this project reserve in the event that the parish council requests that the fund be transferred back to them.

Recommendation 3: Officers investigate allocating interest accrued on money held by the parish council for joint projects with the town council.

c) To note parish council's agreed uses of CIL and to consider more project specific spend for current and next financial year

It was noted that all of the expenditure included in the CIL spreadsheet were based on principles that the council had already set for the CIL spend. Unlike funding such as s106 where the money has to be spent within the development, CIL monies do not need to be spent in the area of the development it came from. As CIL was a finite amount and had to be spent within 5 years of receipt it is much better for it to be used on one off capital items rather than for ongoing maintenance which solar farm funding was more suited to as had longevity.

For the 2023/24 financial year, it is expected that for LHFIG schemes (Local Highway and Footway Improvement group) £4,581 will be spent. This is for the A350 Beanacre weight limit of £500, Bowerhill dropped kerbs £3,226.37 and Bowerhill Portal Road gate £855.40. For the next financial year, £10,300 has been anticipated to be spent on LHFIG schemes. Members were presented with a list of requests at the meeting and agreed to put provisions in the budget for the following: waiting restriction requests on various roads, A350 gateway and resurfacing/ road markings Berryfield Lane. The requests will go on the Highways agenda next week for the council to consider the schemes further.

In the 2024/25 financial year it is expected that the Shurnhold Fields car park and entrance improvement project will take shape. Although most of the spending for the project is coming out of the Shurnhold Fields capital reserve, £2,500 has been shown as coming from CIL.

A few years ago, the council purchased a drinking water fountain for the Bowerhill Sports Field which came from CIL; however, there had been some issues with the installation of the fountain so it was unable to be installed at that time. Following many obstacles to it being installed, in this financial year the council was able to arrange for it to be installed in December. The cost of the installation was £875 which has been shown as being spent from CIL. Although the spend for the installation was not directly a capital item as per the above principles set by the parish council, it has always been the intention of the parish council for the installation of the fountain to come from CIL.

Wiltshire Council have a policy of not replacing any of their destroyed or damaged bins; therefore, the parish council have agreed that they will replace bins on request as long as they can still be emptied on Wiltshire Council's bin emptying schedule. In the current financial year, £1,000 is being shown as being spent from CIL for the replacement of Wiltshire Council bins.

Following consultation with the residents and other users of Bowerhill Sports Field, the parish council are looking at putting some gym and calisthenics equipment on the field and will be applying to Suez for some grant funding. The budget cost following an estimate obtained in mid 2023 has been uplifted to reflect inflation, and a grant application is expected to be for some £19,375 for 50%. **The 50% match funding has been shown as coming from CIL rather than Precept as part of the post meeting double check of the spreadsheet calculations.**

Recommendation 1: The parish council revise their original budgeted spend from CIL (Community Infrastructure Levy) for 2023/24 to be as follows:

	2023/24 Budget Provision (agreed Jan 2023)	2023/24 anticipated expenditure (up to 31.03.24)
Contribution to LHFIF schemes	£10,000	£4,581
Shurnhold Fields Capital project	£ 3,500	£ 0
Replacement of Wiltshire Council bins	£ 2,000	£1,000
Drinking Water Fountain Installation	£ 0	£ 875
	<u>£15,500</u>	<u>£6,456</u>

Recommendation 2: The parish council spend from CIL (Community Infrastructure Levy) for 2024/25 to be as follows:

	2024/25 Budgeted Expenditure
Contribution to LHFIF schemes	£10,300
Shurnhold Fields Capital project	£ 2,500
Bowerhill Sports Field enhancement	£20,000
	<u>£32,800</u>

The balance of CIL funds at the end of each financial year is put into a Reserve as the funds are restricted to funding community infrastructure only and to aid tracking the expenditure, which has to be annually reported to Wiltshire Council. Transfers from the CIL Reserve have been made to other earmarked Reserves, as detailed below.

Total in CIL reserve at end of 2022/23	£ 26,571.51
Expected CIL income for 2023/24	£ 85,027.95
TOTAL	£111,599.46
Anticipated Expenditure from CIL for 2023/24	£ 6,456.00
<u>Transfer CIL into dedicated project/ ringfenced reserve</u>	
CIL Sharing with MTC Reserve (extra 10% CIL due to NHP)	£ 33,411.18 (Transfer 11)
Berryfield Village Hall reserve	£ 13,952.80 (Transfer 10)

TOTAL in CIL reserve at end of 2023/24	£ 57,779.33
Total in CIL reserve at end of 2023/24	£ 57,779.33
CIL income anticipated for 2024/25	£ 96,048.35
TOTAL	£152,327.85
Anticipated expenditure from CIL for 2024/25	£ 32,800.00
<u>Transfer CIL into dedicated project/ ringfenced reserve</u>	
CIL Sharing with MTC Reserve (extra 10% CIL due to NHP)	£ 38,419.34 (Transfer 13)
Total in CIL reserve at the end of 2024/25	£ 82,608.34

Note: Transfer 12 is shown on the CIL spreadsheet for CIL to transfer into the Berryfield Village Hall reserve; however, as members recommended at the meeting to pay off the loan early there is no requirement to move any more CIL into this reserve. The transfer is therefore showing as £0.

- d) **To review terms of legal agreement on CIL transferred to Melksham Town Council for East of Melksham Community Centre due to passage of time, and agree any appropriate next steps.**

This item was discussed under agenda item 8b.

343/23 Solar Farm Community Funding:

- a) **To note correspondence with owners of Sandridge Solar Farm about future community benefit funds**
 - i) **Trigger for changes to calculation**

Members noted the correspondence from Foresight, the owners of Sandridge Solar Farm about what triggers a recalculation of the amount the parish council receive. It had previously been understood that the income received fluctuated depending on the number of dwellings inside the radius of the solar farm which made it quite difficult to estimate at budget setting as in different parishes. Foresight has clarified that this is only recalculated when there is a boundary change, not if new houses have been built within a current boundary.
 - ii) **Response (if received) to request to extend fund from 25 to 40 years in line with request for planning permission amendment**

No response has been received on this item.

b) To agree appropriate potential income figure for 2024/25:

Members noted that the income received from Sandridge Solar Farm in 2023/24 was £17,547.41. As per the information received under agenda item 9ai with regards to how the solar farm figure is calculated, the council now have a better idea of how much funding they will receive from the Sandridge Solar Farm for 2024/25. As there is no boundary change, members agreed that the estimated income figure should be the same as received in 2023/24 which was £17,547.

Recommendation: The council budget £17,547 of income coming in from the Sandridge Solar Farm for 2024/25.

c) To consider spend of Solar Farm funding for current and next financial year:

Members were reminded that the council has already set out principles to spend solar farm funding on the maintenance/running costs of items as this is a long-term funding stream, for example, safety surfacing cleaning and the erection of the speed indicator device. Some time ago, the council agreed that although the Falcon Way bus shelter was a capital item, the cost of this should come out of solar farm funding. This was because it fell within the 2.75km radius of the solar farm, so it was a good candidate to come from the funding stream.

Recommendation: The following spend from Sandridge Solar Farm to be on the following:

Balance brought forward from 31st March 2023	£36,441.61
Amount received in 2023/24	£17,547.41
TOTAL FUND AVAILABLE	£53,989.02

Anticipated spend in 2023/24

Safety surfacing clean for play areas & MUGAs	£ 2,868.00
Tree Inspections and resulting tree work	£ 1,786.00
Roundabout grass cutting and maintenance (ex Carsons Tyres)	£ 1,089.00
Weedspraying	£ 3,438.00
Speed Indicator Device	£ 1,205.00
Street Furniture	£ 2,000.00

TOTAL SPEND IN 2023/24 **£12,386.00**

Anticipated balance as at 31st March 2024	£41,603.02
Anticipated receipt in 2024/25	£17,547.00
TOTAL FUNDS AVAILABLE	£59,150.02

Anticipated spend in 2024/25

Safety surfacing clean for play areas & MUGAs	£ 2,900.00
Weedspraying	£ 3,500.00
Falcon Way Bus Shelter & RTI (Real Time Info)	£16,500.00
Speed Indicator Device	£ 5,200.00
Play Area resurfacing and repairs	£20,000.00
Street Furniture	£ 3,000.00

TOTAL SPEND IN 2024/25 £51,100.00

Anticipated balance as at 31st March 2025 £ 8,050.02

d) To consider correspondence received re Melksham Battery Storage community fund (installations off Westlands Lane, Beanacre) and agree next steps

The Clerk reported that she had received some correspondence back following her query regarding the community benefit funding for the Melksham Battery storage. Gresham House Energy Storage Fund plc had confirmed that they would honour the community benefit agreement in place with the original company Stratera; however, due to there being delays in the project, this is now expected to connect to the Grid in spring 2024. As it is currently unknown when the funding will be transferred to the parish council, this has not been shown as income coming in for 2024/25.

e) To note timing for solar farm community benefit fund for proposed Beanare solar farm (Wick Farm)

No response from the solar farm had been received, and so no income shown in 2024/25.

344/23 Reserves:

a) To review Financial Reserves Policy

Members reviewed the reserves policy and did not feel that any changes or amendments needed to be made.

Recommendation: To adopt the reserves policy.

b) To consider contribution to Reserves and spending from Reserves for current and next financial year.

As discussed earlier on in the meeting under agenda item 7, the council are recommending to the Full Council to pay back the whole outstanding public works loan c£287,000 in January 2024. As such this reserve is showing a spend of £357,926 in this financial year. If the whole amount of CIL from Buckley Gardens is moved to this reserve (T10 Transfer) it leaves a large amount in the Berryfield Village Hall reserve, and so this has been adjusted leaving the reserve standing at £4,400 at the end of this financial year. In the next financial year, there is no expenditure expected to come out of this reserve; therefore, it stands at £4,400. This figure was chosen to replicate the amount in the Shaw Village Hall Reserve which is the other Village Hall that the parish council owns and leases to a management committee. As a brand new building it is not expected to require funds from a Reserve in imminent years, and its noted that CIL Reserve was healthy is additional funds were required.

There have not been any further funds put into the Shaw Village Hall Reserve for the next financial year so this stood at £4,400.

The parish council purchased a new photocopier this year so the £1,200 that was in the reserve at the start of the year has been shown as spent which leaves £0 in the reserve at year end. For the next financial year, no further funds have been put in the reserve as it is not anticipated that the council will not require a new photocopier for some time, so this remains at £0 at the end of the 2024/25 year and the reserve can now be closed down.

The Bowerhill Sports Field long term capital reserve shows £7,958 as being spent in this financial year, which is for the replacement water tank base, hot water return pump replacements and replacement water heater control panels. This leaves a balance of £39,505.57 in the reserve at year end. For the next financial year no funds have been shown as going into the reserve; however, £2,000 is being shown as being spent. This is for any repairs and maintenance that may be required on the building during the year as it is now 9 years old.

For the current financial year, £6,385 is being shown as spent from the Bowerhill Sports Field Maintenance reserve which is for the parish council's share of the new moveable goal posts as well as fertilising and spiking the pitches during the year. For next year £2,000 is being shown as spent which is for ditch improvement work on the field to improve the waterlogging on the middle pitch.

The replacement play area and safety surfacing reserve stands at £40,000 at the 2023/24 year end as there is no anticipated expenditure. In the 2024/25 year £20,000 is being shown as spent from the reserve which is for the replacement Beanacre Play Area wooden equipment and safety surfacing.

The Shurnhold Fields car park and improvement project is not expected to be undertaken in the current financial year; therefore, this reserve still stands at £10,000 at year end. In the next financial year, it is expected that the car park and entrance improvement project will be undertaken; therefore, £10,000 is being shown as spent from the reserve leaving nothing in the reserve at the end of 2024/25.

There have been no further funds put into the recreation and sports facility enhancement reserve in this financial year or next, so this still stood at £6,000.

No further funds have been put into the defibrillator replacement reserve for this year or next year. The defibrillators are expected to last longer than anticipated; therefore, they are not expected to be replaced in the next financial year so this reserve still stood at £10,850 at the end of the next financial year.

No further funds have been allocated to the general highway and footpath reserve in the next financial year so this stood at £4,000.

It is expected that there will be a whole host of legal fees in the current financial year as explained under budget expenditure. For this year £3,000 has been shown as coming out of the reserve, which leaves £2,006.21 in the reserve at year end. In the next financial year, £3,000 has been shown coming into the reserve to top it back up following the expected expenditure in the previous year. This leaves £5,006.21 in the reserve at the end of 2024/25.

In the current financial year, £3,700 has been shown as being spent from the community projects and match funding reserve which is for the match funding given to the Shaw and Whitley Community Hub for additional fees associated with the shop which has been explained under budget expenditure. As there was a surplus budget left under grants, £6,310 has been shown as coming into the reserve, leaving it standing at £8,375.67 at year end. For next year no further funds have been put into the reserve or shown as coming out so it still stands at £8,375.67 at the end of 2024/25 financial year.

For this financial year £767.00 has been shown as coming from the elections reserve, this is for the uncontested Bowerhill ward election leaving the reserve standing at £13,233 at year end. For the next financial year, nothing is being shown as coming in and out of the reserve; therefore, it still stands at £13,233 at the end of 2024/25.

The Staffing contingency reserve is for any unexpected staffing expenditure during the year. Following the NJC (National Joint Council) pay negotiations all staff received an additional £1 per hour on their scale points. This increase had not been budgeted for at this level, and increases recommended from the 18th December Staffing Committee meeting have also been taken into account, so £9,000 has been shown as coming from the reserve this year, leaving the reserve at £463.34 at year end. In the next financial year, £10,000 has been shown as coming into the reserve to top it back up, which leaves the reserve at £10,463.34 at the end of the next financial year.

The Replacement of Council Assets (contingency) reserve is for the replacement of assets as well as for items that have not been insured such as benches and bins. Nothing is being shown as going in or out of the reserve in the current year; therefore, the reserve stands at £28,471 at year end. For the 2024/25 year £6,000 has been shown as spent from the reserve which is for the replacement Beanacre wooden bus shelter, leaving the reserve at £22,471 at the end of the year.

No funds have been added to the general contingency reserve in the current year; however, £12,486 has been shown as being spent from the reserve. As the photocopier cost more than what was in the photocopier reserve, the additional cost has come from the reserve as well as a new laptop for a new councillor and microwave agreed to be purchased for the office. Other costs coming out of the reserve for the year are the remainder of the staffing contingency cost increase and costs associated with the allotment and asset databases being created. There is also £6,072 of Neighbourhood Plan expenditure so this is also coming from the reserve as previously approved. This leaves the reserve standing at £17,756.77 at year end. No funds are being shown as coming in or out of the reserve in the next financial year.

In the CIL reserve, it shows £85,027.95 as coming into the reserve in the current year with £6,456 being shown as being spent from the reserve which was for all of the spending shown under CIL expenditure. There are also two transfers being shown as coming out of the reserve, which is £13,958.80 being moved to the Berryfield Village Hall reserve (transfer T10) and £34,011.18 moving to the 10% CIL sharing pot reserve (transfer T11). In the next financial year, £96,048.35 has been confirmed by Wiltshire Council to date and is being shown as coming into the reserve with £38,419.34 being transferred to the CIL 10% sharing pot (transfer 13).

The 10% CIL sharing pot with Melksham Town Council shows a balance of £34,011.18 being transferred this year (transfer T11). For next year £38,419.34 is shown as being transferred into the reserve (transfer T13) which is the share from the Buckley Garden development. Shown as being spent is £20,200 which is for real time information being put into three bus shelters. This will leave the reserve sitting at £56,753.83 at year end.

For this year the Sandridge Solar Farm reserve is showing £17,547.41 as coming into the reserve, which is income that has been received in this financial year. The expected spend on solar farm funding for the year is £12,386. For next year £17,547 has been shown as income coming into the reserve with £51,100 showing as spend. Following information received from the solar farm, the share of the fund is only recalculated if there is a boundary change; therefore, it is much easier to determine how much the council will receive each year.

Money held in the Shurnhold Fields maintenance reserve is ringfenced from a s106 agreement for the maintenance of the field and is held by the parish council on behalf of the joint project with Melksham Town Council. There is no funding coming into the reserve this year or next, but there is expected expenditure of £9,877 this year and £10,400 next year leaving the reserve standing at £59,731.26 at the end of the 2024/25 year. Expenditure from this reserve can only be used for the maintenance of the field. Any spend required for non maintenance items has to be funded by both the town and parish council. In the next year, it is expected that a shed will be purchased for the field which will come out of the maintenance reserve because it is facilitating the maintenance of the field.

In the last financial year, a new reserve was set up to show potential funding coming in from Wessex Water for some community benefit as compensation for the disruption associated with the mains drainage works undertaken this year. Nothing has been allocated into this reserve for this year or next as rather than providing money, Wessex Water has offered to do the community benefit works themselves such as a wildflower meadow and moving the maintenance access gate to Beanacre Play Area for better access. This reserve to be closed down.

The council had previously set up a reserve to show the grant received from Scottish and Southern Electricity Networks (SSEN) for the emergency planning side of Melksham Community Support, now known as Melksham Emergency Support. For this year the reserve is showing £500 coming out for the project. In the next financial year, £7,861 is being shown as coming out of the reserve for the fridge magnet advertising of the emergency number, which is the rest of the grant funding received leaving the reserve standing at £0 at the end of that year.

In the last financial year, the council set up a reserve for the Berryfield Village Hall public art as it was understood from Wiltshire Council that there was still some money left over from the public art project. Nothing has been shown as coming into the reserve this year or next as it may be better for any left over funds to be transferred over to the Berryfield Village Hall Trust for maintenance of the artwork. This has been chased with Wiltshire Council but not shown as not agreed, and it could be paid direct to the Village Hall Trust. This reserve to be closed down.

Last year a reserve was set up to show potential funding coming in from CAWS (Community Action Whitley and Shaw) for a third SID (Speed Indicator Device). This project does not appear to be any further forward so no income is being shown as coming in this year or next.

It is expected that the Davey Play Area will be adopted by the parish council in this financial year; therefore, £58,000 from the s106 agreement for the maintenance of the play area is being shown as coming into the reserve this year. The parish council undertake annual ROSPA inspections on all of their play areas and even though this play area was not under the council's ownership at the time of the inspection it was felt it should be undertaken as well to ensure there wasn't anything immediate that need to be actioned before it was handed over to the council. The reserve is showing £176 as coming out of the reserve for the ROSPA inspection. In the next financial year, £180 is being shown as coming out of the reserve for the ROSPA inspection, leaving the reserve at £57,644 at the end of the 2024/25 financial year.

A £20,000 contribution has been secured with David Wilson towards a footbridge between Buckley Gardens and Bowood View to allow easier access to the village hall. This is shown as income in the budget, **and coming into a new reserve.**

Recommendation 1: The parish council put the following into Earmarked Reserves at year end 31st March 2024.

<u>Reserves for major project 2023/24</u>	
Community Projects/Match Funding	£ 6,310.00
CIL (Community Infrastructure Levy) funds received	£ 85,027.95
Sandridge Solar Farm Community Funding	£ 17,547.41
Davey Play Area Maintenance Fund (From s106)	<u>£ 58,000.00</u>
	£166,885.36

Recommendation 2: The parish council put the following into Ear Marked Reserves for the year 2024/25.

<u>Reserves for major project 2024/25</u>	
Legal fees	£ 3,000.00
Staffing Contingency	£ 10,000.00
CIL (Community Infrastructure Levy) funds received	£ 96,048.35
Sandridge Solar Farm Community Funding	£ 17,547.00
Footbridge from Buckley Gardens to Bowood View	<u>£ 20,000.00</u>
	£146,595.35

Members reviewed the spend from Earmarked reserves as they went through the individual line items on the budget spreadsheet. For more detailed information on the spend from reserves please refer to that section of the budget review.

Recommendation 3: The parish council spend the following amounts from Earmarked Reserves in 2023/24.

Spending from Reserves 2023/24	2023/24 Budget Spend (agreed Jan 23)	2023/24 Anticipated Expenditure (up to 31/03/24)
New Hall, Berryfield	£ 114,741.03	£357,926.00
Photocopier Replacement	£ 1,200.00	£ 1,200.00
B'hillsSports Field & Pavilion long term capital	£ 0.00	£ 7,958.00
B'hillsSports Field & Pavilion maintenance	£ 0.00	£ 6,385.00
Legal Fees	£ 0.00	£ 3,000.00
Community Match funding	£ 0.00	£ 3,700.00
Elections	£ 0.00	£ 767.00
Staffing Contingency	£ 0.00	£ 9,000.00
General Contingency	£ 0.00	£ 12,486.00
Replacement Play Area Safety Surfacing & Equipment Capital Replacement	£ 5,000.00	£ 0.00
Shurnhold Fields Capital Replacement	£ 10,000.00	£ 0.00
Defibrillator Replacement	£ 10,850.00	£ 0.00
Replacement/ renewal of council assets	£ 2,000.00	£ 0.00
CIL (Community Infrastructure Levy)	£ 15,500.00	£ 6,456.00
Sandridge Solar Farm	£ 32,776.00	£ 12,386.00
Shurnhold Fields Open Space Maintenance	£ 2,000.00	£ 9,877.00
SSEN Ringfenced reserve for Melksham	£ 680.50	£ 500.00
Emergency Response		
NEW Reserve SID 3	£ 2,500.00	£ 0.00
Davey Play Area	<u>£ 176.00</u>	<u>£ 176.00</u>
	£206,703.53	£431,817.00

Recommendation 4: The parish council spend the following amounts from Earmarked Reserves in 2024/25:

Bowerhill Sports Field & Pavilion long term capital replacement	£ 2,000.00
Bowerhill Sports Field & Pavilion maintenance	£ 2,000.00
Replacement Play Area Safety Surfacing & Equipment	£ 20,000.00
Shurnhold Fields Capital	£ 10,000.00
Replacement/ renewal of council assets	£ 6,000.00
CIL (Community Infrastructure Levy)	£ 32,800.00
10% CIL sharing pot with MTC	£ 20,200.00
Sandridge Solar Farm	£ 51,100.00
Shurnhold Fields Maintenance	£ 10,400.00
SSEN Ringfenced reserve for MCS in Emergency Plan	£ 7,861.00
Davey Play Area	<u>£ 180.00</u>
	£162,541.00

Recommendation 5: The parish council transfer the following amounts between Earmarked Reserves in 2023/24 & 2024/25:

Transfer T10- Move £13,952.18 from CIL to Berryfield Village Hall reserve in 2023/24.

Transfer T11- Move £33,411.18 from CIL to the 10% sharing pot CIL reserve in 2023/24

Transfer T13- Move £38,419.34 from CIL to the 10% sharing pot CIL reserve in 2024/25

Summary of Reserves

Opening Balance of Reserves as at 01/04/2023	<u>£742,809.92</u>
Revised Reserves for Major Projects 2023/24	£166,885.36
Revised Spending from Reserves 2023/24	<u>-£431,817.00</u>
Total Reserves at end of 2023/24	£478,477.66

Opening Balance of Reserves as at 01/04/2024	<u>£478,477.66</u>
Reserves for Major Projects 2024/25	£146,595.35
Spending from Reserves 2024/25	<u>-£162,541.00</u>
Total Reserves at end of 2024/25	£462,532.01

345/23 Budget:

a) To review and consider Budget for 2023/2024 against anticipated position at year end; and estimate for 2024/2025.

Members reviewed the anticipated income and expenditure until year end for the current financial year and the proposals for the financial year 2024/25.

Income

The council had originally budgeted £395,488.50 of income coming in for this financial year, which was fairly in line with the expected income of £455,631.95 for the year (figures include the precept). In the current financial year, more bank interest is expected to come in than originally anticipated due to the council receiving higher interest rates on fixed term deposits. In December 2023, the council also agreed to put funds into the CCLA Public Sector Deposit Fund (PSDF), which is expected to be opened in the current year and has a higher rate of interest than what banks currently have to offer. The council had originally estimated that £2,500 in interest would come in this year; however, £12,900 is now expected to come in.

The anticipated CIL income for the year is slightly more than what was expected at budget setting, this was because at the time the figure for the CIL income for the Buckley Garden development was unable to be calculated due to it not being at reserved matter stage at the time. As a result, the figure had to be estimated based on what the council had received previously for similar size developments. The budgeted amount for CIL for the 2023/24 financial year was £50,000 and the amount expected at year end is now £85,027.95. This is a combination of the first tranche of CIL for the Buckley Garden development due in January 2024 and some CIL for small sized developments either received during the year or expected to come in. For the 2024/25 financial year, the council are expecting to receive £96,048.35 of CIL which is the second tranche from the Buckley Gardens development.

For section 106 contributions, £20,000 was budgeted as income from the Buckley Garden development for a footbridge from this development to the existing Bowood View site; however, this was still unknown at this time and is now shown as coming in 204/25. There is a playing field contribution of £11,800 due from the Townsend Farm development, which was expected this year, but has now been budgeted to come in the 2024/25 financial year. The £58,000 of s106 funding for the maintenance of Davey Play Area was expected to come in the previous financial year; however, due to delays with remedial work and confirmation around maintenance access to the play area, this had not been transferred to the parish council yet. It is expected to come in the current financial year and is the only amount showing in the estimated year end column.

Under the solar farm budget heading it was anticipated that in the current year, £27,000 of income would be received which was £15,000 coming in from JBM Solar projects for Wick Solar Farm in Beanacre and £12,000 coming in from Sandridge Solar Farm. Despite chasing the deed of gift for the Wick Solar Farm the council currently have no visibility as to when this project will be starting. As a result, the council have not included this amount in the expected year end for this year or next year. For Sandridge Solar Farm the council received £17,547 this year which was higher than originally anticipated. As explained earlier on in the meeting under Sandridge Solar Farm, the council had received clarification that the income was only recalculated if there was a boundary change; therefore, the council were now in a better position to estimate how much they should be expecting each year. For the 2024/25 financial year £17,547 has been estimated as coming in, which was on par with what had been received this financial year.

For this year the council had received £3,000 under grants and donations which was from a generous donation for the Pathfinder Way defibrillator. Originally budgeted for the year was £12,500 which was funds estimated for the possible grant funding for the Bowerhill Sports Field Enhancement project which hasn't been applied for yet and is not expected in this financial year. The other item that had originally been budgeted for was a donation from CAWS (Community Action Whitley and Shaw) for a third speed indicator device; however, this hasn't moved forward so has not been included in the expected year end for this year or the budgeted income for 2024/25. For next year £3,000 has been budgeted which is a generous donation from a resident towards a new defibrillator to be located outside of Bowerhill Village Hall as well as some grant funding towards the project.

Payments received from Melksham Town Council for joint projects such as the Neighbourhood Plan and Shurnhold Fields are unable to be netted off the expenditure; therefore, must be shown as income on the accounting system. The council had anticipated that the Shurnhold Fields car park and entrance enhancement project was going to commence in this financial year; therefore, had budgeted for the town council's 50% share towards this to come in this year. It is now anticipated that this will be in the 2024/25 financial year and £12,500 has been shown as the expected income towards the project with the expenditure being shown under the Shurnhold Fields capital expenditure heading.

The council received £5,000 of Area Board grant funding towards the commission of a senior support project worker which is being overseen by Wiltshire Age UK which is a joint project between the town and parish council. This is a follow on from the

Melksham Community Support project which was started up during covid to help improve the wellbeing and provide support to older people living in the town and parish. As this is a joint project, 50% of the grant (£2,500) was transferred over to Melksham Town Council, which will be detailed under expenditure.

The income for the Bowerhill Sports Field is higher than originally expected for the financial year, this was due to the fact that at budget setting for this year, the council wished to be cautious when estimating this income as it was unknown how many hirers the sports field would have this year. The council also increased their hire charges by 10% this year, which was unknown at budget setting, and has contributed to the overall increase in income. It is now expected that £11,120 will be received from football bookings in this financial year which took into consideration the weekend blanket booking the youth organisation has with the council as well as the adult match bookings. The council applied to the Football Foundation this year for funding towards new moveable goalposts to improve the facilities at the sports field and were successful in getting 50% of the funding, which is shown under the sports field cost centre. The expenditure for the goal posts purchased will be shown under the sports field expenditure section. For the 2024/25 financial year £11,200 has been budgeted for football bookings which is on par with the expected income for the current financial year. The council on an annual basis review their hire charges for the sports field which will be a task to do later in the year, so it may mean that the hire charges are increased; however, this is currently unknown at this time so it cannot be taken into account at budget setting. Also, for the 2024/25 financial year, the council are looking to apply for some grant funding towards improving drainage at the field; therefore, £1,875 has been budgeted as coming in for this.

The allotment income was estimated at £2,882 by year end for this year, which was similar to what had originally been budgeted. The same amount has been budgeted for the 2024/25 financial year; however, it is always difficult to budget as it cannot be foreseen whether a tenant will relinquish their plot during the year nor whether a resident or non-resident of the parish (who are charged at double the residential rate) will let the plot. The allotment year runs from 1st October until 30th September each year, so falls within two financial years. As a result, accruals are made at year end transferring 50% of the amount received into the next financial year.

General Account Income (Excluding Precept):

Budgeted for 2023/24	£141,570.00
Anticipated for 2023/24	£194,483.95
Proposed for 2024/25	£199,405.35

Jubilee Sports Field Income:

Budgeted for 2023/24	£ 6,135.00
Anticipated for 2023/24	£ 13,595.00
Proposed for 2024/25	£ 13,225.00

Allotment Income:

Budgeted for 2023/24	£ 2,512.50
Anticipated for 2023/24	£ 2,882.00
Proposed for 2024/25	£ 2,882.00

TOTAL PROPOSED INCOME FOR 2024/25: £215,512.35

Expenditure:

It was noted that the parish council's Expenditure used the following budget headings to reflect the information included with residents' Council Tax bills, namely; Administration, Parish Amenities, Community Support.

Administration Costs:

Postage costs are slightly more than budgeted for this year due to the cost of stamps increasing by £0.30 for a first-class stamp, which was unforeseen at budget setting. The anticipated cost for the year is now £840. The council has moved to paperless agenda packs for most councillors, which has reduced the cost of postage on previous years; however, a hard copy agenda pack is still being sent out in the post to one councillor. On occasion, some agenda papers are sent out to councillors in the post if they are big documents, such as the annual budget papers. The council also sends out most weeks agenda and community notices to the noticeboard volunteers and, on an annual basis, the allotment rent renewal letters. For the 2024/25 financial year, £840 has been budgeted, which is the same as the expected expenditure for the current year. It is not expected that the council will increase the amount of postage that is sent out in the next financial year. Photocopying costs for the year are higher than anticipated at the time of budget setting, with the anticipated spend being £990. As explained above, the council has reduced the amount of paper; however, there are still items that need to be printed out, so the council is unable to go completely paperless. Officers have looked at reducing the costs of photocopying during the year, especially for coloured printing, as those costs much more per copy than a black and white copy. The council has also purchased a new photocopier this year, and as a result, the photocopying costs are lower than previously. For next year £780 has been budgeted for photocopying, which is a reduction on what the expected year end spend for this year is. This is because the costs associated with the new photocopier have been factored into the figure.

It was estimated that costs for admin and stationery for the year would be £500; however, costs associated with this are forecast to be higher at £800. A lot of the cost under this heading is for the purchase of paper. The council purchases the A4 paper locally to be more environmentally friendly and receives a cost reduction from them if the paper is purchased in bulk. As some paper has recently been ordered, it is expected that this should last until the next financial year. Other items, such as the gusseted envelopes for agenda packs, are also a high expenditure item which comes out of this cost code, as well as coloured paper for the notices and posters. For the 2024/25 year, £800 has been budgeted for this expenditure heading, as it is not anticipated that the council will be doing anything else above what is already being done to increase the costs.

The expected IT support costs for the year are higher than budgeted for at £700, due to the fact that the council approved for the IT contractor to create an allotment and asset management database. For some time now the council has been looking for an asset management package that can hold the asset register as it is currently held on

a spreadsheet, and due to its size, it would be much better to have it on a database. The £500 cost associated with the databases is to come out of the general contingency reserve as it was not budgeted for at the time of budget setting for this financial year. For the next year £200 was budgeted for IT support during the year. Advertising for the year is anticipated to be much lower than anticipated at £150, this is due to the council only anticipating that there will be two grant adverts and a councillor co-option advert until year end. For next year the anticipated spend is £150 which is for the grant adverts. Similarly, costs associated with the quarterly newsletter are a lot lower this year than originally anticipated at £500 which is for one newsletter. For the 2024/25 financial year £2,280 has been budgeted which is based on four newsletters.

During the year as expected, the council replaced the photocopier; however, the cost was higher than anticipated under the equipment and furniture budget heading. The council originally budgeted £1,200 which was coming from the photocopier reserve, but the true cost of the photocopier was £2,087. Other expenditure expected out of this heading is for three keyboards for officers and a microwave which the council had approved for the Campus meeting room. As there was an overspend in this budget heading the £1,650 is to come out of the general contingency reserve. The council do not expect to purchase any new equipment or furniture in the next financial year; therefore, no budget has been allocated under this budget heading.

The council is expecting legal costs associated with solicitor fees for the freehold of Kestrel Court and Berryfield Play Area, as well as fees for the advertisement of the public open space notices for these play areas in this financial year. There will also be fees associated with the transfer of the Davey Play Area as well as the Shaw Village Hall lease. There is an action for officers to register Shaw Village Hall with the land registry, so there will be costs associated with this registration. To year-end, £3,000 has been budgeted, which is to come from the legal cost reserve. For the 2024/25 financial year, no costs have been budgeted under this heading as the council has no viability for any legal or professional service next year, and any expenditure of this nature would come from the legal cost reserve in any case, not from the precept.

The council are now in their second year of a 10-year lease with Wiltshire Council for the council office and meeting room space. It was agreed that the rent for each year of the lease term would be increased by £1,000; however, due to when the parish council moved into the space the annual rent year goes from 1st August until 31st July each year so runs into two financial years. For the current financial year, the estimated year end figure has been set at £11,706, which is based on four months of rent associated with the first-year term £3,457- and eight-months' worth of rent which relates to the second-year term £8,249. For the 2024/25 year the same logic has been applied, and the estimated rent is £12,040.

Staffing costs for the current year are estimated to be higher than budgeted for, this was due to all staff receiving a £1 increase per hour on their hourly rate following the National Joint Council pay (NJC) negotiations with the unions. At budget setting as it was unknown how much any staff increase would be the council had budgeted for a 2% rise on all staff salaries. Due to the increase being more than what was anticipated employer national insurance and pension contributions are also more than budgeted for. The additional expenditure on staffing will come from the staffing contingency reserve and general contingency reserve. For the 2024/25 year as it was

unknown what the NJC negotiations would be, a 5% increase has been estimated on all staff salaries. It was noted that the Staffing Committee made recommendations on scale point increases for some staff members on 18th December 2023 which are waiting for approval from Full Council, but these have been included in the figures for the purpose of the budget. The Caretaker and Allotment Warden salaries are included under the parish amenity section.

Staff training is higher than expected for this year, but the council were made aware of this when they were considering training requests from staff members and agreed to take the expenditure over budget from the staffing contingency reserve. For next year £500 has been budgeted for staff training.

It is estimated that the council will be over budget for staff and volunteer DBS checks which is because the Caretaker, Parish Officer, and Finance & Amenities Officer all have DBS checks due. The other expenditure is for staff and Councillor ID badges which the council have already agreed to purchase. For next year nothing has been budgeted under this heading as there are no DBS checks due.

Recommendation 1:

Administration Costs (Including office staff):

Budgeted Expenditure for 2023/24	£142,618.00 with £ 1,200 coming from reserves
Anticipated Expenditure for 2023/24	£160,765.00 with £20,381 coming from reserves
Proposed Expenditure 2024/25	£170,543.00

Parish Amenities:

In the current year the costs associated with defibrillators are expected to be much lower than budgeted, £12,430 had been budgeted with £4,300 now anticipated to be spent to year end. This was because it was considered at budget setting for the current year that the defibrillators would need to be replaced as they were coming up to eight years old. The expenditure for this would come from the defibrillator reserve; however, following information from Community Heartbeat Trust the defibrillators now have a longer shelf life. As explained under grants and donations income the parish council received a £3,000 donation for the Pathfinder Way defibrillator, so the purchase of this device has been shown under this heading as the income is unable to be netted off against the expenditure so has to be shown separately. The only other expenditure this year is for the annual maintenance costs for all parish defibrillators. For the 2024/25 financial year £3,800 has been shown as expenditure which is for a new defibrillator outside of Bowerhill Village Hall as well as the annual maintenance fees.

Parish insurance was originally budgeted to be £5,234; however, the expected amount for this year is £3,700 so is lower than anticipated. This is because the council were out of their three-year agreement with their insurance provider and; therefore, were able to obtain quotations from other providers. As such, the council agreed on a quotation that was much lower than budgeted and agreed to enter into a three-year agreement with the provider which provides the council with a discount. For next year £3,835 is anticipated for parish insurance which is an increase on the current year as it bears in mind any additional assets purchased in the year that may need to be covered by the insurance.

The estimated year end for play area safety surfacing cleaning is lower than expected this year which is because the council only agreed to undertake one clean. The council had originally budgeted £4,050 for this provision; however, following reviewing quotations had agreed to a much lower cost. The expected year end figure has; therefore, been reduced to £2,868 for the current year which is to come from solar farm funding. In 2024/25 as per the same principle set for the 2023/24 financial year, £2,900 has been budgeted for one safety surfacing clean to be done during the year, which is to come out of solar farm funding.

The cost for tree inspections and work for this year is slightly lower than anticipated, this was because it was difficult to determine how much work would be required on parish trees following the tree inspection survey undertaken early on in the year. Originally budgeted was £2,300 with the estimated year end being £1,786 which is all to come from solar farm funding. The parish tree inspections are undertaken every 27 months, so that it is always undertaken in different seasons which means that there is no anticipated tree work for the 2024/25 year, so nothing has been budgeted. Any tree work required during the year will come from reserves.

For this year it is anticipated that the council will spend slightly less than budgeted for parish repairs and maintenance, which is mainly because the council were paying for the maintenance of the ex-Carson Tyre sponsored roundabout. The council did hold a section 96 licence for the roundabout which expired in 2021; however, were continuing to maintain it while trying to find sponsorship. Due to the high costs involved in maintaining the roundabout, the council was investigating the possibility of handing it back to Wiltshire Council. Following investigations, it transpired that Wiltshire Council had also issued the section 96 licence for the roundabout to Melksham Town Council which was still current. As a result, the parish council stopped all maintenance of the roundabout immediately. The total expenditure in this year for the roundabout was £1,089 which is to come from solar farm funding. The rest of the expected expenditure under this heading is for the installation of noticeboards and the relocation of the Kestrel Court noticeboard onto legs. The expected expenditure this year is now anticipated to be £3,700 rather than £3,904 which had originally been budgeted. For next year there was no visibility of any repairs and maintenance in the parish; therefore, nothing has been budgeted.

Parish weed spraying had originally been budgeted at £2,684 for the year; however, the expected spend is now £3,438 which is to come from solar farm funding. While two weed sprays were undertaken during the year, this is higher than expected, due to costs increasing for this service. For next year two weed sprays during the year have been budgeted again, with a forecast spend of £3,500 which is to come from solar farm funding.

In the current year, the budget for LHFIG (Local Highway and Footpath Improvement Group) was £25,000; however, the expected spend is much lower at £4,581. This is because some schemes in which the parish council have to pay 50% of the cost may not have moved any further forward, as well as extra being budgeted for in case there were any other LHFIG requests during the year. For the next financial year, £10,300 had been budgeted which is to come from CIL.

For new bus shelters £16,500 had been budgeted this year, which was for the new bus shelter at Falcon Way, Bowerhill; however, we are not currently any further forward with this project so it is expected that there will be no spend under this heading this year. It has been agreed that the wooden bus shelter at Beanacre needs to be replaced and this is expected to be undertaken in the 2024/25 financial year. The estimated budget for this is £22,500, which is for the Beanacre shelter as well as the new Falcon Way bus shelter, both from reserves.

The spend on speed indicator devices (SID) is expected to be lower than originally anticipated which is due to both of the SIDs not being put up around the parish for most of the year. This was due to them requiring to be re programmed as per the Wiltshire Council SID guidance and a service issue with the current contractors. The hope is that the SIDs will be erected in the last quarter of the financial year, therefore, some spend is expected. In addition, CAWS (Community Action Whitley & Shaw) were also looking to purchase a SID with the parish council paying the costs for erecting the device; however, this does not appear to be any further forward at this time. The expected spend this year is £1,205 which is to come from solar farm funding. For next year £5,200 has been budgeted which is for the erection of the SIDs around the parish as well as match funding CAWS for a possible third SID.

Under the play area budget heading for the current year £18,700 was originally forecast; however, it is now expected that the expenditure will be £15,500 which is slightly lower than originally thought. This was because the council had originally budgeted for the replacement of some of the wooden equipment at Beanacre Play Area but when reviewing this during the year decided to keep a watch on the equipment for the time being. It is considered that if a piece of equipment is replaced the safety surfacing would also need to be replaced as well as any other piece of equipment in that island of surfacing. Most of the expenditure from this heading this year is for the Whitworth Play Area tarmac pathway works and the installation of safety surfacing under the teen shelter following the adoption of the play area. The Kestrel Play Area edge repairs were also undertaken this year to resolve the trip hazards at the play area. All expenditure this year have been shown as coming from CIL. For next year £75,000 has been budgeted for, which includes £20,000 for the replacement wooden equipment and safety surfacing at Beanacre Play Area, £20,000 replacement safety surfacing at Hornchurch Road Play Area and £35,000 for new equipment for the Bowerhill Sports Field enhancement project. The expenditure for the enhancement project was originally under the Bowerhill Sports Field cost centre but members felt that it should be under parish amenities. This was because each year the council reviewed the expenditure of the sports field against the income they received from hirers and as this project was separate from the bookable sporting activities at the field members didn't want it to be mixed up with the running costs associated with the pavilion and field. The council are applying for grant funding towards the sports field enhancement project with expected income for this shown under general income. The budget shows £20,000 coming from reserves and £20,000 coming from solar farm.

A few years ago, the parish council purchased a drinking water fountain for the Bowerhill Sports Field; however, due to installation issues, there was some delay in getting it installed. There had been no budgeted figure for drinking water fountains this year as it was not foreseen that it would be installed this year. Following an issue in the pavilion pump room that needed actioning, it was discovered that the same

contractor doing these works could also install the fountain at the same time; therefore, £875 is showing as spent for this year which is for the installation work. This is to come from CIL funding as always envisioned. For next year £4,200 has been budgeted, which is for the purchase of another drinking water fountain for Shaw Village Hall. The budgeted amount also included installation.

The Berryfield Village Hall is now up and running and the £11,719 held back for the one-year retention period has now been paid following an end of defects meeting with the contractor. Other expenditure under this heading is for the amount left to pay for the final works to the site of the old village hall building, solar battery for the new village hall and insurance which is charged back to the hall committee and will be shown under income. As per the terms of the lease, the parish council arrange the Berryfield Village Hall building insurance and charge the cost back to the Trust. All of the £19,260 expenditure under this heading is shown as coming from the Berryfield Village Hall reserve. For the next year as the village hall is no longer a new build, any expenditure for the hall will come through the grant process; therefore, no funds have been allocated under this heading.

For the public works loan capital and interest payments, members discussed paying back the loan in the current financial year due to the current rate being in the council's favour. As the recommendation from this evening's meeting to Full Council is to pay back the loan this year this is shown in the budget. This is of course pending officers obtaining updated information from the Public Loan Board on the council's position if it was to be paid back after the Full Council meeting. All of the expenditure relating to the loan repayments is to come from the Berryfield Village Hall reserve; therefore, for this year it is showing £336,500 plus £2,166 (interest that has already been paid this year) as spend. For next year as it is anticipated that the loan will be paid off in full there is no expenditure from either the capital cost code or the interest cost code.

Street furniture spend is expected to be lower than expected this year with £3,000 originally budgeted and £2,000 now estimated. It is always difficult to estimate how much is required for street furniture as it is unknown whether a noticeboard or bin may need to be replaced. The council are anticipating that the BRAG (Bowerhill Residents Action Group) benches which were purchased as part of their seating project a few years ago will be installed this year as well as the benches that Wiltshire Council donated to the council designated for wildflower areas. All expenditure here is to come from solar farm funding. For the 2024/25 financial year £3,000 has been budgeted for any assets that may require replacing during the year.

Parish grass cutting, bin emptying, goal maintenance and line marking are all as per the contract agreement with JH Jones. The council's three-year contract expired at the end of the last financial year and the council agreed at the time that due to the cost of inflation, it would be unfair for both parties to enter into another three-year contract at that time. As a result, it was agreed to extend the current contract by one year with an increase of 10% which meant the total cost of the contract for the year was £17,651. The only addition to the contract is for the grass cutting and bin emptying at Whitworth Play area which has increased the costs. For next year as the contract is due for renewal, this is currently being reviewed but for the purpose of the budget we have received a cost indication of an increase of 5% which has been included in the budget. This is split across several cost codes and the general, sportsfield and allotment expenditure.

The budget for Shurnhold Fields maintenance was originally budgeted to be £2,000 for this year; however, the expected spend is now expected to be £9,877 which is to come from the maintenance reserve. The increase in costs is partly due to the Friends of Shurnhold Fields mower being broken beyond repair during the year; therefore, them being unable to mow the pathways around the field themselves. As a consequence, the council have had to contract this work out which has increased costs which were not foreseen at the time of budget setting. It was noted that although the maintenance fund funded the mower petrol, the 'Friends' were mowing the grass as volunteers so there were no costs for labour; whereas, now this was an additional cost. The 'Friends' are looking to purchase a new mower for the field. All other costs are associated with the caretaking duties and general maintenance of the field. In the next financial year, 10,400 has been budgeted which includes all of the caretaking duties at the field as well as £7,000 for a shed that can store equipment such as a new mower etc. As part of the car park improvement project, £1,500 has been shown for ditch works and the installation of a water supply which has been identified as supporting maintenance so can come from the maintenance contribution held in reserves.

The council anticipated that the car park and entrance improvement project for Shurnhold Fields would be undertaken in the current financial year; however, due to delays with the Environment Agency not granting permission for the project to go ahead, nothing is expected to be spent this year. This was due to the car park site being too close to a watercourse as a result, Wiltshire Council had applied to the Environment Agency for some funding towards flood prevention works at Shurnhold Fields. This means that this has become a Wiltshire Council project and as part of the wider scheme Wiltshire Council can approve the works to go ahead. This does mean; however, that the council have to wait until Wiltshire Council have undertaken their works before the car park and entrance project can go ahead. For the next financial year, it is expected that this project will commence; therefore, £30,000 is being shown as being spent. As the tender for the project is now out of date, this will need to be renegotiated. It is estimated that £10,000 (including £5k grant from Area Board) will be coming from the Shurnhold Fields Capital replacement reserve and £2,500 coming from CIL. As this is a joint project with Melksham Town Council 50% of the expenditure will be paid for by them. For clarity, it is estimated that both councils will pay up to £15,000 towards the project; however, as the full expenditure will come from the parish council's accounts £30,000 has to be shown. The town council's share will be shown as income.

The insurance for the Bowerhill Sports Pavilion is considerably lower than budgeted for this year, as explained under parish insurance the council accepted a much lower quote. The expected year end total is £576 which is lower than the budgeted expenditure which was £5,024. In the next financial year £565 has been budgeted this is due to the fact that the council have taken out a long term agreement with the insurance company, as a result, receive a discount.

The electricity for the pavilion was originally budgeted at £2,000; however, it is now estimated that £1,700 will be spent this year. For some of the year, due to bad weather, football bookings have been unable to go ahead, in addition at budget setting the council anticipated that the kitchen and games room would be hired out

but in the current financial year no bookings have been received for this use. For next year £1,800 has been budgeted based on the expected expenditure this year. For pavilion gas for the current year, the anticipated expenditure is lower than the anticipated £3,000 spend. It is now estimated that £1,500 will be spent this year due to the same reasons as described under electricity. Additionally, at the time of budget setting last year gas prices were increasing by a considerable amount; therefore, the council had to include the provision in the budget for this.

For the pavilion cleaner costs, it was originally budgeted that there would be £2,750 spend this year; however, the anticipated true expenditure for the year is expected to be £2,100. This is due to games having to be cancelled during the year due to bad weather. For next year the budgeted cost is £3,000 as it is unknown what hirers the pavilion may get as well as the cleaner may increase her charges.

The expected spend this year on repairs and maintenance for the pavilion is considerably more than budgeted for. Originally budgeted was £1,884 with the expected spend now being £9,842. This is because two of the hot water return pumps needed to be replaced in the pump room due to one of them splitting. As a consequence, the control panel on the water heater needed to be replaced due to water getting into the system. Separately, to this issue, the tank base that the tank sits on was rotting away and needed urgent attention due to there being concerns that it could fail at any time resulting in the tank getting damaged and water pooling in the pump room where there is a large number of electrical equipment. This was replaced by a specialist company so this risk has now been resolved. The additional expenditure which is over budget will come from reserves. For next year £2,000 has been budgeted for any repairs required at the pavilion.

Originally budgeted for pitch and pavilion improvements was £1,500; however, the expected expenditure is now £7,220. Most of this cost is associated with the moveable goal posts which are to come from reserves. During the year the council have also agreed to fertilising the pitch and pitch spiking. The council agreed to vire the pavilion rates budget to this heading as the council received £0 rates bill this year. For next year £5,750 has been budgeted which is for the provision of ditch works to prevent waterlogged pitches as well as for spiking and fertilising. The provision for pitch spiking and fertilising is to come from reserves.

Spend for waste collection is slightly higher this year, originally budgeted for the year was £600 and the expected spend is now £1,000. It was difficult to foresee how many extra waste collections may be required at the pavilion so was difficult to estimate. For next year £850 has been budgeted which is to cover the cost of the contract and some provision for extra waste collections.

The allotment account shows a similar level of expenditure as budgeted for this financial year. For 2024/25 it is expected that £2,191 will be spent which is a slight increase on the current year.

Recommendation 2:

Parish Amenities Costs (Including Allotment and Bowerhill Sports Field):

Budgeted Expenditure for 2023/24	£301,586.03
Anticipated Expenditure for 2023/24	£478,792.00*

Proposed Expenditure 2024/25 £236,811.00**

*With £382,322 coming from reserves, £6,456 from CIL and £12,386 coming from solar farm.

**With £50,580 coming from reserves, £12,800 from CIL and £51,100 coming from solar farm.

Community Support Costs:

In the current year the grants given were lower than budgeted for, with some of the reason being that some organisations either didn't come back to the parish council following queries raised about their application or the grant award was not cashed in. The budget for all grants this year was £37,700 (this was £17,000 under section 137, £20,000 under village halls and £700 under section 144 grants) and the estimated year end was £35,090. The council agreed to provide £3,700 match funding towards additional costs associated with the Shaw and Whitley Community hubs community shop which is to come out of the match funding reserve. For 2024/25 £17,000 was budgeted for S137 grants, £20,000 for village hall grants and £700 for S144 grants giving an overall grant budget of £37,700.

For the Market Place toilets, the expenditure for the year is less than originally budgeted for. This is because the council has agreed to pay Melksham Town Council a flat rate figure of £5,000 per annum towards them for the next three years. As there had previously been some issues around the bills which delayed payments, this seemed to be the most suitable way forward so the parish council did not need to get involved in the details of the maintenance charges and agreements. For next year the same amount has been budgeted as per the agreement.

For this year £7,000 had been budgeted for real time information for the Mitchell Drive bus shelter in Bowerhill; however, it looks like this project will now move forward in the next financial year so nothing is expected to be spent this year. In the next financial year, £20,200 is being shown as being spent on real time information which is for three bus shelters. This is a joint project with Melksham Town Council and is the only project that the use of the 10% CIL sharing pot that has been agreed upon.

For the Neighbourhood Plan, it was budgeted that £2,000 would be spent in the current year; however, the expected expenditure is now £14,750. As already explained for joint projects some of this expenditure is overinflated due to some of the cost being charged back to Melksham Town Council for their share which will be shown under income. The council are expecting £6,678 to come in from Melksham Town Council for the share of the costs towards this project. The budget is showing £6,072 coming from reserves with £2,000 coming from the precept. For next year £1,000 has been budgeted for the project.

Costs associated with Melksham Community Support for the senior project worker is on par with what was budgeted for this year. The budgeted figure for the year was £11,500 with an estimated spend of £14,000. The estimated spend is overinflated due to the council transferring £2,500 to the town council which is their share of the Area Board grant received for the project. Members agreed that this project should

continue as it was providing residents of Melksham with a great service; therefore, £12,000, has been put into the budget for this provision for the 2024/25 year.

Melksham Emergency Support is a separate project which is designed for emergencies such as flooding or extreme snow. Nothing had been budgeted in this financial year for this project; however, the anticipated spend is £500 for this year to come from reserves. This expenditure is for costs associated with keeping the Lamplight database system live and for the emergency phone number. For the 2024/25 financial year £7,861 has been budgeted which is for the printed fridge magnets, leaflets, hotline rental and database licence which will be covered by the grant received from SSEN.

Recommendation 3:

Community Support Costs (Including Joint Ventures):

Budgeted Expenditure for 2023/24	£67,635.00
Anticipated Expenditure for 2023/24	£71,040.00*
Proposed Expenditure 2024/25	£85,696.00**

*With £10,272.00 from reserves.

**With £28,061.00 coming from reserves.

General Fund:

The General Fund is the amount left in the council's bank account at year end, excluding reserves. The council's Reserves Policy states that it will stand at approximately one month's expenditure. At the end of the draft budget review, the General Fund stood at -£4,856 for the year ending 31st March 2024.

Resolved: The officers relook at the budget and allocate some more of the 2023/24 expenditure against either Reserves, CIL or Solar Farm funding as appropriate, to bring the General Fund at year end in line with a month's spend.

POST MEETING NOTE: This was undertaken with a revised General Fund now at £56,720.

TOTAL PROPOSED EXPENDITURE FOR 2024/25

Administration Costs (including office staffing)	£170,543.00
Parish Amenities Costs (incl Allotment and Bowerhill Sports Field)	£236,811.00
Community Support Costs (incl Joint Ventures)	<u>£ 85,696.00</u>
TOTAL	£493,050.00

Of this expenditure, £78,641.00 is budgeted to come from reserves, with £32,800 from CIL and £51,100 from Solar Farm Funding.

These headings do not analyse any profit or deficit against the Allotment or Sports Field account, as historically reported (although they do on the detailed budget spreadsheet) please see below the following figures for the analysis:

Allotments:

Income 2024/25	£2,882.00
Expenditure 2024/25	£2,191.00
Difference 2024/25	£ 691.00

This will inform the Asset Management Committee when considering whether the allotment rent should be increased from 1st October 2024.

Bowerhill Sports Field:

Income 2024/25	£13,225.00
Expenditure 2024/25	£34,241.00
Difference 2024/25	- £21,016.00

b) To recommend virements against Budget for 2023/2024.

The Clerk explained that as the parish council received 100% rate relief for the Sports Pavilion, the Asset Management Committee on 10th July 23 agreed for the £835 budgeted under rates to be vired into the sports field spiking budget heading. This will be done at year end.

The Clerk explained that there was still some grant budget left and; therefore, suggested in the budget spreadsheet that the £6,310 surplus be vired into the match funding reserve at year end.

Recommendation: The council make a virement of £6,310 from the grants to the community match funding reserve.

c) To recommend Budget for 2024/2025.

The council recommended the budget for 2024/25 as per above.

346/23 Precept:

a) To note news bulletin from NALC (National Association of Local Councils) advising that there will be no referendum for precept increases for town and parish councils for 2024/25.

Members noted the news bulletin advising that there will be no referendum for precept increases for town and parish councils for 2024/25.

b) To note confirmed Taxbase number for 2024/25 and that there will be no Council Tax Reduction scheme by Wiltshire Council in 2024/25 following recent consultation.

Members noted the taxbase number for 2024/25 of 2908.62.

In November 2023 Wiltshire Council had sent through some correspondence regarding some changes to its council tax reduction scheme which they were consulting on at the time. They advised that if all the proposals were implemented this would affect the taxbase figure for 2024/25; therefore, they issued a draft tax base figure and also a worst-case scenario figure and confirmed that the actual taxbase figure would be communicated on 13th December. In December 2023 Wiltshire Council confirmed that due to the amount of feedback received from the

consultation they required more time to analyse the results and as such no changes have been made to the scheme for 2024/25.

c) To recommend Parish Council Precept for 2024/2025.

For the forthcoming financial year 2024/25 the following Precept calculation was made. **Expenditure less Income = Precept**

Expenditure

Allotments	£ 2,191.00
Sports Field	£ 34,241.00
General	<u>£456,618.00</u>
Total Expenditure	£493,050.00

Plus: Funds put into Reserves	£126,595.35
TOTAL	£619,645.35

Income

Allotments	£ 2,882.00
Sports Field	£ 13,225.00 (changed from £30,725)
General	£199,405.35 (changed from £181,905.35)
Total Income	£215,512.35

Plus: Spending from reserves	£142,541.00
TOTAL	£358,053.35

Shortfall to fulfil with Precept **£261,592.00** (changed from £260,092.00)

It was noted that the precept for the current year (2023/24) was £245,271.03 with a taxbase of 2895.42 which meant that the average contribution for an average band D was £84.71.

Recommendation: The Finance Committee recommend a precept of £260,092.00 for 2024/25 against a taxbase of 2908.62. This is an increase of £14,820.97 (6%) on last year's precept. An average band D household will be contributing £89.42 for the year, an additional £4.71 on last year, which is a rise of 5.56%.

POST MEETING NOTE: The figures were double checked following the meeting, and it was discovered that although £1,500 from CIL was taken out of the budget spreadsheet under street furniture at the meeting, this didn't filter through to the CIL tab. The figures above have been added to reflect the checked spreadsheet for the Full Council to review on Monday 22nd January. This does however, change the Precept requirement by £1,500.

Revised Recommendation following correction: The Finance Committee recommend a precept of £261,592.00 for 2024/25 against a taxbase of 2908.62. This is an increase of £16,320.97 (6.65%) on last year's precept. An average band D household will be contributing £89.94 for the year, an additional £5.23 on last year, which is a rise of 6.17%.

347/23 Risk Register:

The Clerk explained that the council had to review the risk register every year and had been an advisory on the internal auditor's report. Officers had gone through the risk register in tracked changes and had detailed any necessary changes which were included in the councillor's agenda pack for this evening's meeting. The Clerk explained that the council had undertaken an exercise a few years ago to risk rate each section; however, upon reviewing the register she did not feel any changes needed to be made because there had not been a change in circumstances since last year, such as a change of staff personnel or move to a new office. Other than the changes that officers had made to the document text, members did not feel that any changes needed to be made to any risk rating.

Recommendation: The council approve the risk register.

348/23 Internal Audit visit:

The Clerk explained that the first internal audit of this financial year took place on Wednesday 20th December and went well overall, with some observations and recommendations being made by the auditor. Provided as part of the internal auditor's report was a spreadsheet version of his comments and recommendations for officers to respond to. This had been included in the agenda pack for this evening's meeting and had been populated with responses made by officers that had already been sent back to the auditor. At the time of the audit visit, the auditor had made officers aware that some councils had experienced issues with Lloyds Bank where former councillors and employees had been reactivated as users on the Lloyds Banking system. Officers had explained that something similar had happened to the parish council, where an online banking card had been received for a former employee who had left the council around four years ago. At the time of this, officers did contact the bank to get this rectified. The internal auditor has suggested in his report that the council contact Lloyds Bank to confirm that they only have records of current authorised employees and councillors, which officers will do in due course.

Another thing that the auditor highlighted was the fact that the council had not formally reviewed or approved the bank signatories for some time, which was on this evening's agenda for members to review. This was the same for the review of the risk register, which would be undertaken at the meeting this evening. It was noted that the risk register had to be reviewed once a year and was last reviewed in January 2023, so it was now due. The council had recently approved to deposit some funds in the CCLA Public Sector Deposit Fund and, as such, would need to update the investment policy accordingly to reflect what was being done, which was on the agenda for this evening. The list of Bowerhill Sports Field fees and chargers was not published on the council's website at the time of the audit; this has now been published under the parish amenity section on the website.

During the visit, the auditor reviewed the parish council's tenancies and leases. He highlighted the fact that the parish council did not have a current lease agreement in place for the allotments as the land was owned by a farmer. In exchange for the allotment land, the farmer uses parish council owned land for farming, so in effect,

these are netted off against each other. The Clerk advised that there was a Farm Business Tenancy between the parish council and the farmer; however, this had now expired. At the time of this, the council did take legal advice; however, it was agreed not to sign a new tenancy and let the agreement tick over with the same terms. It was noted that the parish council had first refusal registered with the Land Registry for Briansfield Allotments site if the land was put up for sale; however, the auditor did not feel this necessarily provided the council with a lot of protection as the purchase price could be considerably higher than the council may wish to pay. The auditor has recommended that the council seek formal legal advice on this matter. This is something that sits better with the Asset Management Committee and; therefore, will be put on the agenda for that meeting to consider on 5th February. The only other matter highlighted at the audit concerning land was the fact that the council still needed to register the Shaw Village Hall land with the Land Registry. This was an action that officers still had to do.

349/23 Bank Signatories: To confirm bank signatory arrangements for the council's bank accounts:

The Clerk explained that this had been an observation on the auditor's report, and although it was listed in the council's scheme of delegation that all finance committee members were bank signatories, the council needed to formally minute who their bank signatories were. It was noted that the council's current procedure was for any two of the finance committee members to sign off and authorise the accounts. For Lloyds Bank no bank payments are set up and as such no finance member has access to the account, they are only able to sign cheques. For Unity Trust Bank the finance members can view the account and authorise payments but are unable to set a payment up.

Both the Clerk and Finance & Amenities Officer were listed on both of the council's bank accounts. For Lloyds, they are only able to view the account with no facility to set payments up or sign cheques, and on Unity Trust Bank they can view and set up payments but are unable to authorise any payments

Recommendation: The council confirm the bank signatories are as follows:

Councillor John Glover
Councillor Alan Baines
Councillor Robert-Shea Simonds
Councillor Richard Wood
Councillor David Pafford
Councillor Shona Holt
Councillor John Doel

350/23 Investments:

- a) **To review and amend investment policy to reflect the fact that the council is commencing investment with the CCLA (Churches, Charities and Local Authorities).**

Following the decision made by the Full Council in December 2023 to transfer funds into the CCLA Public Sector Deposit Fund, the investment policy needs to be

amended to reflect this. Officers had suggested the following amendment to 2.3iii: ‘All investments will be made in UK banks and building societies **and by appointing Charities, Churches and Local Authorities Investment Management Ltd. (CCLA), for investment of surplus funds into the Public Sector Deposit Fund (PSDF).**’ Officers had made a further change to the second paragraph under section 2.3vi which states; ‘For prudent management of its balances, the Parish Council, maintaining sufficient levels of security and liquidity, will adopt a policy whereby funds which are likely to be surplus for up to three months can be invested in short term deposits with one or more of the UK major clearing banks, and/or building societies **and/or the CCLA.**’

Members were happy with the changes made to the investment policy.

Recommendation: The council approve the amendments to the investment policy as detailed above.

b) To review CCLA Public Sector Deposit Fund application form and approve signatory and authorisation councillors and officers.

The Clerk explained that as part of the Public Sector Deposit Fund application form, the council had to formally minute the approval of their signatories and authorisation councillors and officers. Members agreed that it should be the seven Finance Committee Councillors and both the Clerk and Finance & Amenities Officer which was the same as the mandate set up with the council’s bank accounts.

For clarity, the following councillors and officers should be listed on the public sector deposit fund:

Councillors:

Councillor John Glover
Councillor Alan Baines
Councillor Robert-Shea Simonds
Councillor Richard Wood
Councillor David Pafford
Councillor Shona Holt
Councillor John Doel

Officers:

Teresa Strange (Clerk & Responsible Financial Officer)
Marianne Rossi (Finance & Amenities Officer)

Recommendation: The councillors and officers as listed above should be included on the CCLA Public Sector Deposit Fund.

c) To agree buffer amount to keep in each bank account to cover direct debits and standing orders.

The Clerk explained that the finance risk assessment says that each council bank account should have a £5,000 buffer in case of any unexpected expenditure. As the council were transferring all of their funds into the CCLA Public Sector Deposit Fund (PSDF) queried whether they were still happy with this buffer amount left in both the

Lloyds and Unity Current accounts. It was considered that because the money in the PSDF was easy access, members agreed that a buffer of £5,000 should be left in both of the council's bank accounts.

Recommendation: The council leave a £5,000 buffer in both of the council's current accounts in case of any unexpected expenditure between Full Council meetings.

d) To note that the parish council are eligible under the FSCS (Financial Services Compensation Scheme) threshold.

The Clerk explained that the council was currently eligible under the FSCS for their funds in a bank account. It was noted that the FSCS threshold was currently £85,000. The Clerk advised that in the last financial year (2022/23) the council was not covered by this scheme due to the amount of income which was budgeted. It was noted that each year the council has to confirm that their budget is less than 500,00 Euros (£428,901) to be eligible for the scheme. While the council is eligible in this financial year, the Clerk warned members that if the council's income increased it may take the council over the threshold and; therefore, ineligible in other financial years.

The Clerk wished to make members aware that the council were not covered by the FSCS for the CCLA Public Sector Deposit Fund.

Members noted this.

351/23 To note advice received on providing grant funding to churches, following recent Levelling Up and Regeneration Bill

The Clerk advised that she had recently received some information following the levelling up bill on grant funding to churches. The advice received was not clear as to whether parish and town councils could now provide grant funding to churches. The Clerk took the opportunity during the internal auditor's visit to query him on his thoughts on this and he replied to say that if councils were now able to fund churches NALC (National Association of Local Councils) would have sent out a Legal advice note to councils. The Clerk confirmed that she had not received any advice from NALC on this matter.

Members acknowledged the information received around the recent levelling up bill relating to grant funding to churches; however, as there had been no official advice note sent out to councils on whether they could now fund churches they could only note this until further advice is received on this.

352/23 To note abrupt end of Bowerhill Sports Field waste contract and subsequent new contract put in place with Grist

The Clerk explained that at the last Asset Management meeting, officers were tasked with submitting a formal complaint to the waste contractor due to continuous issues with service. This action was undertaken; however, officers did not receive a reply to the complaint within the time frame they had detailed in the complaint letter. Because waste bags were stacking up outside of the bins in the pavilion car park, this was

attracting rats, which the council was receiving complaints from hirers about. As officers had not received any reply to the formal complaint, they contacted the waste contractor by phone and got put through to the retention team, who explained that they were unable to take the waste due to the amount of dog waste it contained. A member of the retention team arranged to come out to the site with the collection crew to discuss the issue with officers. As a result of this site visit, the contractor confirmed that they would be unable to take the amount of dog waste in the rubbish and, as a result, have terminated the contract without any penalty to the parish council.

As the contract was terminated without any notice, this left the pavilion without any commercial waste bins or collection, so officers contacted two waste companies to provide quotations for this service. For service continuity, the Clerk, in conjunction with the Chair of Asset Management, Councillor Baines, and Acting Council Chair Councillor Pafford (Councillor Glover was on holiday), made the decision to appoint Grist Environmental as the council's waste contractor. The agreement with Grist Environmental is as follows:

2x 1100l General Waste bins- £28 + VAT per empty- collection on a fortnightly basis
Daily rental is 5p+ VAT per day
Maximum weight 70kg
15p per kilo for excess weight

There is no contract length, the service can be stopped at any time; the council would just need to give the contractor 30 days' notice.

Members noted this.

353/23 To consider additional charges for the Campus and Pavilion broadband and line rental to cover equipment in case of an issue.

The Clerk explained that the council had recently received a letter from their broadband and line rental provider to offer cover for equipment in case of a fault. In the letter, it explained that BT Openreach was responsible for maintaining the phone network that our provider supplies to the council. This means that it is the responsibility of BT Openreach to send out an engineer when a fault occurs within the network. If the issue lies with the parish council's equipment, all charges will be passed on to the council, the cost for a call-out alone is £192 including VAT and £144 including VAT per hour thereafter. As a result of this, Onebill has implemented a solution to safeguard customers from any unexpected charges by introducing a business assurance scheme. The cost to the parish council will be £6.29 plus VAT per site per month which guarantees that all line charges will be fixed without any call-out charges or hourly fees etc.

The Clerk explained that this type of cover was with the previous provider to provide service continuity. As this is an increase to a direct debit payment the Clerk wanted to draw members' attention to the additional fees. Members agreed that this would be a good way forward to ensure that the council doesn't receive any unexpected costs if there was any breakdown with the council's line and broadband equipment.

Recommendation: The council approve the cost of £6.29 plus VAT per month for business assurance cover for both the Campus Office and Pavilion.

Meeting closed at 21.49pm

Signed.....
Chairman, Monday 22nd January 2024

INCOME		Last Year 2023/24		Current Year 2023/24										Next Year 2024/25					
		Budget	Actual	Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Actual YTD to end of Oct 23	Estimated Year End	Estimated Year End from Reserves	Estimated Year end from CIL	Estimated Year End from Solar Farm Funding	Comments	Draft Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Comments	
1	110	General Account Income																	
2	1076	Precept	£217,977.05	£235,689	245,271				245,271	245,271									Precept £ (Not included in the spreadsheet for 2020 as the spreadsheet is designed to calculate the precept required ie: expenditure less income = precept)
3	1080	Bank Interest Received	£0.00	£37	£2,500.00				£7,904.00	12900									More interest than anticipated due to higher interest rates from fixed term deposits- Council met with CCLA in Nov 23 to investigate their funding options further and council decided at Dec Full Council meeting to put £570k in CCLA. While the application process is being undertaken to put the money in the Unity instant access account paying 2.7% so expecting more interest to come. Estimate if the £570k was in the instant access account for 1 month £1,620 interest (This has been calculated based on £50k already in the instant access account plus £570k going in). Say the £570k enters the CCLA fund mid Jan, that would give an estimate of £ being in the account for 2 months in this 10 year but need to remember that we will have to take money out of the account to pay bills etc. Say 1st month £570k in account and March £30k taken out to cover bills as well as £51,350 to cover the PNL equipment and interest due to be paid 25th March 24 which leaves £588,644-£4,411 estimated interest to year end
4	1100	Grants and Donations	£10,000.00	£8,361	£12,500.00				£3,000.00	3000									The council resolved to put £570k in CCLA Public Sector Deposit Fund Dec 23- Expect the account to be open in Jan/Feb 24 so account should be up and running in this financial year. Obviously some of the funds in this account will have to be moved out during the year to cover bills etc but the council could also decide to move in some funds received such as precept etc if interest rates remain higher than the banks. Estimate that at the start of the financial year there will be £508k in the fund. Estimate that the rate of interest will be around 5%
5	1120	Village Hall Peppercorn Rent - Shaw & Berryfield	£10.00	£20	£20.00				£10.00	20									A donation towards the new Bowerhill Village Hall debt has been offered but could be in the next financial year now as we need to apply for grant funding towards it. CANWS were potentially going to provide a donation for SIDR3 BUT haven't heard anyone about this so don't anticipate this will be in this financial year
6	1130	Photocopying and YE Account	£50.00	£70	£50.00				£27.00	40									
7	1140	Solar Farm Community Fund	£5,842.00	£16,119	£27,000.00				£0.00	17547									£17,547.41 in bank Nov 23
8	NEW COST	MWPC								90									Flood ops meetings held at MWPC
9	1430	Wessex Water Community Benefit	£0.00	£0	£5,000.00				£0.00	0									Originally budgeted for Wessex Water to provide community benefit following the Beasacre mains drainage works. They have offered to assist with the 5-bar gate and relocation. Rather than money to us.
10	1420	Community Infrastructure Levy	£6,138.00	£12,014	£50,000.00				£1,201.00	85027.95									
11	1170	Wiltshire Council Contribution	£0.00	£425,998	£31,000.00				£0.00	58000									
12	GENERAL ACCOUNT INCOME (Including Precept)		£240,917.95	£898,368	£373,341				£257,413.00	£421,896									
GENERAL ACCOUNT INCOME (EXCLUDING Precept)									£176,825										
210		Jubilee Sports Field Income																	
13	1210	Football Bookings	£5,500.00	£11,450	£8,000.00				£8,238.00	£11,120.00									
14	1280	Non football bookings	£120.00	£75	£135.00				£0.00	£75.00									
15	1270	Pavilion & Field grants- New code set up this financial year		£0	£0.00				£2,400.00	£2,400.00									
SPORTS FIELD INCOME			£6,620.00	£11,525	£8,135.00				£10,638.00	£13,695.00	£0.00	£0.00	£0.00						
16	1310	Berryfield Allotment Rents	£1,342.50	£1,208	£1,372.50				£2,365.00	£1,497.00									
17	1320	Briansfield Allotment Rent	£1,170.00	£1,199	£1,140.00				£2,420.00	£1,385.00									
ALLOTMENT INCOME			£2,512.50	£2,407	£2,512.50				£4,785.00	£2,882.00	£0.00	£0.00	£0.00						
18	142	Parish Amenities																	
19	1440	Shurhold Fields Income		£0	£13,500.00				£0.00	£0.00									
Next Year 2024/25																			
210		Jubilee Sports Field Income																	
13	1210	Football Bookings	£5,500.00	£11,450	£8,000.00				£8,238.00	£11,120.00									
14	1280	Non football bookings	£120.00	£75	£135.00				£0.00	£75.00									
15	1270	Pavilion & Field grants- New code set up this financial year		£0	£0.00				£2,400.00	£2,400.00									
SPORTS FIELD INCOME			£6,620.00	£11,525	£8,135.00				£10,638.00	£13,695.00	£0.00	£0.00	£0.00						
16	1310	Berryfield Allotment Rents	£1,342.50	£1,208	£1,372.50				£2,365.00	£1,497.00									
17	1320	Briansfield Allotment Rent	£1,170.00	£1,199	£1,140.00				£2,420.00	£1,385.00									
ALLOTMENT INCOME			£2,512.50	£2,407	£2,512.50				£4,785.00	£2,882.00	£0.00	£0.00	£0.00						
18	142	Parish Amenities																	
19	1440	Shurhold Fields Income		£0	£13,500.00				£0.00	£0.00									

20	1480 Insurance Payout		£0	£0.00				£1,011.00	£1,011.00				The income is the reimburse from the insurance company for Berryfield Village Hall insurance. Before the lease for the hall was signed the council had to insure the building, so this is the amount due to the parish council once the Trust took over and the council cancelled the policy. Put in here rather than set up new cost code as under the correct cost centre.		£0.00				
21	Berryfield Village Hall Public Works Loan		£0	£0.00				£0.00	£0.00						£0.00				
22	1470 Berryfield Village Hall Reimburse		£2,483	£0.00				£410.00	£410.00				Reimburse from Berryfield Village Hall for their share of the insurance for 23/24		£820.00				For insurance for Berryfield and Shaw Village hall, the council are currently in a 3 year term with the insurance
23	Room Hire Reimburse- New Code set up at year end for CEG room hire		£180	£0.00				£80.00	£80.00				Reimburse from Wiltshire Council for Whitley Reading Rooms room hire for CAWS CEG emergency training exercise		£0.00				
24	Memorial Street Furniture- New code set up this financial year following the adoption of the memorial bench policy		£0	£0.00				£900.00	£900.00						£0.00				
25	Berryfield Village Hall public art ongoing care maintenance		£0	£0.00				£0.00	£3,800.00				Need to chase this as understood that there was funds left over in the public art budget for ongoing care and maintenance. Was going to ringfence income in a reserve but have not received funds for this yet		£0.00				Expected to receive the funds left over from the Berryfield Village Hall public art project in the 2023/24 financial year so have accounted for it coming in then
26	PARISH AMENITIES INCOME		£2,963	£13,500.00				£2,961.00	£6,191.00	£0.00	£0.00	£0.00			£13,320.00	£0.00	£0.00	£0.00	
170	Community Support																		
27	1480 Neighbourhood Plan Income		£2,098	£0.00				£0.00	£6,678.00				This cost code isn't income from the NHP it's the amount received from MTC to reimburse MWPC for the NHP expenditure we have incurred. This is unable to be netted off against the expenditure so has to be accounted for this way. Not invoiced MTC this year yet as it is easier to invoice for everything in one go.		£0.00				
28	1485 Grants- New code set up this financial year		£0	£0.00				£5,000.00	£5,000.00				Area Board grant for the age uk support worker		£0.00				
29	COMMUNITY SUPPORT INCOME		£2,098	£0.00				£5,000.00	£11,678.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	£0.00	
30	TOTAL INCOME		£248,149.95	£717,991.00				£285,217.00	£456,231.95	£0.00	£0.00	£0.00			£215,512.35	£0.00	£0.00	£0.00	
	General Income							£284,794.00	£439,754.95						£199,465.35				
	General Income excluding Precept								£194,483.95										
WORKING DOCUMENT - Melksham Without Parish Council DRAFT Budget for 2024/25																			
EXPENDITURE																			
		Last Year 2022/23				Current Year 2023/24							Next year 2024/25						
Cost Code		Budget	Actual	Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Actual YTD to end of Oct 23	Estimated Year End	Estimated Year End from Reserves	Estimated Year End from CIL	Estimated Year End from Solar Farm Funding	Comments	Draft Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Comments	
ADMINISTRATION																			
31	120 Administration costs																		
32	4070 Chairs Allowance	£802.00	£816	£900.00				£489.00	£920.00				As agreed at Full Council 4th Dec		£966.00				Guestimate 5% increase
33	4080 Members Training	£1,000.00	£0	£180.00				£45.00	£150.00				Potential for some cllr training coming up		£100.00				
34	4090 Members Expenses	£50.00	£0	£50.00				£0.00	£50.00				Note the mileage for Cllr Baines to drop SID off and collect from Solagen has been attributed into the SID cost code as it related to that not this one		£50.00				None really expected as most meetings held at the campus offices
35	Election costs	£0.00	£0	£0.00				£0.00	£767.00	£767.00			Know that Bowerhill is uncontested cost is £767, assuming for the budget that Stefanos will be 0 and if not will take from reserve		£0.00				We have no visibility of this so will come from reserves but note any vacancies arising from Nov24 will not be filled as 6 month from election
36	4100 Audit Fees	£1,500.00	£3,190	£2,600.00				£0.00	£2,600.00				2x Internal and 1x external audit for this year		£2,930.00				2x Internal audit say £830 and £2,100 for external audit
37	4120 Postage	£700.00	£992	£600.00				£483.00	£840.00				Based on £70 per month spend- £4637 months		£840.00				
38	4130 Photocopying	£900.00	£2,408	£750.00				£637.00	£990.00				Average £91 spend on photocopying per month; however, we are purchasing new photocopier with cheaper costs so estimating £55 per month		£780.00				
39	4140 Bank Charges	£150.00	£161	£185.00				£83.00	£150.00						£150.00				
40	4150 Admin and Stationery	£1,024.00	£817	£500.00				£545.00	£800.00				Purchased paper in bulk Nov 23 so should last until end of financial year as we are doing less photocopying etc.		£800.00				
41	4155 Refreshments Comm Events-	£150.00	£136	£150.00				£126.00	£300.00				Based on a monthly spend of £15. This cost code description might need updating as its also refreshments for council meetings not just community events		£350.00				Some contribution from Flood ops for example for refreshments in income
42	4160 Minute Books Binding	£200.00	£0	£750.00				£0.00	£750.00				At least two years worth of book binding		£400.00				One years worth
		Last Year 2022/23				Current Year 2023/24							Next year 2024/25						
Cost Code		Budget	Actual	Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Actual YTD to end of Oct 23	Estimated Year End	Estimated Year End from Reserves	Estimated Year End from CIL	Estimated Year End from Solar Farm Funding	Comments	Draft Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Comments	
43	4175 Email & Cloud hosting (office 365)	£937.00	£1,087	£1,200.00				£740.00	£1,250.00				Office 365 subscription and gov.uk website hosting. Office 365 subscription has increased slightly to £88.20 per month and website hosting £5.50 per month		£1,300.00				
44	4180 IT Support	£600.00	£140	£300.00				£0.00	£700.00	£500.00			Awaiting invoice from Cive for IT support during the year plus he is creating a database for the allotment and asset management systems so this could be done before year end - Sept Asset- £200-£300 for allotment system and £150-£200 for asset system so say £500 for both of these databases plus estimate £200 for other IT support during the year. Suggest that £500 for the databases comes from general contingency reserve		£200.00				
45	4185 Accountancy Support (Rialtas)	£850.00	£1,025	£975.00				£183.00	£968.00				Year end closedown fees to come		£880.00				
46	4190 Telephone/Broadband/Line Rent	£2,100.00	£1,644	£850.00				£485.00	£870.00				Moved to a Microsoft phone system with much lower costs than last year. Also included under this heading is the out of hours mobile phone. Included in this increase in charges for cover for repairs on line and broadband		£860.00				Included in this figure is the increase in charges for cover for repairs on line and broadband

Cost Code	Last Year 2022/23		Current Year 2023/24										Next year 2024/25					
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47	4200 Room Hire/ Zoom	£200.00	£789	£300.00			£91.00	£200.00				Zoom meeting subscription	£200.00					
48	4210 Safety/PAT Check	£122.00	£57	£150.00				£85.00				PAT Testing done 27th Nov and have involved.	£80.00					
49	4220 Chairman's Bnd/Chain of Office	£100.00	£0	£200.00				£150.00				Need to take chain of offices back to Coppins in Consham	£100.00					
50	4230 Advertising	£500.00	£162	£500.00				£150.00				2x MN Grant adverts at £46.40 each £92.80 plus any additional advertising we do during the rest of the year	£150.00				Grant adverts and annual parish	
51	4240 Quarterly Newsletter	£2,000.00	£990	£2,000.00				£500.00				Anticipate 1x Quarterly newsletter by end of year	£2,280.00				Based on 4 newsletters	
52	4250 Land Search Fee	£50.00	£20	£50.00			£67.00	£100.00					£50.00					
53	4351 New Equip & Furniture	£3,600.00	£5,132	£1,200.00	£1,200.00			£10.00	£2,850.00	£2,850.00		New photocopier £2,087- To come from Photocopier replacement reserve £1,200 and £1,850 to come from general contingency reserve. £50 x3 keyboards and possible new laptop for new Cll- Shafiq didn't have a council one £500. New microwave.	£0.00					
54	4352 Office Relocation	£0.00	£1,800	£0.00				£0.00					£0.00					
55	4370 Cleaning Materials	£100.00	£33	£50.00				£34.00	£50.00				£50.00					
56	4390 Professional Services - LEGAL	£300.00	£1,500	£0.00				£250.00	£3,000.00	£3,000.00		Bill waiting for bill for Berryfield Village Hall lease which related to the last financial year. that's why there is a - There will be fees of £1,500 for the solicitor fees for the freehold of Kestrel Court and Berryfield Play Area. fees for the advertisement of the public open space notices for these play areas £495, plus legal fees for Davey Play Area - Shaw lease as well but not sure this will be in this fin year now or Shaw Land registry following internal audit need to look into Berryfield Farm tenancies. We can't estimate these accurately so have shown as £3k but as coming from reserves and this year it doesn't affect present.	£0.00				No visibility so anything from here would come from reserves	
57	4391 GDPR Compliance	£110.00	£35	£35.00				£0.00	£35.00				£35.00					
58	4720 Repairs & Maintenance - Office	£50.00	£21	£0.00				£0.00	£0.00				£0.00					
59	ADMINISTRATION COST EXPENDITURE	£17,791.00	£22,955	£14,475.00	£1,200.00	£0.00	£0.00	£3,748.00	£18,126.00	£7,117.00	£0.00	£0.00	£13,681.00	£0.00	£0.00	£0.00	£0.00	
60	140 Council Office Costs Office and Meeting venue																	
60	4270	£6,920		£11,373.00				£8,182.00	£11,706.00				£12,040.00					NOTE: Annual rent from 1st August 23-31st July 24 £11,373 obviously 4 months of this rent relates to the 24/25 fin year. It works out at £947.75 per month so this equals to £3,791. From 1st August 24-31st July 2023 £12,373- 8 months in the 24/25 fin year £1,031.08 per month which equals to £8,248.64 for the 24/25 fin year. The total cost in 2024/25 for office rent is £12,040
61	COUNCIL OFFICE EXPENDITURE	£0.00	£6,920	£11,373.00	£0.00	£0.00	£0.00	£8,182.00	£11,706.00	£0.00	£0.00	£0.00	£12,040.00	£0.00	£0.00	£0.00	£0.00	
62	130 Staffing																	
62	4000 Clerk's Salary																	
63	4010 Finance & Amenities Office Salary																	
64	4020 Parish Officer Salary																	
65	4041 NI - Employ/ER	£12,000.00	£9,564	£9,800.00				£5,288.00	£10,500.00	£700.00			£13,000.00					
66	4045 Superannuation - Employ/ER	£17,500.00	£17,201	£17,338.00				£10,440.00	£20,000.00	£2,662.00			£23,000.00					
67	4048 Office Staff Mileage & Parking	£100.00	£140	£150.00				£12.00	£50.00				£50.00					
68	4055 Staff Training	£800.00	£905	£200.00				£405.00	£500.00	£300.00			£500.00					
69	4060 Staff & Volunteer DBS	£0.00	£0	£100.00				£0.00	£420.00	£320.00			£0.00					
70	STAFFING EXPENDITURE	£116,618.00	£119,882	£116,779.00	£0.00	£0.00	£0.00	£89,142.00	£129,934.00	£13,264.00	£0.00	£0.00	£144,822.00	£0.00	£0.00	£0.00	£0.00	
71	TOTAL ADMINISTRATION EXPENDITURE	£134,319.00	£149,877	£142,619.00	£1,200.00	£0.00	£0.00	£81,082.00	£160,765.00	£26,381.00	£0.00	£0.00	£179,543.00	£0.00	£0.00	£0.00	£0.00	
72	142 Parish Amenities																	
72	1190 code used in 2023 but changed to 4048 for 23/24 and for moving forward																	
72	4048 Debit/tilator	£758.00	£3,519	£12,430.00	£10,850.00			£3,922.00	£4,300.00				£3,800.00					Bowerhill Village Hall debt plus annual maintenance fee
73	4050 Caretaker Travel Allowance	£570.00	£570	£570.00				£333.00	£570.00				£570.00					
74	4051 Caretaker Mileage & Parking	£600.00	£578	£500.00				£364.00	£600.00				£600.00					
75	4281 Insurance	£5,119.50	£4,684	£5,234.00				£3,611.00	£3,700.00				£3,655.00					Discount for LTA
76	4350 New Equipment for Parish Caretaker / Allocation Warden	£100.00	£0	£0.00				£0.00	£0.00				£0.00					

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77	4385	Play Area Safety Surface Clean	£8,750.00	£3,300	£4,050.00		£4,050.00	£0.00	£2,868.00		£2,868.00	Council approved to undertake 1x safety surfacing clean this year due to take place in November but hasn't yet been done.	£2,900.00				£2,900.00	1x safety surfacing clean
78	4400	Play Area - Grass Cutting	£3,078.80	£3,079	£3,387.00			£2,923.00	£4,800.00			Includes Kestrel Shrub maintenance and Whitworth Play Area grass cutting. INVESTIGATE	£5,040.00					5% increase
79	4409	Hornchurch Road public open space	£1,860.00	£1,960	£2,156.00			£1,078.00	£2,156.00			To contract extension	£2,264.00					5% increase
80	4410	ROSPA Inspections	£750.00	£669	£1,613.00	£176.00		£1,636.00	£1,636.00	£176.00		ROSPA ANNUAL INSPECTIONS £260 PLUS 1st Verde Quarterly??? £176 from Davey Play Area s106 maintenance reserve	£1,700.00	£180.00				ROSPA annual inspections and quarterly inspections
Cost Code			Current Year 2023/24									Next year 2024/25						
81	4415	Tree Inspections and Work		£0	£2,300.00			£2,300.00	£1,786.00	£1,786.00		£1,786.00		£0.00				no VISABILITY
82	4420	St Barnabas Annual Rent	£10.00	£10	£10.00			£0.00	£10.00			Need to chase invoice	£10.00					
83	4460	Carebaker Salary																
84	4480	Equip Hire & Petrol for Mower	£50.00	£0	£0.00			£0.00	£0.00				£0.00					
85	4490	Repair & Maintenance - Parish	£300.00	£3,215	£3,904.00			£2,904.00	£2,151.00	£3,700.00		£1,089.00	£0.00					
86	4500	Weedspraying	£2,900.00	£2,473	£2,684.00			£2,684.00	£3,438.00	£3,438.00		£3,438.00	£3,500.00			£3,500.00	£3,500.00	2x WEEDSPRAYS
87	4510	LHFG Contributions	£5,500.00	£0	£25,000.00	£10,000.00		£0.00	£4,581.00	£4,581.00			£10,300.00	£10,300.00				Walling restrictions requests various roads plus addition of Westinghouse Way £4,000, Village gate Woodrow £3,300, New Road (southbound closure) £10,000, Resurfacing/ road marking berryfield lane £3,000, Traffic calming Semington Road £10,000, A350 Bearacre Gateway £3,300, A350/ Hornchurch Junction £7,031
88	4545	New bus shelter		£0	£16,500.00			£16,500.00	£0.00	£0.00		Asset Management: Now approved style but unsure that the replacement Bearacre bus shelter will be in this financial year now as we need to get quotes for it and then they need to be approved. Then the contractor has to schedule the works in. Think this will be in next financial year now?	£22,500.00	£5,000.00		£16,500.00	£16,500.00	£16,500 Falcon Way bus shelter from Solar and £5k for Bearacre bus shelter. To cut down the precept the Bearacre bus shelter is shown as coming from the replacement asset reserve
89	4540	Speed Indicator Device	£1,111.00	£3,375	£4,338.00	£2,500.00		£1,838.00	£405.00	£1,200.00		£1,205.00	£5,200.00				£5,200.00	CAWS were looking to purchase one with MVPC paying for the erection of the SID. This hasn't happened yet. The SIDs haven't really been up for most of the financial year due to programming and also them not being erected since July. All spend here is for the programming of SID 1 and extra mounting bars purchased £238. SIDs only going up 2 times this year by vehicle at £55.70 at a time £111.40 but will be going back out Jan, Feb, March and assume new contractor at £300 per time (two men and a van for one day) say 4 times £1,200 TOTAL estimated spend this year £1942
90	4590	Shaw & Whitley Flood Resource	£650.00	£923	£500.00			£217.00	£650.00			There is a - as this was an account done at the end of the last financial year. No invoices have been received for the line and broadband for this year yet so have chased the reading rooms for this. ID Budget for 10x Flood Wardens £150	£550.00					CAWS CEG PhoneLine and broadband
91	4575	Play Areas	£25,000.00	£480	£18,700.00	£5,000.00		£13,331.00	£15,500.00			We budgeted for the replacement of some of the wooden equipment at Bearacre Play Area but have decided to keep a watch on it for now. Other things that have been spent from this heading- Whitworth Play Area works and Kestrel edge repair. Kestrel court bench and installation too. £1,800 overspend from precept has been taken from solar	£75,000.00	£20,000.00	£20,000.00	£20,000.00	£20,000.00	Bearacre wooden equipment and safety surfacing £20k. Hornchurch Play Area safety surfacing replacement £20k. £35k for new gym equipment at Bowerhill Sports Field (quote in summer 23 was £31,300 and showing £19,375 grant income) and the £19,375 from CIL but rounded up to £20k
92		Drinking Water Fountains	£0.00	£0				£0.00	£875.00	£875.00		Cost of installation for water fountain £875 plus say additons; £150 to water test it following its installation	£4,200.00					Drinking Water fountain at Shaw Village Hall INCLUDING INSTALLATION
93	4582	New Berryfield Village Hall project	£5,000.00	£959,467	£11,719.03	£11,719.03		£5,841.00	£19,260.00	£19,260.00		Final amount of £11,719 now paid. Final works old village hall £560, £5,905.08 solar battery, insurance, final architect £200.	£0.00					No longer a new build project, anything would come through the grant process
94	4583	PWL Capital Payment		£99,000	£99,000.00	£99,000.00		£49,500.00	£336,500.00	£336,500.00		From Berryfield village hall reserve. To pay off public works loan £49,500 paid in Sept 23 plus £287,000	£0.00	£0.00				Loan to be paid off Jan 24
95	4584	PWL Interest Payments		£5,259	£4,022.00	£4,022.00		£2,166.00	£2,166.00	£2,166.00		From Berryfield village hall reserve. Only one interest payment already paid in Sept 23	£0.00	£0.00				Loan to be paid off Jan 24
96	4585	East of Melksham Community Centre - Transfer under CGR	£315,029.94	£315,030	£0.00			£0.00	£0.00				£0.00					
Cost Code			Current Year 2023/24									Next year 2024/25						
97	4590	Street Furniture	£4,011.00	£2,611	£3,000.00	£2,000.00		£1,000.00	£442.00	£2,000.00		£2,000.00	£3,000.00				£3,000.00	£3k for assets that needs replacing on asset list
98	4600	Bus Shelters Cleaning	£600.00	£0	£1,100.00			£150.00	£600.00			Need to chase invoices up	£840.00					Four new ones two at Pathfinder and two at Semington Road £15 per shelter each visit and extra £240
99	4780	Play Area - Bin Emptying	£930.00	£830	£960.00			£1,048.00	£2,000.00			To also include Whitworth Play Area bin emptying	£1,213.00					£231 per play area x 5 play areas- Berryfield, Bearacre, Shaw, Whitworth, Hornchurch £1,155 plus 5% TOTAL £1,213. note: No bins in Kestrel or Davey

100	4785	Replacing Wiltshire Council bins	£500.00	£1,134	£2,000.00		£2,000.00		£0.00	£1,000.00	£1,000.00		Allows for the replacement bin to be located at Westlands Lane Beansacre	£1,500.00				Assumes two bins				
101	4820	Shurthold Fields Project for Maintenance Expenditure	£1,595.00	£1,590	£2,000.00	£2,000.00		£2,158.00	£9,877.00	£9,877.00			Caretaking duties £351 per quarter but MTC have not invoiced this year yet. £1,404 plus annual cut charges which is included in the JH Jones monthly contract £395 plus extra pathway cuts: £160 per fortnight since August assume new mower in place February so 12x £160 is £1,920 from the maintenance fund. £2,158 for maintenance. May have to match fund the Friends new mower £84.	£10,400.00	£10,400.00			Caretaking duties £351 £1,404 plus £395 for annual cut makes £1,799 so say £1,900. Say £7k for the shed and £1,500 for the ditch works and installation of water supply for the car park project as identified as supporting maintenance				
102	4825	Shurthold Fields Project Capital Expenditure	£0.00	£0	£27,000.00	£10,000.00	£3,500.00	£0.00	£0.00	£0.00			Car Park and entrance improvement project now this will be next fin year 24/25.	£30,000.00	£10,000.00	£2,500.00		Last times tender (2021) was £22.5k however will need re-quoting in the new year so estimating its £30k. Show 50% coming from loan council after £8k grant from area board in MWPC reserves Car park entrance. MTC confirmed on 18th Dec 23 £1.8k for this project				
PARISH AMENITIES EXPENDITURE			£393,934.24	£1,034,083	£266,642.03	£147,287.03	£15,590.00	£31,276.00	£193,269.00	£436,689.00	£367,979.00	£6,496.00	£12,386.00	£206,379.00	£46,589.00	£32,800.00	£61,100.00					
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	220	Jubilee Sports Field Expenditure																				
104	4212	Safety/PAT Check - % JSF Use- Lagnella & Fire	£3,200.00	£3,463	£3,568.00				£1,800.00	£3,109.00				Monthly PPM Visits plus clean and chlorination of tank to be done Dec. PAT testing and fire alarm service extra £1,189	£3,600.00							
105	4292	Insurance - % JSF Use	£3,150.00	£4,312	£5,024.00				£576.00	£576.00					£565.00				£4,400 all parish insurance			
106	4302	Electricity - % JSF Use	£2,000.00	£1,881	£2,000.00				£665.00	£1,700.00				Smart meter now installed	£1,800.00				Based on this year plus an increase			
107	4312	Gas - % JSF Use	£1,000.00	£2,565	£3,000.00				£322.00	£1,500.00					£2,000.00							
108	4322	Water and Sewage - % JSF Use	£900.00	£360	£450.00				£209.00	£450.00					£500.00							
109	4381	Cleaning Contractor - % JSF Us	£2,900.00	£1,888	£2,750.00				£1,088.00	£2,100.00				Matches have been cancelled recently but up to Nov 23 £1,500 had been spent	£3,000.00				Need to look at quote from cleaner as has not increased charges in several years			
110	4384	WiFi and line		£95	£264.00				£155.00	£320.00				Changed WiFi providers throughout the year- £27.95 per month- £139.75 to year end and also includes additional charges for broadband and line repairs	£420.00				Includes increase in charges for cover for repairs on line and broadband			
111	4401	JSF Grass Cutting/Line Marking	£8,431.90	£8,306	£9,414.00				£4,568.00	£9,414.00				To contract	£9,885.00				To contract plus 5% £9,885			
112	4405	JSF Hedge/ tree Maintenance	£200.00	£1,050	£578.00				£0.00	£578.00				Hedge work not done this financial year yet but assume it will need to be done before year end.	£607.00							
113	4430	Rates - % JSF Use	£835.00	£0	£835.00				£0.00	£0.00				NOTE: Agreed at Asset management 10th July 23 to vine this budget heading to Bowerhill Sports Field spiking	£835.00				Cannot assume we will receive a 100% discount			
114	4700	Grass cutting extra to contract		-£101	£0.00				£450.00	£450.00				FOF Football tournament line marking which they have paid for	£475.00				FOF tournament but Fof reimburse the council for this charge			
115	4721	Repairs & Maintenance - JSF	£1,000.00	£5,199	£1,884.00				£3,222.00	£9,842.00	£7,968.00			2x water expansion tank replacement this year £5,282 plus control panel service and repair £730 extra £1,080 plus issue with water return pump and understand need an electrician to replace relay, plus Replacement base £2,750 say TOTAL spend under this budget this year £3942. The additional amount £7,958 to come from the Bowerhill Capital replacement reserve	£2,000.00	£2,000.00			The building is now 8 years old so might need to replace some items such as the boiler etc which would come from reserves anyway			
116	4740	PITCH AND PAVILION IMPROVEMENTS	£180.00	£0	£1,500.00		£1,500.00		£5,604.00	£7,220.00	£6,385.00			£745.50 spent this year to spike the pitches. Moveable goal posts at £4,858 At Asset July 2023 agreed to spend £1,616 to fertilise the pitches during the football season. NOTE: The council agreed at Asset 10th July 23 to vine the pavilion roof budget to this budget heading. DO AT YEAR END! £6385 to come from sports field maintenance reserve as per finance meeting 12th June 23	£5,750.00	£2,000.00			£3,750 Jones most expensive option for ditch works to prevent waterlogged pitches (could be Football Foundation grant OR part of Suez application for new equipment), £2,000 for spiking and fertilising. Showing £2,000 from the sports field maintenance reserve			
117	4750	Deep Clean	£390.00	£300	£350.00				£350.00	£350.00					£400.00							
118	4770	Waste Collection - %JSF Use	£650.00	£1,238	£600.00				£571.00	£1,000.00				Issues with current contractor may need to look at new contractor before year end.	£850.00				£728 new contract plus extra for extra weight			
119	4781	JSF Bin Emptying	£955.00	£955	£1,051.00				£525.00	£1,051.00				To contract	£1,104.00				To contract plus 5%			
120	4791	Boiler Servicing - % JSF Use	£600.00	£400	£446.00				£420.00	£420.00					£450.00							
121	JUBILEE SPORTS FIELD EXPENDITURE TOTAL		£26,391.90	£31,681	£33,714.00	£0.00	£0.00	£1,500.00	£20,665.00	£40,080.00	£14,343.00	£0.00	£0.00		£34,241.00	£4,000.00	£0.00	£0.00				
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122	320	Allotment Expenditure																				
123	4323	Water - Allotments	£450.00	£373	£475.00				£162.00	£400.00				Waiting for bill	£450.00							
124	4402	Allotment Grass Cutting	£721.75	£722	£795.00				£397.00	£795.00				To contract	£835.00				To contract plus 5%			
124	4722	Repairs & Maintenance - Allotment	£50.00	£1,028	£90.00				£37.00	£90.00					£100.00							
125	4800	Allotment Warden Salary																				
126	4810	Pest Control	£0.00	£0	£0.00				£0.00	£0.00				From reserves if anything comes up	£0.00							
127	ALLOTMENT EXPENDITURE TOTAL		£1,621.75	£3,170	£2,230.00	£0.00	£0.00	£0.00	£1,696.00	£2,623.00	£0.00	£0.00	£0.00		£2,191.00	£0.00	£0.00	£0.00				
128	PARISH AMENITIES TOTAL EXPENDITURE		£422,197	£1,068,934	£301,686.03	£147,287.03	£15,590.00	£32,776.00	£124,873.00	£478,792.00	£382,322.00	£6,496.00	£12,386.00		£236,811.00	£50,589.00	£32,800.00	£61,100.00				
Cost Code			Last Year 2022/23										Current Year 2023/24					Next year 2024/25				
			Budgeted	Actual	Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Actual YTD to end of Oct 23	Estimated Year End	Estimated Year End from Reserves	Estimated Year end from CIL	Estimated Year End from Solar Farm Funding	Comments	Draft Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Comments			
170	COMMUNITY SUPPORT																					

INCOME

Neighbourhood Plan adopted (as at 8th July 2021) therefore an additional 10% of CIL funds is payable to the council on any future developments in the parish

PLANNING APPLICATION	DEVELOPMENT	ADDRESS	TYPE OF DEVELOPMENT	CIL APPLICABLE?	WHOLE 100% CONTRIBUTION TO WILTSHIRE COUNCIL	INCOME IN 2017/18	STATUS	INCOME IN 2018/19	STATUS	INCOME IN 2019/20	STATUS	INCOME IN 2020/21	STATUS	INCOME IN 2021/22	STATUS	INCOME IN 2021/22 THAT IS 10% SHARING POT	STATUS	ESTIMATED INCOME IN 2022/23	ESTIMATED INCOME IN 2022/23 THAT IS 10% SHARING POT	ESTIMATED INCOME IN 2023/24	ESTIMATED INCOME IN 2023/24 THAT IS 10% SHARING POT	ESTIMATED INCOME IN 2024/25	ESTIMATED INCOME IN 2024/25 THAT IS 10% SHARING POT	ESTIMATED INCOME IN 2025/26	ESTIMATED INCOME IN 2025/26 THAT IS 10% SHARING POT	STATUS	TOTAL CONTRIBUTION ON ACTUAL RECEIVED TO DATE	TOTAL CONTRIBUTION FROM CALCULATING 15% OF WILTS COUNCIL 100% VALUE	CORRECT?	
16/09559/FUL	TRAVELODGE, GREGGS & STARBUCKS	Land Adjacent to Commerce Way and The Milk Churn Commerce Way Melksham	Proposed Hotel, Drive-Thru Coffee Shop and Retail Unit together with associated parking and landscaping	YES	£138,427.96	£20,764.18	All 3 tranches were received in 2017/18 (previously advised figure was £14,534.92)	£0.00																			£20,764.18	£20,764.18	YES	
16/05466/FUL	DICK LOVETT	Greenfield site between A350 and Commerce Way Melksham	Erection of new Jaguar Land Rover dealership including new/used car showroom and workshop including MOT with associated parking external used car display and secure compound	NO			Confirmed by Wiltshire Council that not applicable as "Sui Generis" - Have rated separately how unfair it is that this does not contribute CIL, but Travelodge next door with similar impact on community has to.	£0.00																						
16/09699/FUL	WILTSHIRE AIR AMBULANCE	Opposite Outmarsh Farm High Street Semington Melksham	New home for the Wiltshire Air Ambulance Charitable Trust including administrative office space, operational offices, multifunctional training facilities and associated ancillary spaces. Operational uses to include hangar, secure medical storage, helipad, approach strip, fueling and vehicle wash facilities	NO			Confirmed by Wiltshire Council that CIL not applicable as none of the elements of permission attract a CIL charge - Mature of planning classes B1B8 & D1	£0.00																						
15/06732/FUL	SHAW HILL	63 Shaw Hill, Shaw	Alteration of existing dwelling to create 2 detached dwellings, plus the erection of 2 new detached dwellings and associated works.	YES	£31,350.00	£3,056.63	Wiltshire Council confirmed £1,645.88 will be paid last week of March 2018 this covers tranche 3/3. Tranches 1&2 (£3,056.63) already in bank. Tranche 3 not received in 2017/18, advised due to not all funds received from developer, if received by Oct 18 then will be paid in Oct 18.	£1,645.88	Paid 27/1/19 all paid																		£4,702.51	£4,702.50	YES	
17/01096/REM	"Sandridge Place"	Land North of Sandridge Common	Reserved matters approval for the development of 100 dwellings with associated access, infrastructure, parking, landscaping and local area of play	YES	£505,235.50	£0.00	Wiltshire Council confirmed that Tranche 1/3 £22,735.59 will be paid last week of March 2018. Never received in 2017/18, received BACS payable statement from Wiltshire Council to say to be paid early April, never arrived, chased again, new BACS payable statement received.	£22,735.59	Wiltshire Council confirmed that Tranche 2/3 will be paid last week of March 2019. £22,735.59 received May 2018, with 2nd tranche due last week of March 2019 - now saying 1st week of April which is a different financial year!	£53,049.72	Wiltshire Council paid £44,208.19 on 1st April 2019 and 1st July 2019. Paid 2 tranches but at 25% not 15%, so paid £8416.20 but we gave back £3294.92 and £1.56 = £3049.72																£75,785.31	£75,785.33	YES	
16/00497/OUT 17/12514/REM	"Bowood View"	Land East Of Semington Road	Outline application for the erection of up to 150 dwellings with access, new village hall and areas of open space (Resubmission of 14/0720/OUT)	YES	£781,277.83	£0.00	Wiltshire Council confirmed on 19/12/18 that £33,807.50 (Tranche 1 of 3) will be paid April 2019	£0.00	Wiltshire Council confirmed on 19/12/18 that £33,807.50 (Tranche 1 of 3) will be paid April 2019	£73,249.59	Tranche 1 £33,807.50 in April 2019. Tranche 2 £39,442.09 in October 2019	£39,442.09	Actual received 8/10/20, tranche 3 of 3													£112,691.68	£112,691.67	YES		
14/10461/OUT 17/09248/VAR 19/09063/VAR 21/01111/REM	"Hunters Wood/The Acorns"	Land East of Spa Road	Outline application for up to 450 dwellings with associated access and engineering operations, land for extension of medical facilities or community facility, and extension to Eastern Retail Road from Tryme Road to The Spa - Snowberry Lane	YES	£3,006,805.23		ESTIMATE applicable to 270 houses (80% x £8,000 x 15% and then in 3 instalments - 3 x £108,000 in phased payments and some to MTC, all paid October 2019 £100,501.46 Budget recommended 7th Jan 2020 but then £7455.29 received in Jan 2020 and advised Full Council Jan meeting	£174,856.75	Chased Update Dec 18 - only approved 5th December so still awaiting CIL forms to be completed by Hailam Land	£174,856.75	£55,620.36 + £84,522.83 received Jan 2021	(Phase 3, tranche 3 of 3) & £14,686.55 (Phase 1&4 tranche 3 of 3) all received 8/10/20	Received December 2021: Tranche 1 of 1 Phase 3A £1,167.65 Tranche 1 of 1 Phase 3A £356.74 £1,524.39 BUT RECEIVED IN ERROR AND WILL HAVE TO PAY BACK TO WILTSHIRE COUNCIL and therefore have not shown as income and expenditure as will confuse things and will be coded against each other	£0.00													£315,029.94	£451,020.78	£135,990.84 OUTSTANDING. Any paid before end of March 21 to MWPC but after that date to MTC as per CGR	
16/01123/OUT 18/04477/REM	"Pathfinder Place"	Land South West of Western Way	Outline application for residential development of up to 235 dwellings, primary school with early years nursery and open space provision	YES	£1,096,932.77		ESTIMATE applicable to 141 houses (80% x £8,000 x 15% and then in 3 instalments - 3 x £56,400 in phased payments all paid Oct 19 £33,762.92	£33,762.92	Chased Update Dec 18 - added to CIL spreadsheet 17th Dec, so no visibility yet	£33,762.92	£124,648.18	Update 9/12/21 no more funds to com. WC had not updated their published figures															£158,411.10	£164,548.92		
15/09689/FUL	Frogditch Farm, 225 Lower Woodrow	Frogditch Farm, 225 Lower Woodrow	Erection of replacement building	YES	£5,362.50																						£1,340.63	£1,340.63	YES at 25%	
18/06412/FUL	Semington Road	Land north of 486 Semington Road	Proposed new dwelling and access	NO - Self Build																										
18/06413/FUL	Semington Road	Land north of 486 Semington Road	Demolition of existing two storey dwelling & Erection of new two storey dwelling	NO - Self Build																										
18/07286/FUL	Semington Road	Land adj to 488a Semington Road	4 dwellings (1 a self build)	YES	£28,149.84																						£4,222.48	£4,222.48	YES	
18/07286/FUL	Semington Road	Land adj to 488a Semington Road	1 self build	NO - Self Build																										
19/02155/REM	Hack Farm Woodrow	Lower Forest, Woodrow	New self build farm dwelling	NO - Self Build																										
19/08483/FUL	Corsham Road	213A Corsham Road, Whitley	Erection of a dwelling	NO - Self Build																										
20/01276/FUL	Westlands Farm	Westlands Farm, Westlands Lane, Whitley	Change of use of open countryside to extend existing residential curtilage for positioning of Cabin for use as ancillary accommodation	NO - Self Build Annex																										
18/05266/FUL	Oakley Farm	Oakley Farm, Lower Woodrow	Erection of a Farm Shop, Visitor/Educational Centre and Wheelchair Accessible Farm Stay Accommodation	YES	£3,178.15																						£478.72	£478.72	YES Includes the 10% for MTC sharing pot as per adoption of	

WORKING DOCUMENT - Melksham Without Parish Council DRAFT Budget for 2024/25
£56,720

Anticipated General Fund at year end 31/03/2024

Refer to the Reserves Policy which details it should be at least one month's expenditure
For clarity, the General Fund is the carry forward at year end

Opening Balance at 01/04/23	£44,130
Plus: Income for the Year (anticipated at year end 31/03/24)	£456,232
	<hr/>
	£500,362
Less: Expenditure for the Year (anticipated at year end 31/03/24)	£708,574
	<hr/>
	-£208,212
Plus: Expenditure taken from Reserves	£431,817
	<hr/>
	£223,605
Less: Funds put into Reserves	£166,885
Anticipated Balance at close of 31/3/24	£56,720

RESERVES ANALYSIS

Version 12.01.24 - Recommendations of Finance Committee 08.01.24 incorporated

Cost Code	ACTUAL AS AT 31 MARCH 2023	COUNCIL RESERVES	ORIGINAL ESTIMATE FOR BUDGET FOR 2023/24				2023/24 COMMENTS	REVISED ANTICIPATED YEAR END FOR 2023/24				2023/24 COMMENTS	ESTIMATE FOR BUDGET FOR 2024/25				2024/25 COMMENTS			
			TRANSFERS	PLUS Reserves for major projects	Less Spending from Reserves	TOTAL RESERVES		TRANSFERS	PLUS Reserves for major projects	Less Spending from Reserves	TOTAL RESERVES		TRANSFERS	PLUS Reserves for major projects	Less Spending from Reserves	TOTAL RESERVES				
3	321	£348,373.82	New Hall, Berryfield	T10	30000	5000	114741.03	£268,632.79	T10	£13,952.18		£357,926.00	£4,400.00					£4,400.00		
							Transfer: £30000 estimated from CIL from 144 houses Income : £5000 from battery storage at Beanacre, to contribute to battery for hall. Expenditure: £11,719.03 1.5% retention due 5/9/23 one year from handover plus £99000 for loan repayment £4002 for loan interest payment					£19,260 for village hall project comprising of: Final amount of £11,719 now paid. At asset 6th Nov council agreed to pay for a site survey in order for the Trust to obtain another quote for the acoustic improvement so they can apply for a grant - between £300-£500. Final works old village hall £560, £5,905.08 solar battery, insurance, final architect £200) Plus PWL £49,500 Sept 23 repayment and £2,166 Sept 23 interest payment PLUS £287,000 whole outstanding loan repayment in Jan 24.								
4	352	£0.00	To dispose and make good temporary existing portacabin village hall (Berryfield)- CLOSE DOWN RESERVE				£0.00	£0.00					£0.00					£0.00		
5	336	£4,400.00	Shaw Hall				£4,400.00	£4,400.00					£4,400.00					£4,400.00		
6	348	£0.00	New Community Centre, East of Melksham				£0.00	£0.00					£0.00					£0.00		
7	322	£0.00	Office accomodation/relocation				£0.00	£0.00					£0.00					£0.00		
8	349	£1,200.00	Photocopier replacement			1200	£0.00	£0.00				1200	£0.00	New photocopier				£0.00		
9	326	£47,463.57	B'hillsports Field & Pavilion maintenance. LONG TERM REPLACEMENT OF CAPITAL ITEMS				£47,463.57	£47,463.57				7958	£39,505.57	Replacement water tank base and replacement water expansion tank and water heater control panels			£2,000.00	£37,505.57	Building 9 years old so take any expenditure for repairs and maintenance at the pavilion here	
10	343	£21,068.00	B'hillsports Field & Pavilion maintenance				£21,068.00	£21,068.00				6385	£14,683.00				£2,000.00	£12,683.00	Ditch work to improve waterlogged 11 aside pitches- Tony to give a price. £2,500 for spiking and fertilising again. To come from sports field maintenance reserve (possibility of grant funding but not shown as no visibility)	
11	327	£0.00	Shaw Playing Field - Improvement Project				£0.00	£0.00					£0.00					£0.00		
12	337	£40,000.00	Replacement Play Area Safety Surfacing & Equipment LONG TERM CAPITAL REPLACEMENT			5000	£35,000.00	£35,000.00					£40,000.00	To replace equipment and surrounding safety surfacing at Beanacre, have been monitoring for some time (wooden)			£20,000.00	£20,000.00		

Cost Code	ACTUAL AS AT 31 MARCH 2023	COUNCIL RESERVES	ESTIMATE FOR BUDGET FOR 2023/24				2023/24 COMMENTS	REVISED ANTICIPATED YEAR END FOR 2023/24				2023/24 COMMENTS	ESTIMATE FOR BUDGET FOR 2024/25				2024/25 COMMENTS			
			TRANSFERS	PLUS Reserves for major projects	Less Spending from Reserves	TOTAL RESERVES		TRANSFERS	PLUS Reserves for major projects	Less Spending from Reserves	TOTAL RESERVES		TRANSFERS	PLUS Reserves for major projects	Less Spending from Reserves	TOTAL RESERVES				
13	338	£10,000.00			£10,000.00	£0.00	£5k of ringfenced area board funding and £5k in reserve,				£10,000.00				£10,000.00	£0.00				
14	328	£6,000.00				£6,000.00	Recreation & Sports Facility Enhancement				£6,000.00					£6,000.00				
15	341	£10,850.00			£10,850.00	£0.00	Defibrillator replacement every 8 years				£10,850.00					£10,850.00				
16	329	£4,000.00				£4,000.00	General Highway & Footpath / Lighting				£4,000.00				£0.00	£4,000.00				
17	330/331	£5,006.21				£5,006.21	Legal fees			£3,000.00	£2,006.21	Whole list of legal fees anticipated this fin year		£3,000.00		£5,006.21	To top reserve back up			
18	332	£5,765.67				£5,765.67	Community Projects/Match Funding			£6,310.00	£3,700.00	£8,375.67	This is the surplus from the grant funding not spend in 23/24 vied in to the reserve			£8,375.67				
19	334	£14,000.00				£14,000.00	Elections	Need to start thinking of a putting some money in here! Discussion is that Parish Councils will have to pay for ALL ELECTIONS (the 4 yearly ones too) moving forward - so in May 2025. Need to put money into this reserve over next 2 years to pay for this - chasing final decision on this, its what WC have mentioned to clerks and what sort of cost we are looking at for the parish. I think we have looked at £6k per polling station and think we have 6 polling stations and the cost of polling cards by post - £36k; so £18k this year and £18k next year. We already have £36k in reserve but need for any potential bi elections POST SCRIPT HAVE REDUCED FOLLOWING DISCUSSION WITH INTERNAL AUDITOR 21/12/22 AS WC WILL BE RUNNING THEIR OWN AT SAME TIME SO CAN'T BE THAT SORT OF COST, JUST A PROPORTION. So have shown at 50%			£767.00	£13,233.00	Uncontested election Bowerhill £767. The budget assumes Stefanos seat will be co-opted			£13,233.00	MWPC will have to pay for the May 25 elections estimated at £9k. If Stefanos seat is a contested election there will be no reserve to pay for the May 25 elections so this can be addressed at budget setting in Jan 25. Cou;d do with putting some more in here but will have to come from general contingency if needed.			
20	335	£9,463.34				£9,463.34	Contingency - staffing				£9,000.00	£463.34	Increase in staffing costs due to SCP increases and NJC		£10,000.00	£10,463.34	To top up reserve			
21	339	£28,471.00			£2,000.00	£26,471.00	Contingency - replacement / renewal of council assets (including Wiltshire Council assets) and instead of insuring low value street furniture items TO BE RENAMED STREET FURNITURE RESERVE	Mariannes notes following meeting - Figures didn't match budget spreadsheet and this one- £2,000 was on the budget spreadsheet coming from reserves under the Street furniture budget heading, however it doesn't seem to be detailed in this spreadsheet so have shown coming from this				£28,471.00			£6,000.00	£22,471.00				
22	340	£30,242.77				£30,242.77	General Contingency				£12,486.00	£17,756.77	£1,650 new equipment part photocopier, keyboard and new laptop for councillor and microwave. £4,264 remainder of staffing contingency cost increase. £500 for the Allotment and asset databases (IT Support). £6,072 for the NHP expenditure				£17,756.77			
												£0.00					£0.00			
24	342	£26,571.36	T10	-£30,000.00	£51,016.77	£6,456.00	£41,132.13		T10 & T11	-£47,363.98	£85,027.95	£6,456.00	£57,779.33	T10 -£13,952.80 is the CIL from Buckley Gardens but only moving to the Berryfield Village Hall reserve the amount needed to pay all outstanding expenditure and full loan and leave £4,400 in Reserve & T11-£33,411.18 is moving the	T13	-£38,419.34	£96,048.35	£32,800.00	£82,608.34	T13- £38,419.34
25	353	£5,123.31	T11		£34,011.18		£39,134.49		T11	£34,011.18		£0.00	£39,134.49	Bowerhill Mitchel Drive (Market Place) will be paid for by MTC). To come from CIL 10% sharing pot	T13	£38,419.34		£20,200.00	£57,353.83	Say two RTIs at £6,600 each
26	333	£36,441.61			£17,547.00	£51,100.00	£2,888.61	Sandridge Solar Farm Community Funding			£17,547.41	£12,386.00	£41,603.02			£17,547.00	£51,100.00	£8,050.02		

27	347	£80,008.26	Shurnhold Fields Open Space Maintenance Contribution		£2,000.00	£78,008.26			£9,877.00	£70,131.26				£10,400.00	£59,731.26	£1,404 plus £395 for annual cut makes £1,799 so say £1,900. Say £7k for the shed and £1,500 for the ditch works and installation of	
28	351	£0.00	COVID GRANTS FROM WILTSHIRE COUNCIL (2ND) received due to rateable value of Bowerhill Sports Field and Pavilion			£0.00	Close reserve			£0.00					£0.00		
29		£0.00	potential funding coming in from WESSEX WATER FOR BEANACRE COMMUNITY PROJECT		£5,000.00	£5,000.00				£0.00					£0.00		
30	354	£8,361.00	NEW RESERVE: EMR SSE Grant for MCS		£680.50	£7,680.50	Majority spent in Y1, remainder in Y2 and Y3		£500.00	£7,861.00				£7,861.00	£0.00		
31		£0.00	Berryfield Public Art fund from Wiltshire Council - as RINGFENCED			£0.00				£0.00					£0.00		
32		£0.00	NEW RESERVE - to show potential funding coming from CAWS for SID#3 AS RINGFENCED		£2,500.00	-£2,500.00				£0.00					£0.00		
		£0.00	Real Time Information		£9,073.03	£9,073.03	ADDED AT FULL COUNCIL PLUS £7K SHOWN IN EXPENDITURE			£0.00					£0.00		
			David Wilson Contribution for footbridge between Buckley Gardens and Bowood View										£20,000.00		£20,000.00		
33		£0.00	Davey (Pathfinder) Play Area s106 Maintenance Contribution AS RINGFENCED		£176.00	-£176.00	Spend will be £100 ROSPA inspection and budget assumes that this will be the no safety surface clean trial site		£58,000.00	£176.00	£57,824.00	For ROSPA inspection			£180.00	£57,644.00	ROSPA inspection
34		£742,809.92	TOTAL RESERVES		£121,647.98	£206,703.53	£657,754.37		£166,885.36	£431,817.00	£478,477.66			£146,595.35	£162,541.00	£462,532.01	
35			ADJUSTMENT TO RESERVES														

Solar Farm Community Fund

Version 12.01.24 - Recommendations of Finance Committee 08.01.24 incorporated

In Bank 16th November 23

Balance brought forward from 31st March 2023	£36,441.61
Amount received in 2023/24	£17,547.41
TOTAL FUND AVAILABLE	£53,989.02

Anticipated Spend in 2023/24

Safety surfacing clean for play areas & MUGAs less trial site x 1 per year	£2,868.00
Tree Inspections and resulting tree work	£1,786.00
Roundabout grass cutting and maintenance (ex Carsons Tyres)	£1,089.00
Weedspraying	£3,438.00
Speed Indicator Device- Erection and mounting brackets and running costs	£1,205.00
Street Furniture	£2,000.00
Play Areas	£0.00
TOTAL SPEND IN 2023/24	£12,386.00

ACTUAL balance as at 31st March 2024 **£41,603.02**

Anticipated receipt in 2024/25 **£17,547.00**
TOTAL FUND AVAILABLE £59,150.02

Anticipated Spend in 2024/25

Safety surfacing clean for play areas & MUGAs less trial site x 1 per year	£2,900.00
Weedspraying	£3,500.00
Falcon Way Bus Shelter & RTI	£16,500.00
Speed Indicator Device- Erection and running costs	£5,200.00
Play Area resurfacing and repairs	£20,000.00
Street Furniture	£3,000.00

TOTAL SPEND IN 2024/25 £51,100.00

Anticipated balance as at 31st March 2025 **£8,050.02**

Version 12.01.24 - Recommendations of Finance Committee 08.01.24 incorporated

	BUDGET 2017/18	BUDGET 2018/19	BUDGET 2019/20	BUDGET 2020/21	BUDGET 2021/22	BUDGET 2022/23	BUDGET 2023/24	BUDGET 2024/25	
Expenditure									
Allotments	£2,000.00	£1,800.00	£1,980.00	£2,062.00	£1,871.75	£2,011.75	£2,230.00	£2,191.00	
Sports Field	£22,980.00	£25,720.00	£19,725.00	£24,086.00	£26,391.50	£28,751.50	£33,714.00	£34,241.00	
General	£191,899.75	£240,725.80	£180,628.00	£280,209.00	£566,803.24	£1,116,907.18	£475,895.03	£456,618.00	
Total Expenditure								£493,050.00	
Adjustment to Reserves	£25,150.00	-£19,489.14	£87,922.00	£217,738.00	-£352,117.14	-£834,788.38	-£116,350.50		
									Plus: Funds put into Reserves
									£146,595.35
TOTAL EXPENDITURE	£242,029.75	£248,756.66	£290,255.00	£524,095.00	£242,949.35	£312,882.05	£395,488.53	£639,645.35	
Income									
Allotments	£2,234.25	£2,207.25	£2,059.00	£2,059.00	£2,512.50	£2,483.00	£2,512.50	£2,882.00	
Sports Field	£2,887.50	£2,300.00	£2,220.00	£2,900.00	£5,620.00	£9,150.00	£6,135.00	£13,225.00	
General	£58,908.00	£54,157.67	£84,868.00	£297,902.00	£22,039.80	£65,560.00	£141,570.00	£199,405.35	
									Plus: Spending from Reserves
									£162,541.00
TOTAL INCOME	£64,029.75	£58,664.92	£89,147.00	£302,861.00	£30,172.30	£77,193.00	£150,217.50	£378,053.35	
Shortfall to fulfil with Precept	-£178,000.00	-£190,091.74	-£201,108.00	-£221,234.00	-£212,777.05	-£235,689.05	-£245,271.03	£261,592.00	
PRECEPT REQUEST	£178,000.00	£190,091.74	201,108.10	221,234.00	217,977.05	235,689.05	245,271.03	261,592.00	<i>This is a typed number, remember to alter, not in a formula</i>

Difference from end of meeting and figures here are correcting a £1500 entry in CIL expenditure for noticeboards for Buckley Gardens and Townsend Farm that we removed from the expenditure in the budget during the meeting, but hadnt taken from the CIL expenditure spreadsheet

Precept Analysis

AGENDA ITEM

Version 23.01.23 - APPROVED AT FULL COUNCIL

Year	Precept	Tax Base	Average Band D household pays	Increase/Decrease in Precept on last year	Increase/Decrease in Precept on last year	Increase/Decrease on Band D payment on last year	Increase/Decrease on Band D payment on last year
2024/25	£ 261,592.00	2908.62	£ 89.94	£ 16,320.97	6.65%	£ 5.23	6.17%
2023/24	£ 245,271.03	2895.42	£ 84.71	£ 9,581.98	4.10%	£ -	0.00%
2022/23	£ 235,689.05	2782.41	£ 84.71	£ 17,712.00	8.10%	£ 2.60	3.16%
2021/22	£ 217,977.05	2654.78	£ 82.11	-£ 3,256.95	-1.50%	£ 1.78	2.21%
2020/21	£ 221,234.00	2754.09	£ 80.33	£ 20,126.00	10.01%	£ 4.64	6.13%
2019/20	£ 201,108.10	2656.84	£ 75.69	£ 11,016.36	5.80%	£ 0.72	0.97%
2018/19	£ 190,091.74	2535.46	£ 74.97	£ 12,091.74	6.79%	£ 4.78	6.81%
2017/18	£ 178,000.00	2535.97	£ 70.19	-£ 43,000.00	-19.46%	£ 1.25	1.81%
2016/17	£ 221,000.00	3205.60	£ 68.94	£ 54,576.41	32.79%	£ 15.62	29.29%
2015/16	£ 166,423.59	3121.00	£ 53.32	£ 42,927.17	34.76%	£ 11.69	28.08%
2014/15	£ 123,496.42	2966.74	£ 41.63				

Please make sure the red box equals box B on your precept return.

Please follow the link below and check your contact details are the same as last year. If they have changed, please complete the section below with any new details

[Town and parish spending - Wiltshire Council](#)

Melksham without		Please complete these boxes ONLY if different from last years entry (please follow link in above or in the letter to Wiltshire Council website)	
Address:	First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES		
Telephone:	01225 705700		
e-mail:	clerk@melkshamwithout-pc.gov.uk		
website:	www.melkshamwithout-pc.gov.uk		
Expenditure	2024/25 (£)	2023/24 (£)	
Administration	170,543	142,618	
Parish Amenities	236,811	301,586	
Community Support	85,696	67,635	
Total gross expenditure	493,050	511,839	
Less			
Income	215,512	150,218	
Use of reserves	15,946	116,351	
Council tax support funding from Wiltshire Council	0	0	
Budget requirement (precept)	261,592	245,271	= Box B on precept return

Any queries please call Tina Winfield 01225 718584 or e-mail financialplanning@wiltshire.gov.uk

Marianne Rossi

From: Teresa Strange
Sent: 18 December 2023 11:49
To: Marianne Rossi
Subject: FW: Precepts over £140k 2024/2025
Attachments: Over 140k spreadsheet MASTER sheet 2024-25.xlsx

Importance: High

From: financial planning <financialplanning@wiltshire.gov.uk>

Sent: 18 December 2023 11:32

To: 'clerk@aveburyparishcouncil.org' <clerk@aveburyparishcouncil.org>; 'mailbox@boxparish.org.uk' <mailbox@boxparish.org.uk>; 'townclerk@bradfordonavontowncouncil.gov.uk' <townclerk@bradfordonavontowncouncil.gov.uk>; 'calne@calne.gov.uk' <calne@calne.gov.uk>; 'finance@chippenham.gov.uk' <finance@chippenham.gov.uk>; 'dmartin@corsham.gov.uk' <dmartin@corsham.gov.uk>; 'nicolaarthurs@crickladetowncouncil.gov.uk' <nicolaarthurs@crickladetowncouncil.gov.uk>; 'townclerk@devizes-tc.gov.uk' <townclerk@devizes-tc.gov.uk>; 'clerk@downtonparishcouncil.gov.uk' <clerk@downtonparishcouncil.gov.uk>; 'clerk@durringtontowncouncil.gov.uk' <clerk@durringtontowncouncil.gov.uk>; 'parish-clerk@laverstock-ford.co.uk' <parish-clerk@laverstock-ford.co.uk>; 'info@ludgershall-tc.gov.uk' <info@ludgershall-tc.gov.uk>; 'Claire.Mann@malmesbury.gov.uk' <Claire.Mann@malmesbury.gov.uk>; 'townclerk@marlborough-tc.gov.uk' <townclerk@marlborough-tc.gov.uk>; 'townhall@melkshamtown.co.uk' <townhall@melkshamtown.co.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; 'lindseywood@merewilts.org' <lindseywood@merewilts.org>; 'the.clerk@pewsey-pc.gov.uk' <the.clerk@pewsey-pc.gov.uk>; 'deborah.lawrence@purtonparishcouncil.gov.uk' <deborah.lawrence@purtonparishcouncil.gov.uk>; 'finance@royalwoottonbasset.gov.uk' <finance@royalwoottonbasset.gov.uk>; 'finance@salisburycitycouncil.gov.uk' <finance@salisburycitycouncil.gov.uk>; 'townclerk@tidworthtowncouncil.gov.uk' <townclerk@tidworthtowncouncil.gov.uk>; 'info@trowbridge.gov.uk' <info@trowbridge.gov.uk>; 'admin@warminster-tc.gov.uk' <admin@warminster-tc.gov.uk>; 'info@westburytowncouncil.gov.uk' <info@westburytowncouncil.gov.uk>; 'clerk@wiltontowncouncil.gov.uk' <clerk@wiltontowncouncil.gov.uk>

Subject: Precepts over £140k 2024/2025
Importance: High

Dear Sir/Madam

Town and Parish Councils which have a Precept Requirement in excess of £140,000 are required to provide a breakdown of their service expenditure and income to the public.

Please see link below to the Councils website where it was published in March 2023.

[Town and parish spending - Wiltshire Council](#)

In order to update this information for 2024/25, please see the attached template which we would be grateful if you could update and return back by the end of January 2024 to financialplanning@wiltshire.gov.uk

If you intend to change the presentation of your expenditure breakdown in any way (re-wording/re-categorising etc) then please can you call Tina Winfield on 01225 718584 to discuss. This may require re-stating the figures for 2023/2024 and it is essential that the totals for that year do not change.

Best wishes,

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

31st December 2023

Dear Teresa,

Interim Audit Cover Letter

An audit was carried out by Kevin Rose on Wednesday 20 December 2023. This was the interim internal audit, part of the annual internal audit coverage of the Council. Prior to the audit a 'Pre-Audit' was carried out remotely which tested items which are required to be published on the Councils website.

The audit was undertaken using the standard IAC Audit Checklist, that we use for all Local Councils, which has 202 items. A total of 139 items were tested during this audit, including items that were examined and tested as part of the pre-audit process. The balance of 63 items will be checked during the Year End audit.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

- Petty cash (Box F)
- Exemption from External Audit (Box K)
- the Transparency Code (for Smaller Authorities) (Box L)
- Trust Funds (Box O)

Areas subject to audit were;

- the Accounting system and records (Box A)
- the Payment system (Box B)
- Risk and insurance (Box C)
- Budget and precept setting and monitoring (Box D)
- Income billing, collection and VAT (Box E)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)
- the Exercise of Public Rights (Box M)
- the Publication of the Annual Governance and Accountability Return (Box N)

IAC Audit & Consultancy Ltd.

Registered in England No 09753929 VAT Reg No 220 6715 38

23 Westbury Road, Yarnbrook, Wiltshire, BA14 6AG

Email: admin@audit-iac.com Tel:01225 775511

Of the 104 applicable items tested a Positive response was obtained in respect of 100 tests. There were 4 Negative responses identified and 6 Observations were made, details of which are set out in the attached Interim Internal Audit Observations.

Summary of tests undertaken during this audit

Positive response	100
Negative response	4
Not Applicable to your Council	35
Total tests carried out	139

I am pleased to advise that no 'Non-Compliances' were identified at this stage that would give rise to a negative response on the statutory Annual Internal Audit Report.

One matter that I would particularly like to draw to the Council's attention is the review of Risk. It is a requirement of the Annual Governance Statement and Annual Internal Audit report to confirm that a review of Risk has been carried out during the financial year. As at the date of the Interim audit this has not yet been done. The Council must ensure that such a review is conducted and formally recorded in the Minutes prior to the end of the financial year.

I would like to express my thanks for the assistance and hospitality provided to me during my audit.

Yours sincerely,



Kevin Rose ACMA
Director

Interim audit summary Melksham Without Parish Council

(shaded Internal Control Objectives are not applicable to your Council)



Interim Audit Date 20 December 2023

Internal Control Objective		N/A	Tested	Positive	Negative	Observations	Non Compliance
Box A	Appropriate accounting records have been properly kept throughout the financial year.		6	6	0	0	
Box B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	5	35	33	2	3	
Box C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		5	4	1	1	
Box D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	1	15	15	0	0	
Box E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	2	23	22	1	2	
Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	9	N/A	N/A	N/A	N/A	
Box G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.		0	0	0	0	
Box H	Asset and investments registers were complete and accurate and properly maintained.		0	0	0	0	
Box I	Periodic bank account reconciliations were properly carried out during the year.	1	6	6	0	0	
Box J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.		2	2	0	0	
Box K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	3	N/A	N/A	N/A	N/A	
Box L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	7	N/A	N/A	N/A	N/A	
Box M	The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).		5	5	0	0	
Box N	The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).		7	7	0	0	
Box O	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	7	N/A	N/A	N/A	N/A	
Totals		35	104	100	4	6	0

Melksham Without Parish Council
Financial Year 2023-24



IAC Audit and Consultancy Ltd

Interim Internal Audit Observations

Audit date: 20 December 2023

B *This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Are bank signatory arrangements (the bank mandate) in accordance with Financial Regulations?	Yes	<i>It is understood that the Council has recently received a bank card in the name of a former employee from Lloyds bank. Other Councils have also experienced an issue with Lloyds whereby former employees and Councillors have been reactivated as users on the Lloyds banking system.</i>	Council to contact Lloyds and confirm that they only have on record currently authorised Councillors and Staff.	Medium	To do- We will contact both Lloyds Bank and Unity Trust Bank to ensure that all signatories listed on their records are correct.
2	Has the Council formally Minuted confirmation of bank signatory arrangements?	No	<i>From a review of records it was not possible to verify when the Council reviewed and confirmed the bank signatory arrangements.</i>	Council to formally review and confirm the bank signatory arrangements. This should include formal confirmation of the bank signatories and the mandate to apply on the Councils bank accounts, for example ' any two to sign'.	High	On Finance Committee 8th Jan finance agenda to confirm.
3	If the Council is a tenant under leases, are the lease agreements current?	No	<i>The Council is a tenant at the Community Centre and of a Play Area and allotments. The allotments are rented from a farm who rents other land from Council, so the two agreements (as landlord and tenant) net off. It appears that the tanancies have continued based on a Frming Business Tenancy. It is unclear whether the Council has had specific legal advice on this. <i>It is also understood that the Council has not registered its ownership of Shaw village hall at the Land Registry.</i></i>	The Council to consider whether it should obtain formal legal advice in respect of the allotment land and agricultural land. The Council to arrange to register Shaw village hall with the Land Registry.	Medium	The council to consider the allotment land leases at the next Asset Management meeting (5th Feb) so that the next steps can be agreed. The Shaw Village Hall land registration is an outstanding action for officers still to do.

C *This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council, as a body, has undertaken a formal review of risk (this cannot be delegated to sub-committee) - Interim Audit	No	<i>As at the date of the Interim Audit the Council had not formally Minuted a review of Risk</i>	The review of Risk is a key requirement of both the Annual Governance Statement and the Annual Internal Audit Report. The Council MUST ensure that it Minutes a formal review of Risk prior to the end of the financial year.	Advisory	To do review at Finance Committee 8th Jan

E *Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Has the Investment Strategy been subject to annual review?	No	<i>It was noted that the Council is planning on holding funds with the CCLA PSDF (a Money Market Fund). This is not in compliance with the Council's Investment Policy which requires, in 2.3 (iv), that "All investments will be made in UK banks and building societies".</i>	The Council to review its Investment Policy in the light of its decision to hold funds with the CCLA Public Sector Deposit Fund. If appropriate the Council to include the PSDF within 2.3 (iv) of the Investment Policy.	High	On agenda for Finance Committee 8th Jan to amend in line with what the council are now actually doing.
2	Is there an appropriately approved schedule of fees and charges which is published on the Councils website?	Yes	<i>The Council maintains a listing of fees of charges. It was noted that the Council does not publish the charges for Bowerhill Jubilee Sports Field.</i>	The Council to consider publishing the fees and charges for the Bowerhill Jubilee Sports Field.	Low	Is now published on parish council website under parish amenities- Bowerhill Sports Field.

Receipts for Month 9

Nominal Ledger Analysis

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

Payments for Month 9

Nominal Ledger Analysis

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

Receipts for Month 9

Nominal Ledger Analysis

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

Payments for Month 9

Nominal Ledger Analysis

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

Continued on Page 201

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
20/12/2023	Aquasafe Environmental Ltd	V3680-BACS	4,350.00		725.00	4721	220	2,750.00	Inv.205-Replacement tank base
						4576	142	875.00	Inv.205-Drinking water fountain
20/12/2023	HM Revenue & Customs	V3681-BACS	2,384.07			4041	130	777.27	Period 9- December 2023
						4000	130	417.00	Period 9- December 2023-T
						4000	130	276.45	Period 9- December 2023-NI
						4020	130	206.40	Period 9- December 2023-T
						4020	130	139.25	Period 9- December 2023-NI
						4010	130	207.20	Period 9- December 2023-T
						4010	130	139.70	Period 9- December 2023-NI
						4460	142	178.40	Period 9- December 2023-T
						4800	320	10.00	Period 9- December 2023-T
						4070	120	32.40	Period 9- December 2023-T
20/12/2023	Wiltshire Pension Fund	V3682-BACS	2,005.41			4045	130	1,531.15	Period 9- December 2023
						4000	130	217.86	Period 9- December 2023
						4020	130	128.09	Period 9- December 2023
						4010	130	128.31	Period 9- December 2023
20/12/2023	St Barnabas Church	V3683-BACS	10.00			4420	142	10.00	082-Beanacre Play Area rent
20/12/2023	John Glover	V3689-BACS	48.60			4070	120	48.60	December Chairs allowance
20/12/2023	Wiltshire Council	V3691-BACS	3,226.37			4510	142	3,226.37	Inv.191-Drop kerbs Halifax Rd
20/12/2023	Wiltshire Council	V3692-BACS	855.40			4510	142	855.40	Portal Way village gateway
28/12/2023	Teresa Strange	V3684-BACS	████████			4000	130	████████	December 2023 Salary
28/12/2023	Lorraine McRandle	V3685-BACS	████████			4020	130	████████	December 2023 Salary
						4155	120	1.20	Milk for meetings
						4370	120	6.00	Dishwasher tablets
						4070	120	19.96	Council Xmas cards
						4120	120	1.95	Postage for Notices & posters
						4120	120	3.20	Postage for Cllr agenda pack
						4155	120	6.00	Coffee for office
						4120	120	175.00	Purchase of 1st & 2nd class st
28/12/2023	Marianne Rossi	V3686-BACS	████████		1.86	4010	130	████████	December 2023 Salary
						4120	120	2.75	Postage for formal complaint l
						4120	120	1.95	Notices & Posters postage
						4070	120	12.75	Refreshments- Dec meeting
						4155	120	1.45	Milk for meeting
						4070	120	10.88	Refreshments- Dec meeting
						4070	120	6.34	Refreshments- Dec meeting
28/12/2023	Terry Cole	V3687-BACS	████████			4460	142	████████	December 2023 Salary
						4050	142	47.50	Travel Allowance
						4051	142	50.85	Mileage x113 miles

Total Salaries
December 23

£6,617.93

Continued on Page 202

Payments for Month 9

Nominal Ledger Analysis

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

Receipts for Month 9

Nominal Ledger Analysis

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

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/12/2023	Current Account & Instant Acc	S19877806	652,000.00			200		652,000.00	V3650-Fixed Term Deposit retur
Total Payments for Month			652,000.00	0.00	0.00			652,000.00	
Balance Carried Fwd			0.00						
Cashbook Totals			<u>652,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>652,000.00</u>	

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		55,824.62					55,824.62	
	Banked: 11/12/2023	670,000.00						
V3669	Unity Bank	670,000.00			220		670,000.00	Transfer from Unity to Instant
	Banked: 31/12/2023	1,696.10						
V3701-INTE	Unity Trust Bank	1,696.10			1080	110	1,696.10	Interest
Total Receipts for Month		671,696.10	0.00	0.00			671,696.10	
Cashbook Totals		<u>727,520.72</u>	<u>0.00</u>	<u>0.00</u>			<u>727,520.72</u>	

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		727,520.72						
	Cashbook Totals		<u>727,520.72</u>	0.00	<u>0.00</u>			<u>727,520.72</u>	

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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 General Account Income</u>								
1076 Precept	235,689	245,271	245,271	(0)			100.0%	
1. 1080 Bank Interest Received	37	12,286	2,500	(9,786)			491.4%	
2. 1100 Grants and Donations RCVD	8,361	3,000	12,500	9,500			24.0%	
1120 Shaw VH and Playing Field-Rent	20	10	20	10			50.0%	
1130 Photocopying and YE Account Sa	70	28	50	22			56.5%	
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	260,296	278,143	292,341	14,198			95.1%	0
Net Income	260,296	278,143	292,341	14,198				
6001 less Transfer to EMR	24,480	0						
Movement to/(from) Gen Reserve	235,816	278,143						
<u>120 Administration costs</u>								
4070 Chairs Allowance	816	749	900	151		151	83.2%	
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	0	2,600	2,600		2,600	0.0%	
1. 4120 Postage	992	661	600	(61)		(61)	110.2%	
2. 4130 Photocopying	2,408	2,934	750	(2,184)		(2,184)	391.2%	
4140 Bank Charges	161	118	185	67		67	64.0%	
3. 4150 Admin and Stationery	817	877	500	(377)		(377)	175.4%	
4. 4155 Refreshments Comm Events	136	140	150	10		10	93.3%	
5. 4160 Minute Books Binding	0	0	750	750		750	0.0%	
4175 Email & Cloud hosting	1,087	928	1,200	273		273	77.3%	
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	619	850	231		231	72.8%	
6. 4200 Room Hire/Zoom	789	117	300	183		183	39.0%	
7. 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%	
8. 4230 Advertising	162	0	500	500		500	0.0%	
9. 4240 Quarterly Newsletter	990	0	2,000	2,000		2,000	0.0%	
10. 4250 Land Search Fee	20	67	50	(17)		(17)	134.0%	
11. 4351 New Equip & Furniture	5,132	36	1,200	1,164		1,164	3.0%	
4352 Office Relocation	1,800	0	0	0		0	0.0%	
12. 4370 Cleaning Materials	33	42	50	8		8	83.2%	
13. 4390 Professional Services	1,500	(250)	0	250		250	0.0%	
4391 GDPR Compliance	35	35	35	0		0	100.0%	

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Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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	<u>22,957</u>	<u>7,384</u>	<u>14,475</u>	<u>7,091</u>	<u>0</u>	<u>7,091</u>	<u>51.0%</u>	<u>0</u>
Net Expenditure	<u>(22,957)</u>	<u>(7,384)</u>	<u>(14,475)</u>	<u>(7,091)</u>				
6000 plus Transfer from EMR	3,300	0						
Movement to/(from) Gen Reserve	<u>(19,657)</u>	<u>(7,384)</u>						
130 Staffing								
4000 Clerk's Salary							83.7%	
4010 Finance & Amenities Officer Sa							79.9%	
4020 Parish Officer Salary							80.8%	
4041 NI - EmployER	9,564	7,520	9,800	2,280		2,280	76.7%	
4045 Superannuation - EmployER	17,201	14,376	17,338	2,962		2,962	82.9%	
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	<u>119,803</u>	<u>95,319</u>	<u>116,770</u>	<u>21,451</u>	<u>0</u>	<u>21,451</u>	<u>81.6%</u>	<u>0</u>
Net Expenditure	<u>(119,803)</u>	<u>(95,319)</u>	<u>(116,770)</u>	<u>(21,451)</u>				
140 Council Office Costs								
4270 Office Rent - Campus	6,920	8,192	11,373	3,181		3,181	72.0%	
Council Office Costs :- Indirect Expenditure	<u>6,920</u>	<u>8,192</u>	<u>11,373</u>	<u>3,181</u>	<u>0</u>	<u>3,181</u>	<u>72.0%</u>	<u>0</u>
Net Expenditure	<u>(6,920)</u>	<u>(8,192)</u>	<u>(11,373)</u>	<u>(3,181)</u>				
142 Parish Amenities								
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	<u>2,663</u>	<u>2,381</u>	<u>13,500</u>	<u>11,119</u>			<u>17.6%</u>	<u>0</u>
1190 Defibrillator- OLD	3,519	0	0	0		0	0.0%	
4049 Defibrillator	0	3,922	12,430	8,509		8,509	31.5%	
4050 Caretaker Travel Allowance	570	428	570	143		143	75.0%	
4051 Caretaker Mileage & Parking	578	449	500	51		51	89.7%	
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	3,857	3,387	(470)		(470)	113.9%	

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Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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	1,437	2,156	719		719	66.7%	
16. 4410 ROSPA Inspections	569	1,636	1,613	(23)		(23)	101.4%	
17. 4415 Tree Inspections and Work	0	1,786	2,300	514		514	77.6%	
4420 St Barnabas Annual Rent	10	10	10	0		0	100.0%	
4460 Caretaker Salary							76.3%	
18. 4490 Repair & Maintenance - Parish	3,215	2,253	3,904	1,651		1,651	57.7%	
19. 4500 Weedspraying	2,473	3,438	2,684	(754)		(754)	128.1%	
4510 CATG Contributions	0	4,082	25,000	20,918		20,918	16.3%	
20. 4540 Speed Indicator Device	3,575	405	4,338	3,933		3,933	9.3%	
4545 New Bus Shelter	0	0	16,500	16,500		16,500	0.0%	
21. 4560 Shaw & Whitley Flood Resource	923	(217)	500	717		717	(43.4%)	
22. 4575 Village Halls & Play Areas (Ne	480	13,331	18,700	5,369		5,369	71.3%	
23. 4576 Drinking Water Fountains	0	875	0	(875)		(875)	0.0%	
24. 4582 New Berryfield Village Hall Pr	569,467	18,760	11,719	(7,041)		(7,041)	160.1%	
4583 PWL Capital Payment	99,000	49,500	99,000	49,500		49,500	50.0%	
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	973	3,000	2,027		2,027	32.4%	
25. 4600 Bus Shelters Cleaning	0	150	1,100	950		950	13.6%	
26. 4780 Play Area - Bin Emptying	630	1,374	950	(424)		(424)	144.6%	
4785 Replacing Wiltshire Council bi	1,134	0	2,000	2,000		2,000	0.0%	
27. 4820 Shurnhold Fields Project	1,980	2,711	2,000	(711)		(711)	135.5%	2,711
28. 4825 Shurnhold Fields CAPITAL Expen	0	0	27,000	27,000		27,000	0.0%	
Parish Amenities :- Indirect Expenditure	<u>1,034,084</u>	<u>125,311</u>	<u>265,642</u>	<u>140,331</u>	<u>0</u>	<u>140,331</u>	<u>47.2%</u>	<u>2,711</u>
Net Income over Expenditure	<u>(1,031,421)</u>	<u>(122,930)</u>	<u>(252,142)</u>	<u>(129,212)</u>				
6000 plus Transfer from EMR	1,002,924	2,711						
Movement to/(from) Gen Reserve	<u>(28,497)</u>	<u>(120,219)</u>						
170 Community Support								
3. 1480 Neighbourhood Plan Income	2,098	(0)	0	0			0.0%	
1485 Grants	0	5,000	0	(5,000)			0.0%	
Community Support :- Income	<u>2,098</u>	<u>5,000</u>	<u>0</u>	<u>(5,000)</u>				<u>0</u>
29. 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	1,700	1,935	235		235	87.8%	
4670 Melks Public Toilets Contrib	2,591	0	7,500	7,500		7,500	0.0%	
4675 Real Time Information- Bus She	0	0	7,000	7,000		7,000	0.0%	
30. 4680 Neighbourhood Plan	7,942	3,607	2,000	(1,607)		(1,607)	180.3%	

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Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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
31 4685 Melksham Community Support	0	11,266	11,500	234		234	98.0%	
Community Support :- Indirect Expenditure	<u>41,235</u>	<u>51,662</u>	<u>67,635</u>	<u>15,973</u>	<u>0</u>	<u>15,973</u>	<u>76.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(39,137)</u>	<u>(46,662)</u>	<u>(67,635)</u>	<u>(20,973)</u>				
6000 plus Transfer from EMR	18,465	0						
Movement to/(from) Gen Reserve	<u>(20,672)</u>	<u>(46,662)</u>						
<u>210 Jubilee Sports Field Income</u>								
4. 1210 Football Bookings	11,450	8,722	6,000	(2,722)			145.4%	
1260 Hire of Lounge/Kitchen Area un	75	0	135	135			0.0%	
1270 Pavilion & Field Grants	0	2,400	0	(2,400)			0.0%	
Jubilee Sports Field Income :- Income	<u>11,525</u>	<u>11,122</u>	<u>6,135</u>	<u>(4,987)</u>			<u>181.3%</u>	<u>0</u>
Net Income	<u>11,525</u>	<u>11,122</u>	<u>6,135</u>	<u>(4,987)</u>				
<u>220 Jubilee Sports Field Expenditu</u>								
4212 Safety/PAT Check - % JSF Use	3,463	2,735	3,568	833		833	76.6%	
32 4282 Insurance - % JSF Use	4,312	576	5,024	4,448		4,448	11.5%	
4302 Electricity - % JSF Use	1,681	1,146	2,000	854		854	57.3%	
33 4312 Gas - % JSF Use	2,565	798	3,000	2,202		2,202	26.6%	
4322 Water and Sewage - % JSF Use	360	209	450	241		241	46.5%	
4381 Cleaning Contractor - % JSF Us	1,888	1,496	2,750	1,254		1,254	54.4%	
4384 WiFi & Line- Pavilion	65	221	264	44		44	83.5%	
4401 JSF Grass Cutting/Line Marking	8,306	6,091	9,414	3,323		3,323	64.7%	
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%	
34 4721 Repairs & Maintenance - JSF	5,199	12,925	1,884	(11,041)		(11,041)	686.1%	
4740 Pitch & Pavilion Improvements	0	746	1,500	755		755	49.7%	
4750 Deep Clean	300	350	350	0		0	100.0%	
35 4770 Waste Collection - %JSF Use	1,238	674	600	(74)		(74)	112.4%	
4781 JSF Bin Emptying	955	700	1,051	351		351	66.6%	
36 4791 Boiler Servicing - % JSF Use	400	420	446	26		26	94.2%	
Jubilee Sports Field Expenditu :- Indirect Expenditure	<u>31,682</u>	<u>29,537</u>	<u>33,714</u>	<u>4,177</u>	<u>0</u>	<u>4,177</u>	<u>87.6%</u>	<u>0</u>
Net Expenditure	<u>(31,682)</u>	<u>(29,537)</u>	<u>(33,714)</u>	<u>(4,177)</u>				
6000 plus Transfer from EMR	3,445	0						
Movement to/(from) Gen Reserve	<u>(28,237)</u>	<u>(29,537)</u>						

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Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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
310 Allotment Income								
1310 Berryfield Allotment Rents - C	1,298	2,750	1,373	(1,377)			200.3%	
1320 Briansfield Allotment Rent - C	1,199	2,490	1,140	(1,350)			218.4%	
Allotment Income :- Income	2,496	5,239	2,513	(2,726)			208.5%	0
Net Income	2,496	5,239	2,513	(2,726)				
320 Allotment Expenditure								
4323 Water - Allotments	373	182	475	293		293	38.4%	
4402 Allotment Grass Cutting	722	529	795	266		266	66.6%	
4722 Repairs & Maintenance - Allotm	1,028	37	60	23		23	61.4%	
4800 Allotment Warden Salary							68.8%	
Allotment Expenditure :- Indirect Expenditure	3,170	1,367	2,230	863	0	863	61.3%	0
Net Expenditure	(3,170)	(1,367)	(2,230)	(863)				
6000 plus Transfer from EMR	585	0						
Movement to/(from) Gen Reserve	(2,585)	(1,367)						
350 CIL								
1420 Community Infrastructure Levy	12,014	1,201	50,000	48,799			2.4%	
CIL :- Income	12,014	1,201	50,000	48,799			2.4%	0
Net Income	12,014	1,201	50,000	48,799				
6001 less Transfer to EMR	12,014	0						
Movement to/(from) Gen Reserve	0	1,201						
400 S106								
1170 Wiltshire Council Contribution	425,998	0	31,000	31,000			0.0%	
S106 :- Income	425,998	0	31,000	31,000			0.0%	0
Net Income	425,998	0	31,000	31,000				
6001 less Transfer to EMR	425,998	0						
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	717,090	303,086	395,489	92,403			76.6%	
Expenditure	1,259,850	318,773	511,839	193,066	0	193,066	62.3%	
Net Income over Expenditure	(542,760)	(15,687)	(116,350)	(100,663)				
plus Transfer from EMR	1,028,719	2,711						
less Transfer to EMR	462,492	0						
Movement to/(from) Gen Reserve	23,467	(12,976)						

Total Staff Salaries:

Actual Last Year
£103,066Actual Year to date
£81,974Budgeted for staff salaries 2023/24
£101,530

Quarterly income and expenditure report analysis for Qtr3

October. November & December 2023

Income:

- 1. (1080) Bank Interest-** The council have done monthly fixed term deposits this year and opened an easy access account which also pays interest. Due to the increase in interest rates the return on funds has been more than expected this year. At Dec 23 Full Council meeting you agreed to put funds in the CCLA Public Sector Deposit Fund which provides c5% interest on funds in the fund so the council will be receiving more interest in the last quarter of the financial year.
- 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. (1480) Neighbourhood Plan Income-** This is for the amount invoiced to MTC for their share of costs towards the Melksham Neighbourhood Plan. We haven't invoiced MTC yet in this financial year as we want to send one invoice for their share of all of the NHP costs.
- 4. (1210) Football Bookings-** The income from football bookings is much higher than anticipated. FOF have undertaken various half term and summer training camps during the year as well as evening training sessions. Their evening sessions are now indoors due to the dark evenings but they normally undertake training camps during February half term so we expect more income to come in. FOF FC still have their weekend blanket booking and we have three adult teams who still have matches to be played, especially as some in recent times have been cancelled due to the weather.
- 5. (1310 & 1320) Allotment income-** You will note 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. We will make the adjustment at year end and 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 has gone up to £1.25). We are over budget; however, in December we purchased some stamps which should last us until the end of the financial year.
2. **(4130) Photocopying-** We have purchased a new photocopier so the expenditure for this has come out of here; however, should have come out of the new equipment and furniture cost code (4351) so a journal will be needed 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 are still over budget for the year on photocopying. We are doing less photocopying as we are not printing the volume of agenda packs that we used to either, but still do some such as notices and posters, accounts for signing etc. As we have purchased a new copier the printing costs etc are less than before so we are expecting the costs to be lower for the last quarter of the year.
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 so it is anticipated that we will not need to purchase more before the end of the financial year. The other large expenditure under this code is the gusseted envelopes for agenda packs, but as we are not sending out very many anymore this should last us for a while without us needing to purchase more. 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 the % spend expected at this stage of the financial year and is 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 but they are invoiced for this use.
5. **(4160) Minute book binding-** We haven't taken the minutes for binding yet and there is at least two years' worth to do but we are hoping this will be undertaken before the end of the financial year.
6. **(4200) Room hire & Zoom-** Spend is lower than anticipated as 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.
7. **(4210) Safety/PAT Check-** The office PAT check is done once a year and was done in December 23. There should be no more spend from this cost code in this financial year.

8. **(4230) Advertising-** As at December this code is showing no spend this year; however, we have done some advertising recently for the grants and we will be doing a co-option one.
9. **(4240) Quarterly Newsletter-** A winter newsletter has been done for the January edition so there will be some spend from this cost code in this financial year.
10. **(4250) Land Search fees-** We set a minimal budget for this, but 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.
11. **(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.
12. **(4370) Cleaning materials office-** This cost code is for cleaning items for the office. Spend to date for this has been mostly for the dishwasher. It is slightly over budget for the % expected at this stage of the financial year; however, the initial budget for this was minimal and don't expect that there will be much more spend on this in this financial year.
13. **(4390) Professional fees-** There is a – in actual year to date in this cost code as we haven't been charged for the fees associated with the Berryfield Village Hall lease yet which related to the last financial year. We are expecting more costs for professional fees this year for the Kestrel and Berryfield play area leases.
14. **(4055) Staff Training-** We are over budget on staff training, but the overspend was agreed at the staffing committee 26th June to come from the staffing contingency reserve.
15. **(4400) Play Area Grass cutting-** This is to contract but also includes the grass cutting for Whitworth Play Area which is an additional cost.
16. **(4410) ROSPA Inspections-** As well as the annual ROSPA inspection this cost code also includes the quarterly play area inspections.
17. **(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 has now been undertaken.

- 18. (4490) Repairs & Maintenance Parish-** Most of the expenditure in this cost code was for the maintenance of the former Carson Tyre Roundabout (to come from solar farm funding). We are no longer maintaining the roundabout so we shouldn't see the level of expenditure as we would have seen if we were still maintaining it. There will still be some expenditure under this cost code as asset management have agreed to relocate the Kestrel Court notices board from the side of the old fish and chip shop building onto legs so there will be costs associated with this.
- 19. (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.
- 20. (4540) Speed Indicator Device-** SID hasn't been put up for most of the financial year so far, but the hope is that we will get them deployed in Janu 24.
- 21. (4560) Shaw & Whitley Flood Resource-**There is a minus in this section which is an accrual made at year end for CAWS CEG WIFI and line rental which relates to the last financial year. We are still awaiting the bill and this will be chased. .
- 22. (4575) Village halls & Play Areas-** All spend under this cost code was for the works undertaken at Whitworth Play Area.
- 23. (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 was why there is no budget for this year) but due to complications with its installation was not done. The expenditure for this is to come from CIL.
- 24. (4582) Berryfield Village Hall-** We have now paid the full amounts for the village hall construction, Architect, solar battery, final fees for the old village hall demolition. The only other expenditure in this cost code is for the village hall insurance which has been reimbursed by the village hall trust under income. All expenditure bar the insurance is to come from the village hall reserve.
- 25. (4600) Bus Shelter Cleaning-** Has been budgeted to be done once a quarter, have been charged for cleaning undertaken in QTR 1 but has not send invoice in for QTR 2 & 3 will chase this up again.
- 26. (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.

- 27. (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.
- 28. (4825) Shurnhold Fields Capital-** We budgeted our share of the costs associated with the Shurnhold Fields car park and entrance improvement project. We now think this will be in the next financial year.
- 29. (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.
- 30. (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 will be invoiced their share for shortly.
- 31. (4685) Melksham Community Support-** We have paid for QTR 1, 2 & 3 for the provision of the MCS service. 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. All other expenditure from this code is for the phoneline costs.
- 32. (4282) Insurance Sports Field-** The journal has now been done for the sports field split of the insurance costs. The council approved to go with a new insurance provider which has lower insurance costs so its much lower than anticipated at budget setting.
- 33. (4312) Pavilion Gas-** Lower than anticipated but we have only been billed up to November 23 so will be expecting more expenditure for gas to come.
- 34. (4721) Repairs and Maintenance JSF-** This is high and is over budget but during this year we have had expenditure 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 expenditure is for the replacement base that the tank sits on and expansion tank replacements. There will be more expenditure to come for the control panel service and repair.

35. (4770) Waste collection- This is over budget and we have had continuous issues with service during this year. We have recently moved to a new provider for this service due to a poor level of service from our previous providers. Additional waste weight over the agreed contract is charged as extra which is why the expenditure is higher under this code.

36. (4791) Boiler service- This is a for the annual service which has already been done this financial year so no more expenditure for this service is expected this year.

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 02027655	29/12/2023		6,266.82
			6,266.82
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			6,266.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			6,266.82
		Balance per Cash Book is :-	6,266.82
		Difference is :-	0.00

Councillor 1:

NameSignedDate

Councillor 2:

NameSignedDate

Clerk & RFO:

NameSignedDate

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

Your Account

Sort Code 30-98-75
Account Number 02027655

TREASURERS ACCOUNT

01 December 2023 to 31 December 2023

Money In	£652,686.97	Balance on 01 December 2023	£23,859.70
Money Out	£670,147.85	Balance on 31 December 2023	£6,266.82

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Dec 23	GALE SIMON DEVIZESPITCHHIRE	FPI	✓ 132.00	- 03698	23,859.70
04 Dec 23	TRANSFER WMTT S19877806-730	DEP	652,553.75	- 03690 - 02027655	676,413.45
05 Dec 23	GLOVER JOHN 091-MR300419 FP23339O17675024 070436	FPI	- 03697 1.22 ✓		676,414.67
08 Dec 23	006150	CHQ		670,000.00 ✓	6,414.67
15 Dec 23	DAISY 4736739 3058886	DD	- 03695	33.54 ✓	6,381.13
15 Dec 23	DAISY 4736742 3058887	DD	- 03694	45.53 ✓	6,335.60
29 Dec 23	SUEZ R&R 0089051833	DD	- 03696	68.78 ✓	6,266.82

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Bank Reconciliation Statement as at 31/12/2023
for Cashbook 2 - Unity Bank

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	31/12/2023	120	27,256.26
			<u>27,256.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			27,256.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			27,256.26
		Balance per Cash Book is :-	27,256.26
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Your Account Statement



For Businesses. For Communities. For Good.

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

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

Date: 31/12/2023

Account Name: Melksham Without Parish Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20371502

Your arranged overdraft limit is £0.00

Our new Online Banking is now available for everyone to use, giving you benefits like a refreshed new look, with simpler navigation. Finding your way around on a desktop or mobile phone is easier than ever.



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](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us

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

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
04/12/2023		Balance brought forward	£0.00	£0.00	£57,098.22
08/12/2023	Credit	Credit 000030	U3668 £0.00	£670,000.00	£727,098.22
11/12/2023	Direct Debit	Direct Debit (EDF ENERGY)	U3699 £216.53	£0.00	£726,881.69
11/12/2023	Transfer	Transfer to 20476339	U3669 £670,000.00	£0.00	£56,881.69

Page number 1 of 3

Statement number 120

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Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
18/12/2023	Direct Debit	Direct Debit (LLOYDS BANK PLC)	U3693 £254.27 ✓	£0.00	£56,627.42
20/12/2023	Faster Payment Debit	B/P to: HMRC Cumbernauld	U3681 £2,384.07 ✓	£0.00	£54,243.35
20/12/2023	Faster Payment Debit	B/P to: JH Jones Sons	U3674 £42.00 ✓	£0.00	£54,201.35
20/12/2023	Faster Payment Debit	B/P to: Radcliffe Fire	U3677 £100.44 ✓	£0.00	£54,100.91
20/12/2023	Faster Payment Debit	B/P to: Wiltshire Council	U3691 £3,226.37 ✓	£0.00	£50,874.54
20/12/2023	Faster Payment Debit	B/P to: St Barnabas Church	U3683 £10.00 ✓	£0.00	£50,864.54
20/12/2023	Faster Payment Debit	B/P to: Wiltshire Council	U3692 £855.40 ✓	£0.00	£50,009.14
20/12/2023	Faster Payment Debit	B/P to: Office Right	U3675 £125.92 ✓	£0.00	£49,883.22
20/12/2023	Faster Payment Debit	B/P to: Agilico	U3693 £87.00 ✓	£0.00	£49,796.22
20/12/2023	Faster Payment Debit	B/P to: JH Jones Sons	U3671 £1,765.12 ✓	£0.00	£48,031.10
20/12/2023	Faster Payment Debit	B/P to: Wiltshire Pension	U3682 £2,005.41 ✓	£0.00	£46,025.69
20/12/2023	Faster Payment Debit	B/P to: Radcliffe Fire	U3676 £137.16 ✓	£0.00	£45,888.53
20/12/2023	Transfer	B/P to: Shaw Whitley Com	U3678 £3,700.00 ✓	£0.00	£42,188.53
20/12/2023	Faster Payment Debit	B/P to: JH Jones Sons	U3672 £192.00 ✓	£0.00	£41,996.53
20/12/2023	Faster Payment Debit	B/P to: Aquasafe	U3680 £4,350.00 ✓	£0.00	£37,646.53
20/12/2023	Faster Payment Debit	B/P to: Agilico	U3670 £2,504.40 ✓	£0.00	£35,142.13
20/12/2023	Faster Payment Debit	B/P to: Aquasafe	U3679 £840.00 ✓	£0.00	£34,302.13
20/12/2023	Faster Payment Debit	B/P to: John Glover	U3689 £48.60 ✓	£0.00	£34,253.53
28/12/2023	Faster Payment Debit	B/P to: TERRY COLE	U3687 [REDACTED] ✓	£0.00	[REDACTED]
28/12/2023	Faster Payment Debit	B/P to: DAVID COLE	U3688 [REDACTED] ✓	£0.00	[REDACTED]
28/12/2023	Faster Payment Debit	B/P to: TERESA STRANGE	U368 [REDACTED] ✓	£0.00	[REDACTED]
28/12/2023	Faster Payment Debit	B/P to: Lorraine McRandle	U3685 [REDACTED] ✓	£0.00	[REDACTED]
28/12/2023	Faster Payment Debit	B/P to: MARIANNE ROSSI	U3686 [REDACTED] ✓	£0.00	[REDACTED]
31/12/2023	Fee	Service Charge	U3700 £29.70 ✓	£0.00	£27,256.26

Page number 2 of 3

Statement number 120

Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

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Additional information

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A copy of our fees and charges can be found on our website – **<https://www.unity.co.uk/terms-and-conditions/>**

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

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**Bank Reconciliation Statement as at 31/12/2023
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	31/12/2023		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/12/2023
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	31/12/2023	9	727,520.72
			<u>727,520.72</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			727,520.72
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			727,520.72
		Balance per Cash Book is :-	727,520.72
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Your Account Statement



For Businesses. For Communities. For Good.

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

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

Date: 31/12/2023

Account Name: Melksham Without Parish Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20476339

Our new Online Banking is now available for everyone to use, giving you benefits like a refreshed new look, with simpler navigation. Finding your way around on a desktop or mobile phone is easier than ever.

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



Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: unity.co.uk

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Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/11/2023		Balance brought forward	£0.00	£0.00	£55,824.62
11/12/2023	Transfer	Transfer from 20371502	£0.00	£670,000.00	£725,824.62
31/12/2023	Credit Interest	Credit Interest	£0.00	£1,696.10	£727,520.72



Grant Application Details

Project	New tractor mower
Application Reference	ABG1544
Submitted On	11 Jan 2024 01:18:55

▼ [Project Details](#)

Grant type	Community Area Grant
Amount of funding required	£1001 - £5000
Applied on behalf of Town/Parish Council	No
Further details of any contact with the local Town/Parish Council regarding this project	<p>Yes Shurnhold Fields is owned jointly by Melksham Without Parish Council and Melksham Town Council (Title sits with MWPC as can only have one legal entity). The Friends of Shurnhold Fields are the group of volunteers who maintain the fields for community use. The parish and town council are aware of this project and support it, and representatives of both councils were in attendance at the recent Friends AGM on 14th November 23 when the project was discussed, and noted at both councils afterwards.</p>
Summary	<p>The Friends have been using a volunteer's own mower for a number of years for both grass cutting but more importantly to provide transport for the trailer for moving all sorts of equipment, plants, tree saplings, clearance of vegetation etc. This mower is no longer functioning due to old age and the Friends are looking to purchase a new fit for purpose tractor mower to aid all of their maintenance working parties, and to provide all of the cut grass walkways between the features (rare species orchard, WW1 memorial trees, wildflower meadow, picnic benches, access to the stream).</p>
Area Board	Melksham
Organisation	Friends of Shurnhold Fields

▼ [Financial Details](#)

My organisation is a newly formed group without published accounts	No
Your latest accounts	November 2023
Total income	£ 0.00
Total expenditure	£ 660.73
Surplus / deficit for the year	£ -660.73

Free reserves currently held	£ 0.00
Unable to fund from organisation's reserves for the following reason(s)	The group does not have any reserves.
Total cost of the project	£ 8674.00
Funding required from Area Board	£ 4337.00

▼ Expenditure Details

Item	Amount (£)
Park SevenHundredW lawn mower	5899.00
Front cutter Combi Q Plus	2069.00
Galvanised Pro Cart	706.00
TOTAL	£ 8674.00

▼ Income and Contribution Details

Item	Amount (£)	Confirmed
Area Board Grant	4337.00	No
Melksham Without Parish Council and Melksham Town Council maintenance fund for Shurnhold Fields	4337.00	Yes
TOTAL	£ 8674.00	

▼ Additional Details

Council Missions

- We have vibrant, well-connected communities - This field was abandoned by Persimmon and is now a mini country park. Community members are now connected in a way they never were before, both those from Shurnhold, Roundponds and Dunch Lane (who never met because of busy A365 between them) and the new housing at George Ward Gardens. Its a real focal point for daily visits as well as regular working parties.
- We take responsibility for the environment - The group have planted a rare species orchard with Wiltshire Heritage varieties of apples and pears, many trees with 200 WWI memorial trees, and a tree nursery to improve their growth. Wildflower meadow. Arboricultural work to the trees on the South Brook to improve light and shade areas for wildlife. Working parties to keep back the blackthorn to allow other species to thrive. Offcuts used for bug hotels and to make habitat for frog, hedgehog, snakes etc. Stream clearance.

Local priority themes being supported

1. improve opportunities for all children and young people - the space and opportunity for many families to visit and run free, explore nature - especially the stream 2. strengthen the local economy, protect and enhance the environment and tackle local deprivation - free to access for all so provides a focal point for deprived families, it enhances the environment as detailed above

Project benefits for community and project monitoring

The residents of both the neighbouring areas, with a large pool from the new housing development at George Ward Gardens (235 houses) and the areas of Shurnhold, Roundponds and Dunch Lane. Plus the local villages of Shaw, Whitley and Atworth. Particularly Beanacre as the Right of Way leads to Beanacre from the fields. Many local people walk their dog twice a day, and many drive there from other parts of Melksham. Some people go there in their lunch break who work in Melksham. The development of a car park by the two councils will give more access to those by vehicle.

How will those involved in the project be protected and safeguarded?

The friends have regular working parties and record the attendees and have risk assessments in place. Their insurance is currently covered by Melksham Without Parish Council but they are looking to obtain their own Public Liability Insurance moving forward. The fields are checked weekly from a H&S perspective by Melksham Town Council amenity staff and an annual independent ROSPA inspection is also undertaken.

How will this project support the council's ambition for Wiltshire to become carbon neutral by 2030?

The grant application is for a lawn mower and cart to aid the volunteers working on this environmental project.

How will this project support equality and inclusion?

The project definitely promotes inclusion, as detailed above, it has really brought together members of the existing community by providing a focal point, as well as those from the new development and wider afield. Its free to access, so provides a good opportunity for those that are deprived. The mown paths and many benches, maps, and features mean its a lovely place for a gentle walk and a friendly face to encourage those that don't take much exercise to take a walk in a pleasant, welcoming space, and provides it for those who live in flats or with small gardens. An easy, safe way to explore nature on your doorstep.

If the project will continue after the Wiltshire Council funding has run out, how will the project continue to be funded?

Supported by Melksham Without Parish Council and Melksham Town Council as owners.

▶ [Uploaded Evidence Documents](#)

▶ [Notes](#)

I would like to apply this grant application to another Area Board

Select Area Board and Continue

Cancel

[Contact](#) [View privacy statement](#)



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Lorraine McRandle

Subject: FW: MTC to approve use of Shurnhold Fields maintenance sum for grant application
Attachments: Shurnhold Fields Minutes 28th September 2023 FIN.docx; Friends of Shurnhold Fields grant application.pdf

From: Teresa Strange
Sent: 15 January 2024 10:36
To: Committee Clerk <committee.clerk@melksham-tc.gov.uk>
Subject: MTC to approve use of Shurnhold Fields maintenance sum for grant application

Hi Andrew
Please see attached.

1. Shurnhold Fields working party minutes resolved that the s106 maintenance fund (held in the MWPC bank account) could be used to match fund a grant application for a lawn mower for the Friends of Shurnhold Fields
2. The grant application to the Area Board, showing the match funding of £4,337

Could you please arrange for the Town Council to approve please. MWPC will be doing at their Full Council meeting on 22nd Jan. The maintenance sum sits at c£80k at present.

The alternative is that the maintenance fund continues to pay for J H Jones to cut the grass, and the volunteers do not have the use of their cart/trailer which is preventing the working parties at moment, and the grass cutting to all the features as Jones are just cutting the main drag. Or the maintenance fund pays for all of the new mower.

Many thanks
Teresa

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

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

Want to keep in touch?
Follow us on facebook: [Melksham Without Parish Council](#) or [Teresa Strange \(Clerk\)](#) for additional community news
On twitter: [@melkshamwithout](#)
On Instagram: [melkshamwithoutpc](#)

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MINUTES OF SHURNHOLD FIELDS WORKING GROUP MEETING
On Thursday 28th September 2023 at 7.00pm
held at Melksham Without Parish Council Offices (First Floor), Melksham
Community Campus, Market Place, SN12 6ES

Present: Councillor J Glover (MWPC)
Councillor D Pafford (MWPC)
Councillor P Aves (MTC)
Councillor S Mortimer (MTC)
Councillor P Alford (MTC)
Andy Newman (Friends of Shurnhold Fields)
Teresa Strange – Clerk MWPC
David Elms – Amenities Manager MTC

1. WELCOME, HOUSEKEEPING AND ANNOUNCEMENTS

Teresa welcome everyone to the meeting, and explained the evacuation procedure in the event of a fire. It was noted that this meeting will be recorded to aid note taking of the meeting.

2. TO NOTE TERMS OF REFERENCE

Teresa reminded everyone of the terms of reference for the working party.

3. ELECTION OF CHAIR (MTC)

It was noted that the last meeting was chaired by a member of MWPC, which means that a member of MTC would need to be elected as chair for this evening's meeting, in line with the Terms of Reference.

Councillor Alford took the chair.

4. APOLOGIES

It was noted that, as MTC had appointed four reps to this working party and only three members had a vote, Councillor Rabey stood down prior to this meeting.

Teresa advised that Councillor Patacchiola was hoping to attend the meeting; however, he was delayed on his way home from work.

5. DECLARATIONS OF INTEREST

There were no declarations of interest.

6. NOTES

To approve as an accurate record the Notes and confidential notes of the last meeting held on Thursday 8th September 2021

Resolved: The minutes of the meeting held on 8th September 2021 be approved.

7. CAR PARK AND ENTRANCE IMPROVEMENT PROJECT

- a) To note progress with applications made for land drainage, Environment Agency and highways consent and consider any feedback received to date.**

Tersea explained that at the last meeting, the working party reviewed the drawings and tenders received for the car park and entrance improvement project. The drawing and tender were approved; however, to date, the works have been unable to commence due to the Environment Agency not granting permission for the works to go ahead. It was explained that permission wasn't granted because the car park site was within 8 meters of a watercourse, in an area where there was known flooding. This was despite the works being to the specification set out by Danny Everett, the Principal Drainage Engineer at Wiltshire Council, who was going to use the spoil to create bunds to prevent flooding in the area. As a result of this, Danny Everett applied to the Environment Agency for £150k to put in flood prevention works at Shurnhold Fields using the land owned by both councils, to put in flood prevention measures to dwellings on Dunch Lane. Teresa had just received confirmation from Danny that he had been successful in obtaining the funding to undertake the proposed flood prevention works; as such, this means that this has now become a Wiltshire Council project. As part of the wider scheme, Danny has the authority to give permission for the car park and entrance project to go ahead.

Councillor Alford advised that Wiltshire Council would need to agree to the scheme for it to go ahead. Teresa advised that she had spoken to Danny with regard to this, and he felt confident that it would be approved as it was to his specification and met the criteria for Land Drainage consent. In addition, Danny had met reps from Wessex Water on site to look at using their spoil from the current mains drainage works in Beanacre to build the bunds to the rear of the Dunch Lane houses, which would be a cost-saving for Wiltshire Council. It was noted that the flood prevention works would need to be completed before the car park improvement works could be started.

Teresa explained that with regard to timeframes for the works, the Wessex Waters main drainage works were due to be completed before Christmas, so the hope was that the spoil from these works could be collected before then, in order for the flood mitigation works to start. She was, however, unable to confirm an exact date as to when the work would be completed at this stage.

Teresa explained that as part of this process, the residents of Dunch Lane needed to be written to; this was to inform them of the work that was due to take place. She suggested that it would be more appropriate if the letter came from the town council, as this was in their parish. It was explained that Danny was also happy to attend a public meeting hosted by the councils.

Teresa reported that Wiltshire Council highways had now confirmed that they were happy with the visibility splays following receipt of latest drawings, so that was now in order.

Everyone welcomed the news of the successful grant for flood prevention work and looks forward to hearing about a start date in due course.

b) To consider way forward with tenders – to re-tender or negotiate with approved contractor and seek new quotes for capital items (shed) nearer project completion

It was noted that the tender that was originally approved for this project is now two years old, and therefore expired. Teresa queried whether the working party wished to go out to tender for this project again once there was a firmer date as to when the car park project could start. The alternative to this would be to negotiate any price increase with the successful tender, bearing in mind that all of the tenders were quite close together in terms of cost last time, and the successful tenderer was chosen based on how local to the area they were. After a discussion, it was agreed that officers should not go out to tender again for the project due to the time involved for both officers and the contractors to put together another tender response. It was suggested that officers should contact I&B Ayliffe Ltd, the successful contractor to ascertain whether they were still interested in doing the work first, as there was no point in asking for a cost at this juncture until a firmer date was known as to when work was able to start.

Teresa reminded members that the councils were awarded £5,000 from the Area Board for this project, with the remaining amounts being split 50/50 between the two councils. This was budgeted by both councils at the time; however, two years had now passed since this project had been agreed. Teresa confirmed that the parish council had £10,000 plus the £5,000 from the Area Board in an earmarked reserve, but suggested that this may need to be checked by MTC to ensure that they still have budgeted for this expenditure.

Resolved: To not go back out to tender for the car park improvement project and contact I&B Ayliffe Ltd to see whether they are still interested in the works. Negotiations on a price increase to take place with the contractor once a firm date is known for the works to start if I&B Ayliffe Ltd confirms that they are still interested in the project.

8. ONGOING MAINTENANCE

a) To note tree work contracted to Acer by MWPC and work undertaken.

Teresa explained that the parish tree inspections were undertaken every 27 months, so they were in different seasons. This inspection had recently been undertaken, and the trees at Shurnhold Fields were included in the schedule. Teresa reported that a number of trees had been rated as either high or medium risk; therefore, the necessary tree works have already been undertaken at a cost of £700 + VAT, with the spend coming from the Shurnhold Fields maintenance 106 contribution held by Melksham Without.

b) To note grass cutting being undertaken by J H Jones since volunteers' mower out of action with associated costs and to consider way forward

It was noted that the current mower that the Friends used for grass cutting at Shurnhold Fields was broken beyond repair. As the mower was out of action, JH Jones had been contracted to undertake the cutting of the pathways in the interim until a decision could be made on a way forward. It had been confirmed that the town council amenities had no capacity to undertake the work.

Andy confirmed that the Friends would be happy to continue the grass cutting if a new mower was purchased. He explained that the original mower was a standard sit-on one and felt that any new mower purchased needed to be of a bigger size due to the amount of land that needed to be covered. Andy explained that on top of the pathway grass cutting, there was more grass cutting that was required at the field, for example, around the WW1 trees, so any new mower needed to have the ability to do this work as well. It was clarified that if the councils were to purchase a new mower for the Friends to use, JH Jones would not be required to grass cut on a regular basis and would only need to undertake the annual cut of the whole field that had previously been agreed. Andy explained that the shed, which was part of the car park project, would be required to safely store the mower. It was noted that the shed was unable to be purchased until the car park improvement works had been finished.

Councillor Alford queried with Andy whether he had an idea of the cost of a new mower. Andy confirmed that he hadn't done any investigations into mowers yet; however, as explained above, he felt that a bigger one was required, even if it was a second-hand one. Councillor Aves felt that there needed to be caution around purchasing a second-hand mower, as this may mean that it's not working at its full performance. It was also queried about what would happen with the equipment in the instance of the Friends of Shurnhold Fields folding. It was confirmed that the equipment would be returned to both councils to use and maintain the field. Teresa queried with Andy whether the Friends had a constitution detailing that the equipment would

be returned to both councils if the group folded. Andy agreed that he would check this.

It was highlighted that the dimensions of the shed would also need to be looked at once the model of the mower was established to ensure that it would fit. It was noted that this could mean that the shed may cost more than originally anticipated, depending on the size required.

It was queried whether the s106-maintenance contribution could be used for the mower. Teresa explained that she had previously asked for clarity from the s106 officer at Wiltshire Council on what the fund could be used for. They explained that the developer, Persimmon, had provided the funding for the maintenance of the land, so this principle needed to be applied when using the funds to purchase items. This is why every time an item is purchased for Shurnhold Fields, it is clearly stated in the minutes where the money is coming from; for example, the shed will be coming from the maintenance fund because it is to store the maintenance tools. The car park project; however, is not for maintenance, so the fund is unable to be used for the project.

Councillor Glover advised that there were grant funding sources that the Friends could apply to for funding towards a new mower, such as the Town and Parish Council and Area Board. Teresa advised that BRAG (Bowerhill Residents Action Group) had recently received a grant from the Wessex Water bio-diversity fund, so she would have a look to see what others were around that could be applied to. It was felt that it would be a good idea for the Friends to apply for some funding towards the cost of a new mower. Teresa also explained that the Friends were currently grass cutting under the parish council's public liability insurance, so they may wish to have their own insurance, funds for that could also be applied for in a grant application.

It was felt that the Friends needed to investigate further what model mower would be suitable for their requirements so that they had an idea of the costs in the first instance. This would then aid any grant funding applied for to go towards the purchase of a new mower. It was noted that some grant funding streams expect an element of match funding, which could come from the s106 maintenance funding.

Resolved: The Friends of Shurnhold Fields to investigate a suitable mower to meet their requirements so that a cost could be determined to aid any grant funding towards the mower applied for. If match funding is required, the s106 maintenance fund could be used.

c) Update from Melksham Town Council on

i) Bin Emptying Schedule

David explained that the bins were emptied three times a week, on Monday, Wednesday, and Friday at Shurnhold Fields. He explained

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that there had previously been discussions around reducing the number of times the bins were emptied each week to reduce the cost. He felt that if this were the agreed way forward, it would make the loads heavier for his team to carry, which would increase the risk of injury.

It was felt that to make the bin emptying collections more manageable for the MTC amenities team, the weekly bin emptying schedule should be kept to three times per week.

Resolved: To keep the bin emptying collections at three times per week as per the current schedule.

ii) Amenities Team maintenance activities

David reported that apart from replacing a few bolts on the bridge, there wasn't any other maintenance repairs to note.

iii) Issues arising from weekly visual inspections

David highlighted that as part of the weekly bin emptying, his team undertakes a visual inspection of the field to ensure that there aren't any safety issues that need to be addressed. He advised that the fence on the top right-hand side of the field has a lot of weeds that would need to be removed as they will eventually weaken the fence. It was not causing an issue at the moment, but it will in the future if this isn't actioned. It was noted that weed killer would solve this issue; however, MTC has a policy of not using glyphosate. Teresa advised that the parish council does undertake weed spraying and use glyphosate, but the side of the field that this issue was on was the town council's side of the boundary.

Teresa highlighted that Himalayan balsam has previously been cleared at the brook to stop it from going further down the water course. She explained that there was legislation in place that stated that it should be removed and shouldn't be allowed to grow wild due to its invasive nature. She advised that it may be too late to clear it now as it would have gone to seed, which would spread it more. Councillor Glover had found some information around this issue and advised that under the Wildlife and Countryside Act 1981, it is an offense to plant or cause Himalayan Balsam to grow in the wild. Himalayan Balsam can be pulled; however, this should be done between the months of April-June before it sets seed. There are also issues around disposing of it if it is unable to be piled up on site. If it has to be taken away from the site, it will have to be collected as controlled waste and must be disposed of at a landfill site that is authorised to accept it.

It was felt that, as it was now too late to remove it this year, it needed to be left and revisited at the next working party to determine how best to remove it.

ACTION: To include the removal of the Himalayan Balsam at Shurnhold Fields on the next working party agenda to determine the best way forward on how to remove it.

d) To consider ROSPA inspection report (if received)

Not received.

9. FRIENDS OF SHURNHOLD FIELDS

To note any minutes from “Friends” meetings held since the last working party and consider any new requests

Andy advised that the Friends haven't had any meetings but had one scheduled for this coming Monday, so he would report back on the items discussed at this meeting.

10. RESIDENT REQUESTS

To consider request for gate access to field and right to horse ride through field for access

Teresa explained that she had received two requests from residents to have access to the field to horse ride through. One of the requests received was asking for access through Shurnhold Fields to Dunch Lane. They have requested for a small gateway to be made to allow them access into the field, as their horse was stabled on land adjacent to Shurnhold Fields. The other request received appeared to be of a similar nature. Members expressed concerns with regards to the safety of members of the public using the field, especially once the car park was complete. This was because there may be instances where cars are coming one way and a horse unexpectedly comes the other way, which could be a safety issue for both the rider and horse as well as the car driver. Once one request like this has been approved, it sets a precedent for all other requests like this to be approved as well, which increases safety concerns. Teresa highlighted that once the entrance has been completed, there will be a height barrier coming into the car park. With regard to the request relating to a private entrance into the field, this was unable to be approved due to the fact that gates are not allowed to be installed to access other people's land.

After a detailed discussion, the working party did not feel that these requests could be approved based on what was discussed above.

Resolved: The above requests could not be approved based on the following reasons:

- If these requests were approved, it would set a precedent for other horse riders to request to use the field. This would mean that this type of access would not be controlled and may cause a safety issue for members of the public.
- Dogs use the field, so it would not be appropriate to allow horses to walk through the field while they are there.
- Gates are not allowed to be installed to access other people's land; therefore, this request cannot be approved.
- Once the car park and entrance work have been completed, there will only be a pedestrian entrance onto the field. Once vehicles are in the car park, there won't be any vehicle access onto the field, apart from vehicles accessing to undertake maintenance. This means that there will be no way for horses to get onto the field.

11. FINANCE AND GOVERNANCE

a) To receive update on progress on the management plan of Shurnhold Fields

Teresa explained that this was yet to be done. She explained that this was required for two reasons, one as a maintenance schedule and the other to submit planning permission to change the status of the land from playing field to public open space. It was advised that Persimmon, the developer, didn't put in a LEMP (Landscape and Ecological Management Plan), so the planning permission wasn't discharged properly, and now needed to be reapplied for to change its status. It currently means that the field is technically a playing field rather than a public open space. Councillor Glover queried whether there was any reason why the field could not stay as a playing field, as there may be some advantages associated with this designation. It was felt that the pros and cons of each designation needed to be determined first before a final decision could be made.

Councillor Glover had drafted one out, but the action to put it together with input from the Friends hasn't been done yet as it had been an action taken away by Patsy, who had now left MTC. Teresa agreed to send the management plan to Andy ready for their meeting on Monday evening so that they could discuss it then.

As Patsy may have made a start on the plan before she left, Teresa to contact MTC to see whether there was an updated version.

ACTION: Officers to investigate the pros and cons of keeping the field a playing field and bring it back to a future meeting for a final decision to be made on its designation.

MTC to work on the Management Plan further to the draft provided by MWPC.

b) To note current amount in Earmarked Reserve for maintenance (from s106 fund)

Teresa advised that as at 31st March the reserve stood at £80,008.26. In the current year, £690 had been spent on tree work, and there was expenditure for MTC caretaking duties and JH Jones grass cutting. The MWPC Finance Officer was currently away, so Teresa was unable to get an updated spend to date until she returned. Councillor Alford queried whether any interest made on this money was attributed back into the reserve. Teresa advised that this had previously been looked at, but at the time interest rates were very low, so no interest was being made. This was something that could be looked at again now that interest rates had increased. It was noted that the parish council had done an analysis of their reserves with regard to what was classed as contingency and what was medium term. This was so that funds that were not anticipated to be required for the immediate future could be put in longer term deposits. Teresa explained that it wasn't as simple as saying that the funds held in the reserve received a certain amount of interest because some of the money would be classed as contingency meaning that it wouldn't have been put into a long-term fixed deposit. It was felt that moving forward this should be looked into for any future interest received so that it can feed back into the reserve. It was noted that as both councils held money for each other for different projects an agreement between both councils would need to be made so that its reciprocated.

ACTION: Officers to go back to both councils and ask them to consider whether interest made on funds held in accounts for joint projects should be fed back into the respective reserves. If this is agreed an agreement will need to be put together to detail how this will be done.

12. To agree date and time of next meeting.

It was agreed that the next meeting would be scheduled once a firm date was confirmed from Danny for the flood prevention works to commence. The working party could then reconvene to look at the revised cost for the car park project.

Meeting finished at 8.25pm

Signed

Quotation A

Marianne Rossi

From: [REDACTED]
Sent: 16 January 2024 12:47
To: Marianne Rossi; Teresa Strange
Cc: Andy Parr
Subject: RE: Tree supply and planting

Hi Marianne

Quotation to plant the below trees to include all the required tree stakes and ties etc. For the sum of:- **£710.00 + VAT if applicable**

I look forward to hearing back from you in due course.

Kind regards

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: Tuesday, January 16, 2024 12:09 PM
To: [REDACTED]
Subject: RE: Tree supply and planting

Hi Chris,

As you have previously discussed with Teresa, CAWS the resident group in Shaw & Whitley have some trees that have been donated to them from Lowden. I wonder whether you would be able to provide us with a quotation to plant them? The details of the locations are as follows:

Tree Number	Potential Location	Highways Engineer Comments
1	First Lane, on the grass verge by 7/8 Ashley Close.	No objection
2	Middle Lane, on the grass verge opposite The Grange Coach House (1 of 2).	No objection to 1 tree at this location provided it height does not interfere with the overhead lines and the crown is raised to ensure clear visibility looking north from Brookfield Rise

7	On the grass verge on each side the corner of Top Lane and Eden Grove (1 of 2).	No objection
8	On the grass verge on each side the corner of Top Lane and Eden Grove (2 of 2).	No objection
9	On Shaw Playing Field near the Witches Hat play equipment and opposite Parklands Lodge.	This area is not public highway
10	On the grass verge on the corner of Beeches Green and Shaw Hill opposite No 14.	No objection
11	On the grass verge on Shaw Hill opposite No 68 A (1 of 2).	No objection provided the owner of 11 Shaw Hill is consulted and has no objections
12	On the grass verge on Shaw Hill opposite No 68 A (2 of 2).	No objection provided the owner of 11 Shaw Hill is consulted and has no objections

Below are the trees that have been donated:

Sorbus Aucuparia Cardinal Royal x 1
Sorbus Aucuparia Asplenifolia x 1
Amelanchier Canadensis x 1
Prunus Fragrant Cloud x 1
Prunus Subhirtella Autumnalis x 1
Prunus Pink Perfection x 1
Betula Pendula x 1
Betula Snow Queen x 1

We have a Full Council meeting on Monday evening (22nd January) if you could get a quote to me by then for the above that would be great.

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

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On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

Quotation B

Marianne Rossi

From: [REDACTED]
Sent: 16 January 2024 13:00
To: Marianne Rossi
Cc: Teresa Strange
Subject: Re: Quotation required to plant some trees

Hi Marianne

As these are donated from Lowden we would be happy to also donate our services and plant the trees free of charge.

Kind regards,

Michelle

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 16 January 2024 12:11:51
To: [REDACTED]
Cc: Teresa Strange
Subject: Quotation required to plant some trees

Hi Michelle/ Tony,

CAWS the resident group in Shaw & Whitley have some trees that have been donated to them from Lowden Garden Centre which need to be planted in various locations. I wonder whether you would be able to provide us with a quotation to plant them? The details of the locations are as follows:

Tree Number	Potential Location	Highways Engineer Comments
1	First Lane, on the grass verge by 7/8 Ashley Close.	No objection
2	Middle Lane, on the grass verge opposite The Grange Coach House (1 of 2).	No objection to 1 tree at this location provided it height does not interfere with the overhead lines and the crown is raised to ensure clear visibility looking north from Brookfield Rise
7	On the grass verge on each side the corner of Top Lane and Eden Grove (1 of 2).	No objection
8	On the grass verge on each side the corner of Top Lane and Eden Grove (2 of 2).	No objection
9	On Shaw Playing Field near the Witches Hat play equipment and opposite Parklands Lodge.	This area is not public highway
10	On the grass verge on the corner of Beeches Green and Shaw Hill opposite No 14.	No objection

11	On the grass verge on Shaw Hill opposite No 68 A (1 of 2).	No objection provided the owner of 11 Shaw Hill is consulted and has no objections
12	On the grass verge on Shaw Hill opposite No 68 A (2 of 2).	No objection provided the owner of 11 Shaw Hill is consulted and has no objections

Below are the trees that have been donated:

- Sorbus Aucuparia Cardinal Royal x 1
- Sorbus Aucuparia Asplenifolia x 1
- Amelanchier Canadensis x 1
- Prunus Fragrant Cloud x 1
- Prunus Subhirtella Autumnalis x 1
- Prunus Pink Perfection x 1
- Betula Pendula x 1
- Betula Snow Queen x 1

We have a Full Council meeting on Monday evening (22nd January) if you could get a quote to me by then for the above that would be great.

Best Wishes,
Marianne

Marianne Rossi
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Information available from MELKSHAM WITHOUT PARISH COUNCIL under the Freedom of Information Act – REVISED by the Data Protection Working Party on 21st November 2017 and APPROVED by Full Council on 26th March 2018.

**Schedule of charges reviewed at Finance Committee 12th June 2023 (Min 59/23)
Updates in-line with SLCC Version 3.0 (29.10.2021)**

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do</p> <p>Organisational information, structures, locations and contacts.</p> <p>This will be current information only.</p> <p>N.B Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Hard copy available in office (year card and Compliance to Transparency Code).</p> <p>Electronic copy available from website: www.melkshamwithout-pc.gov.uk</p>	<p>10p per A4 sheet plus postage</p>
<p><u>List of Council members and their responsibilities, as well as a list of Council Committees</u></p> <p><u>Details of any representation on local public bodies Who's who on the Council and its Committees</u></p>	<p>Hard copy available in office and in minutes</p> <p>Electronic copy available from website: www.melkshamwithout-pc.gov.uk + year card and leaflet.</p>	<p>10p per A4 sheet plus postage</p>

Model publication as per SLCC (Society of Local Council Clerks) Freedom of Information Model Publication Scheme June 2015

<p><u>Postal and email address</u></p> <p>Contact details for Clerk and Council members (Where possible, provide named contacts, including contact phone numbers and email addresses)</p>	<p>Year card and all Parish Notice Boards & Councillors List available. Hard copy available in office.</p> <p>Electronic copy available from website: www.melkshamwithout-pc.gov.uk</p>	<p>Free of charge for Parish residents</p>
<p>Location of main Council office and accessibility details</p>	<p>www.melkshamwithout-pc.gov.uk Contact address of office at end of these sheets. Stair lift available or staff will make arrangements to see disabled residents in Town Hall or on the ground floor.</p>	<p>10p per A4 sheet plus postage</p>
<p>Staffing structure</p>	<p>www.melkshamwithout-pc.gov.uk</p>	
<p>Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. (Current and previous financial year as a minimum)</p>	<p>Information available in office. See contact address at end of document. Copy of projected budget for forthcoming financial year available after January 30th and compliance to transparency code produced annually.</p>	<p>Copy of end of year accounts priced at £2.00 plus postage.</p>
<p><u>Statement of accounts and internal audit report in the format included in the Annual return form, and report by auditor</u></p>	<p>Displayed on Parish notice boards. Hard copy in office and free to access on website www.melkshamwithout-pc.gov.uk And on social media outlets</p>	
<p>Finalised budget – Clerk and Finance Assistant Assistant & Amenities Officer prepare Council budget for next financial year and revise estimate for spending for the current financial year. Copy of budget available after council approval on January.</p>	<p>Hard copy available in office of Finance Committee Minutes and copy of budget available after Council approval on January 30th. A press release is issued and it is also put on social media. It is reissued in April when council tax bills are issued to residents. It is also</p>	<p>10p per A4 sheet plus postage</p>

Model publication as per SLCC (Society of Local Council Clerks) Freedom of Information Model Publication Scheme June 2015

	available on the website www.melkshamwithout-pc.gov.uk	
Precept – Parish Council notified	Hard copies available in office, in minutes and on www.melkshamwithout-pc.gov.uk	10p per A4 sheet plus postage
Borrowing Approval letter	Not Applicable	
All items of expenditure above £100	List of all payments included within the Full Council minutes, which are also published on our website List of payments over £500 published On website: www.melkshamwithout-pc.gov.uk	10p per A4 sheet plus postage
Financial Regulations and standing orders – annually reviewed at Finance Committee May meeting.	Hard copies available in office, in minutes and on website www.melkshamwithout-pc.gov.uk	10p per A4 sheet plus postage
Grants given and received	Closing date for grant applications 31st January. Finance Committee March and decisions ratified at Full Council meeting in April. Hard copy available in office, in minutes and on website www.melkshamwithout-pc.gov.uk Press release is issued following presentation of cheques at Annual Parish Meeting.	10p per A4 sheet plus postage
List of current contracts awarded and value of contract	In minutes and compliance transparency code	10p per A4 sheet plus postage
Members' allowances and expenses – reviewed at Budget meeting in November.	In minutes and Budget. When setting allowances, the Council have regard to the recommendations of Wiltshire Council's Remuneration Panel as per the requirements of the Councillors Allowances Regulations 2003 and are advertised accordingly.	10p per A4 sheet plus postage

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Model publication as per SLCC (Society of Local Council Clerks) Freedom of Information Model Publication Scheme June 2015

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copies available in office, in minutes and on website www.melkshamwithout-pc.gov.uk	10p per A4 sheet plus postage
Annual Governance Statement in format included in the Annual Return form	Hard copies available in office and on website www.melkshamwithout-pc.gov.uk	10p per A4 sheet plus postage
<u>Parish Plan</u> <u>Annual Objectives and Longer Term objectives</u> <u>Melksham Joint Neighbourhood Plan available at</u>	<u>N/A</u> <u>In minutes and on website: www.melkshamwithout-pc.gov.uk</u> <u>https://www.melkshamneighbourhoodplan.org/ and via link on website: www.melkshamwithout-pc.gov.uk</u>	
Annual Report to Parish or Community meeting (current and previous year as a minimum)	Hard copy booklet available in office, in minutes and on website www.melkshamwithout-pc.gov.uk	10p per A4 sheet plus postage
<u>Quality Status</u>	<u>N/A</u>	
<u>Local charters drawn up in accordance with DLUHC's guidelines</u>	<u>N/A</u>	
Data Protection impact assessments (in full or summary format) or any other impact assessments (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as		

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Model publication as per SLCC (Society of Local Council Clerks) Freedom of Information Model Publication Scheme June 2015

appropriate and relevant		
Class 4 – How we make decisions (Decision making processes and records of decisions) Objectives set annually at Annual Council meeting in May. Current and previous Council year as a minimum	In office for members of the public to read Council minutes. Also on the web at www.melkshamwithout-pc.gov.uk	
Timetable of meetings – (Council, any committee/sub-committee meetings and Parish meetings.) Diary card with dates available in June.	Parish Notice boards. Year card. Hard copies available in office, and on website www.melkshamwithout-pc.gov.uk Details in quarterly newsletter published in Melksham Independent News (free paper delivered fortnightly)	10p per A4 sheet plus postage
Agendas of meetings (as above)	Agendas available before Council meeting. Parish Notice boards. Hard copies available in office. www.melkshamwithout-pc.gov.uk	10p per A4 sheet plus postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Hard copies available in office, in minutes and on website www.melkshamwithout-pc.gov.uk	10p per A4 sheet plus postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copies available in office, in minutes and on website www.melkshamwithout-pc.gov.uk	10p per A4 sheet plus postage
Responses to consultation papers	Hard copies available in office, in minutes and on website at www.melkshamwithout-pc.gov.uk and online for Wiltshire Council consultations through online consultation portal.	10p per A4 sheet plus postage

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Model publication as per SLCC (Society of Local Council Clerks) Freedom of Information Model Publication Scheme June 2015

Responses to planning applications	Hard copies available in office, in minutes and on website www.melkshamwithout-pc.gov.uk Also available on Wiltshire Council Website www.wiltshire.gov.uk under planning applications.	10p per A4 sheet plus postage
Bye-laws	Not applicable	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Hard copies available in office, in minutes and on website www.melkshamwithout-pc.gov.uk	10p per A4 sheet plus postage
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copies available in office, in minutes and on website www.melkshamwithout-pc.gov.uk	10p per A4 sheet plus postage
Policies and procedures for the provision of services and about the employment of staff: <u>Internal instructions to staff and internal</u> policies relating to the delivery of services Equality and <u>D</u> iversity policy Health and <u>S</u> safety policy	Hard copies available in office	10p per A4 sheet plus postage

Model publication as per SLCC (Society of Local Council Clerks) Freedom of Information Model Publication Scheme June 2015

Recruitment policies (including current vacancies) Policies and procedures for handling requests for information - model scheme- copy available from Council office.		
Complaints procedures (including those covering requests for information and operating the publication scheme) Parish Council follows recommended SLCC (-Society of Local Council Clerks) complaints procedure.	Copy available at Council Office and <u>on website: at www.melkshamwithout-pc.gov.uk</u>	
<u>Information security policy</u>	None to date	
Records management, <u>personal data and access to information</u> policies (<u>include information on security policies, records retention, destruction and archive policies and data protection policies (including data sharing and CCTV usage)</u>)	Follow SLCC Advice Note	
Data protection policies	<u>None to date</u> Hard copies available at Council Office and on website: www.melkshamwithout-pc.gov.uk	<u>10p per A4 sheet plus postage</u>
<u>Information Security Policy</u>	<u>None to date</u>	
Schedule of charges for the publication of information)	<u>Hard copy available at Council Office and on website: www.melkshamwithout-pc.gov.uk</u>	<u>10p per A4 sheet plus postage</u>
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	

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Model publication as per SLCC (Society of Local Council Clerks) Freedom of Information Model Publication Scheme June 2015

<u>Information legally required to hold in Any publicly available registers or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</u>		
<u>Assets Register, including details of public land and building assets</u>	Held in office and at www.melkshamwithout-pc.gov.uk	
Disclosure log (indicating the information that has been provided in response to requests to FOIA and EIR requests;- These are recommended as good practice, but may not be held by community councils)		
Register of members' interests	Held in office and online at www.melkshamwithout-pc.gov.uk with a link to the online register on Wiltshire Council website.	
Register of gifts and hospitality	Office	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection) Office	
Allotments	Hard copy available in office Minutes on www.melkshamwithout-pc.gov.uk	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	Minutes of committees published on Melksham Without Parish Council website at www.melkshamwithout-pc.gov.uk	

Model publication as per SLCC (Society of Local Council Clerks) Freedom of Information Model Publication Scheme June 2015

Parks, playing fields and recreational facilities	Hard copy available in office Minutes on www.melkshamwithout-pc.gov.uk	
Seating, litter bins, clocks, memorials and lighting	Office	
Bus shelters	Office	
Markets	N/A	
Public conveniences- Joint funding only for the Market Place toilets (lead Council is Melksham Town)		
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Allotments & Bowerhill Sports Field & Pavilion	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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

Model publication as per SLCC (Society of Local Council Clerks) Freedom of Information Model Publication Scheme June 2015

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..1p per sheet (black & white)	Actual cost* + paper cost + element of staff time
	Photocopying @ ..10p per sheet (colour)	Actual cost + paper cost + element of staff time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Model publication as per SLCC (Society of Local Council Clerks) Freedom of Information Model Publication Scheme June 2015

This model document is intended as an example only. Councils Will need to consider the content carefully and adapt it to meet Their individual circumstances.

Information available from Wonderland Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	Free
Who's who on the Council and its Committees	(hard copy and/or website)	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	(hard copy and/or website)	Free
Location of main Council office and accessibility details	(hard copy and/or website)	Free
Staffing structure	(hard copy and/or website)	Free
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)

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Annual return form and report by auditor	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Finalised budget	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Precept	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Grants given and received	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
List of current contracts awarded and value of contract	(some information may only be available by inspection)	Photocopying @ 0.10p per sheet (black & white)
Members' allowances and expenses	(some information may only be available by inspection)	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	Photocopying @ 0.10p per sheet (black & white)
Parish Plan (current and previous year as a minimum)	(hard copy and/or website)	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Quality status	(Hard copy)	Photocopying @ 0.10p per sheet

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		(black & white)
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	Photocopying @ 0.10p per sheet (black & white)
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Agendas of meetings (as above)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Responses to consultation papers	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Responses to planning applications	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Bye-laws	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	(hard copy or website)	Photocopying @ 0.10p per sheet (black & white)
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
<p>Information security policy</p>		
<p>Records management policies (records retention, destruction and archive)</p>	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)

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Data protection policies	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Schedule of charges (for the publication of information)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	Photocopying @ 0.10p per sheet (black & white)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	(some information may only be available by inspection)	
Assets Register	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	(some information may only be available by inspection)	
Register of members' interests	(some information may only be available by inspection)	Photocopying @ 0.10p per sheet (black & white)
Register of gifts and hospitality	(some information may only be available by inspection)	Photocopying @ 0.10p per sheet (black & white)

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This model document is intended as an example only. Councils Will need to consider the content carefully and adapt it to meet Their individual circumstances.

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	Photocopying @ 0.10p per sheet (black & white)
Parks, playing fields and recreational facilities	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Seating,	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Bus shelters	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mr March Hare
The Parish Clerk/Responsible Finance Officer
1 the Burrow
Wonderland

Email: wonderland@virginemdia.com
Skype: wonderland.pc

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This model document is intended as an example only. Councils Will need to consider the content carefully and adapt it to meet Their individual circumstances.

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 0.10p per sheet (black & white)	Actual cost *
	Photocopying @0.60p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£25.00 Current limit £450.00 based on 18 hours @£25.00 per hour	In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority

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Freedom of Information Act 2000

Guide to Information provided by Parish/Community Councils under the model publication scheme

This template guide is written for the use of Parish and Community Councils.

It gives examples of the kind of information the Information Commissioner's Office (ICO) would expect you to provide in order to meet your commitment under the model publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The model publication scheme commits you to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

The [model publication scheme](#) is available on the ICO website. Further details are available in ICO guidance: [Using the definition documents](#).

You must adopt the model scheme in full, unedited and promoted alongside the guide to information. You do not need to tell the ICO that you have adopted the scheme; we will assume they have done so unless we hear otherwise.

You are in breach of FOIA if you have not adopted the model scheme or are not publishing in accordance with it.

Information included in the guide to information

The template lists the information that the ICO thinks you are likely to hold and should make proactively available within each class. When completed, this will provide a list of all the information you will routinely make available, explain how it can be accessed and whether or not a charge will be made for it. You must:

- complete the relevant columns in the template guide;

- state how an applicant can obtain the specific information and if there is a cost involved;
- ensure the public can access the completed guide and the information listed in it.

The ICO expects you to make the information in this template guide available unless:

- you do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided by you or on your behalf. You must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, you should provide details of where to obtain it.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and you should look to provide as much information as possible on a routine basis, which must include all information that is required by statute.

This guidance now incorporates those key principles, which were not already included, from the Department for Levelling Up, Housing and Communities (DLUHC, originally known as the Department for Communities and Local Government [DCLG]), [Transparency Code for Smaller Authorities](#). The aligning of this document with this Code provides a harmonised approach to data transparency for you and avoids unnecessary duplication

Publishing datasets for re-use

As a public authority, you must publish under your publication scheme any dataset you hold that has been requested, together with any updated versions, unless you are satisfied that it is not appropriate to do so. So far as reasonably practicable, you must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and you are the only owner, you must make it available for re-use under the

terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The [2018 section 45 Code of Practice](#) recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance on Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

Fees and Charging

Information available through your publication scheme should be readily available at a low cost or at no cost to the public. If you do charge for this information, the ICO expects the charges to be justifiable, clear and kept to a minimum.

You can charge for activities such as printing, photocopying and postage as well as information that you are legally authorised to charge for. You must inform anyone requesting information of any charge before you provide the information. You must ask for payment before providing the information. Guidance on the ICO website provides more details about [charging for information in a publication scheme](#).

If you charge a fee for licensing the re-use of datasets, you should state in the guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if they make the datasets available for re-use under the [Open Government Licence](#).

Model Publication Scheme

The table below identifies the specific information the ICO expects you to publish under each of the seven classes of information set out in the [model publication scheme](#).

Information available from (*insert name of Parish or Community Council*) under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	(hard copy or website)	
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>		
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>		
<p>Location of main Council office and accessibility details</p>		
<p>Staffing structure</p>		

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form		
Finalised budget		
Precept		
Borrowing Approval letter		
All items of expenditure above £100		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Annual governance statement in format included in the Annual Return form		
Parish Plan		

Annual Report to Parish or Community Meeting		
Quality status		
Local charters drawn up in accordance with DLUHC's guidelines		
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant		
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)		
Agendas of meetings (as above)		
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure		
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure		
Responses to consultation papers		
Responses to planning applications		
Bye-laws		

<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 		
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>		

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets		
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice		
Register of members' interests		
Register of gifts and hospitality		
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
Services for which we are entitled to		

recover a fee and details of those fees (eg burial fees)		
Additional Information		
Information not itemised in the lists above		

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred

Teresa Strange

From: Teresa Strange
Sent: 08 January 2024 10:27
To: 'EPRR'; Wiltshire and Swindon Prepared
Cc: Drainage; Marianne Rossi; Councillor Alan Baines (alan.baines@melkshamwithout-pc.gov.uk)
Subject: RE: Flooding in the last few days
Attachments: WhatsApp Image 2024-01-04 at 19.21.10_90fc515a.jpg; WhatsApp Image 2024-01-04 at 23.06.38_5187d3c1.jpg

Hi all

I am very pleased to confirm that to our knowledge there was no internal property flooding in Melksham Without. I know that the Shaw & Whitley flood wardens have sent some images through separately to the drainage team and I did too at the time, to the duty engineer as well on Thursday evening. Let us know if you would like them sent to this address – but don't want to duplicate – they were all the “near misses” where sandbagging/pumping was undertaken but no internal flooding.

They attended 208 & 209 Corsham Road, Shaw on Weds 3rd Jan in the afternoon to pump out water surrounding houses; the drainage team aware, and that this is spot that the drainage team did work on new drainage in 2014. We have asked why now? Is it blocked?

On Thursday evening, there was a lot of water in the usual places in Shaw & Whitley (Top Lane, Middle Lane, First Lane, Corsham Road). The wardens sandbagged the garage at the Vicarage on Corsham Road, which they have done before several times and it was fine, as too was Shaw School hall on Corsham Road- which they did NOT sandbag as they felt the current too strong across Corsham Road and school car park at 9pm that night – and amazingly it didn't flood either although plenty of water in the school grounds etc.

One resident in a barn conversion at 186 Top Lane (Eden Grove end) concerned it was a bit close for comfort and we are looking to send the standard ditch clearance letters to the ones highlighted by the flood wardens. We have the parish steward for 4 days next week, and we have cancelled the other things on the list, and asked for our vulnerable drains/gulleys (we have marked on a map) to be checked and cleared of debris.

The trash screens at Top Lane, both sides of the road were cleared on the night, it was running high (the resident says it's the highest they have ever seen), and they were monitored closely (there is cctv in one), the local residents were concerned at the levels in the culvert at Top Lane but it receded and was way down on its peak by 11pm on Thurs evening. Photo attached.

On Thursday 4th Jan the main local problem was the deep water on the road outside Blenheim House, near the railway bridge, so not in the parish, but Melksham Town, but several cars stuck in it, anecdotally I am aware of people who stayed in a hotel in Bath that night as concerned that they couldn't get through, people also left cars in Atworth and caught the bus to Melksham – I have a short video of the water coming into the bus there, and the driver having difficulty keeping the windscreen clear as he lost his heating system due to the intake of water. You could make your way through via Dunch Lane – I went and brought back to Melksham the staff from Atworth Youth Club as they felt too unsure to drive home to Melksham (a family member that has just passed their test!)

Lowbourne in town was closed by the police I think, and just generally many traffic jams on Friday due to the roads being closed surrounding Melksham, but nothing more than that.

In Woodrow, the pumping station packed in, and the water flowed back, and at least one house sandbagged. The residents were in touch with Wessex Water and not the first time it has happened.

I didn't hear of any problems elsewhere, and have checked in with my parish councillors, and also the town council.

I noticed last week that the ditch on Berryfield Lane had been cleared out, looked like by a digger, not sure if that was WC Highways or the landowner, anyway, nothing to report from there, and it has flooded the New Inn pub from there before.

On Tuesday 2nd Jan a tree down on Corsham Road which brought electricity cable with it, a big thankyou to WC highways and SSEN who were so quick on the scene, as WC also were on Halifax Road in Bowerhill.

I think that is it, the Melksham News put up a drone on Friday morning, and I will send those images separately, not areas of concern, but a really good way to see the water levels which I thought you might find useful for the bigger picture. You can see some gardens flooded etc.

Glad to say that Melksham Without was okay – looks like it passed the big test of the First Lane drainage scheme that Danny's team put in 😊, our thoughts with those in Marlborough and Bradford on Avon etc

Kind regards, Teresa

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

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Want to keep in touch?

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On twitter: [@melkshamwithout](#)

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From: EPRR <EPRR@wiltshire.gov.uk>

Sent: 05 January 2024 17:12

To: Wiltshire and Swindon Prepared <WiltshireandSwindonPrepared@wiltshire.gov.uk>

Cc: Drainage <Drainage@wiltshire.gov.uk>; EPRR <EPRR@wiltshire.gov.uk>

Subject: Flooding in the last few days

Dear All,

After the recent flood events over the last few days, we are keen to ensure we have captured all the relevant information from your local area. Our local highways teams have been out over the last few days to ensure the safety of Wiltshire residents and to maintain the safety of the highway network, as much as possible in the challenging conditions.

Given the widescale flooding I hope you will appreciate that the operational teams cannot deal with all issues straight away, and will prioritise those of most significance.

Your role, therefore, as a flood warden is hugely valuable and appreciated during this time.

As part of our efforts to develop a full situational awareness across Wiltshire we would be grateful if you could provide some information on the following:

- Please email us details of any properties flooded in your area (Internal flooding), please send this information to Drainage@wiltshire.gov.uk. Please ensure any life at risk issues are immediately conveyed to Dorset and Wiltshire Fire and Rescue Service by dialling 999.
- Check known flood risk areas and ensure your local plans are suitably in place.
- Let us know of any concerns that need to be looked into moving forward – we will endeavour to address as many of these as we can.

Its vitally important we continue to work with you all locally and this information helps us to build a better picture of the impacts that we have seen across Wiltshire. Rest assured we will continually work with all those areas flooded to understand what can be put in place to mitigate and reduce the any future impacts.

Finally thank you to everyone for all the hard work undertaken over the last few days. We have seen and heard some fantastic work that has been undertaken by you all in protecting your communities and we want to continue to improve our work with communities continually into the future.

Should you have any questions or want any help to develop your community emergency or flood plan please do get in touch by emailing either

wiltshireandswindonprepared@Wiltshire.gov.uk or drainage@wiltshire.gov.uk

Should you have any concerns around drainage please raise these via your Local Operational Flood Working Group representative or email drainage@wiltshire.gov.uk

This inbox is not checked out of hours so please raise any immediate concerns via the usual routes.

Should you have any emergency concerns please continue to raise these via the usual 999 route.

Kind Regards

Wiltshire Council Emergency Planning Team &
Wiltshire and Swindon Local Resilience Forum Community Resilience Officer

Wiltshire Council

 epr@wiltshire.gov.uk

 www.wiltshire.gov.uk & www.wiltshire.gov.uk/civil-emergencies

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Lorraine McRandle

Subject: FW: Queries on decisions/s106 agreements in Melksham Without on recent large applications

From: DAVIDSON, Aaron <aaron.davidson@parliament.uk <mailto:aaron.davidson@parliament.uk> >
Sent: 15 January 2024 12:10
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk <mailto:clerk@melkshamwithout-pc.gov.uk> >
Subject: RE: Queries on decisions/s106 agreements in Melksham Without on recent large applications

Dear Teresa,

Thank you for your email and once again for helping arrange the meeting with Michelle and the parish council.

Following the meeting, Michelle contacted the Rt Hon Michael Gove's office to ask the question about the changes to the NPPF and if they could be applied retrospectively – especially in relation to these planning applications. I will of course let you know as soon as she hears back.

On the M4 to Dorset Coast Strategic Study – Michelle has written to Guy Opperman MP, Parliamentary Under Secretary of State in the Department for Transport, to ask for an update. I will let you know as soon as Michelle receives a reply. On the other question raised, about diabetes medication, Michelle is checking with her department in the first instance to see if there is any crossover.

Many thanks,

Aaron

Aaron Davidson
Deputy Office Manager and Senior Parliamentary Assistant for The Rt Hon Michelle Donelan MP Member of Parliament for Chippenham Secretary of State for Science, Innovation and Technology
Website: www.michelledonelan.co.uk <<http://www.michelledonelan.co.uk/>> Twitter: @MichelleDonelan House of Commons | London | SW1A 0AA | Tel: 01249 704465

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk <mailto:clerk@melkshamwithout-pc.gov.uk> >
Sent: 05 January 2024 17:14
To: DONELAN, Michelle <michelle.donelan.mp@parliament.uk <mailto:michelle.donelan.mp@parliament.uk> >
Cc: DAVIDSON, Aaron <aaron.davidson@parliament.uk <mailto:aaron.davidson@parliament.uk> >
Subject: FW: Queries on decisions/s106 agreements in Melksham Without on recent large applications

Hi Michelle

It was good to see you and Aaron yesterday, thank you for your time in coming to talk to the parish council about issues we have locally.

With regards to the question on the recent NPPF changes and if any thing can be done on the decisions made the weeks preceding the announcement, please see below for more detail on the applications in question.

One of our questions is certainly related to the one approved at the Strategic Committee, that Aaron came and spoke to on your behalf, as the decision was delegated to the planning officer to approve when the s106 is signed, and therefore we would certainly like clarity as to if that is actually classed as the decision being made before the NPPF announcement, or if its still technically pending.

We thought that would also apply to the appeal site too, that the s106 wasn't signed yet, but found this anomaly we have not seen before, that it was signed before the Inspector's decision, which doesn't seem right and we have asked for clarity.

Hope that helps,

Have a good weekend, Teresa

From: Teresa Strange

Sent: 05 January 2024 16:40

To: Thomas, Nic <Nic.Thomas@wiltshire.gov.uk <mailto:Nic.Thomas@wiltshire.gov.uk> >;

nick.botterill@wiltshire.gov.uk <mailto:nick.botterill@wiltshire.gov.uk>

Cc: Nick.Holder@wiltshire.gov.uk <mailto:Nick.Holder@wiltshire.gov.uk>

Subject: Queries on decisions/s106 agreements in Melksham Without on recent large applications

Dear Nic and Cllr Botterill

I write to you with a couple of queries/concerns regarding the recent decisions on planning applications for large developments in Melksham Without.

PL/2022/08504

Land South of Western Way, Melksham

Outline application (with all matters reserved except for access) for the erection of up to 210 residential dwellings (Class C3) and a 70 bed care home (Class C2) with associated access, landscaping and open space (Resubmission of 20/08400/OUT)

1. This is the recent appeal decision, that was upheld. The Public Hearing was held on Tuesday 24th October 23 (which Cllr Botterill attended), with the decision of the Planning Inspector being made on Tuesday 14th November. I note that on the Wiltshire Council website for the application, that the s106 agreement was signed and dated on Friday 27th October 23. Can you explain to us please how the s106 can be signed two weeks before the decision by the Inspector is made?
2. The other concern, and one we have raised often, is that the Wiltshire Council website is not transparent and clear for residents. If you go to this planning application, it says under the field "Decision" that its Refusal and that decision was made on 27/04/23. You would then have to know to scroll down and note that there was an appeal, go to the Documents page, which is in date order with oldest first, so again, would have to know to scroll down to find out that the application was actually upheld at appeal. This is quite misleading, and we have asked before if some note can be made next to the decision field to make this clearer.
3. The same applies to the recent decision made on PL/2022/08155 Land to the West of Semington Road, Melksham, Outline planning permission for up to 53 dwellings including formation of access and associated works with all other matters reserved. If you go to the planning application, you will see that there is a blank next to the "Issued Decision" and to the Decision date etc and so how would a member of the public know that it had been called in and the Strategic Committee on 29th November 23 approved it? If you go to the Documents section you can see it went to the committee for a decision, but there is absolutely nothing at all to say that its been approved. How would a member of the public know to go to a different part of the website to look for minutes of a committee? This is not transparent, please can something be added here to refer to the minutes for example and a link?
4. Neither of the above applications have ever appeared on a weekly planning decision list issued by yourselves, which begs the question on the date of their decision? In relation to the recent changes to the NPPF which restores paragraph 14 protection to the Melksham Neighbourhood Plan, we would like to have some clarity on this please.

We look forward to hearing from you.

With kind regards, Teresa

Teresa Strange

Clerk & Responsible Financial Officer

Melksham Without Parish Council

First Floor

Teresa Strange

From: Teresa Strange
Sent: 11 January 2024 09:48
To: Committee Clerk
Cc: Susan Mortimer; saffi.rabey@melksham-tc.gov.uk; kalpesh@kpatel.co.uk; simon.crundell@melksham-tc.gov.uk
Subject: FW: Melksham Community Support

Hi Andrew

Just to touch base on this project.

Kate said she is coming to the MTC meeting on 22nd Jan – I am not sure if you are having an agenda item to confirm the project goes ahead for the next year as MTC agreed 3 year's of funding? But MWPC need to. You can see we could do with knowing the answer so we can make plans for Year 2 – we all signed a contract up to 31st March 24 for one year only.

Sue/Saffi/Kalpesh – MWPC are showing in their budget (to be ratified by full council) £12,000 for next year, as a guesstimate that it will go up from the £11,500 we both funded each this year. We did have an area board grant of £5k – we paid 50% of this to MTC £2,500 as we both are invoiced 50% separately. I think this is the last of the joint projects to let you know about, apologies for not listing on the other email.

Kind regards,
Teresa

From: Teresa Strange
Sent: 11 January 2024 09:35
To: richard.rogers@wiltshire.gov.uk
Subject: Melksham Community Support

Morning Richard

I caught up with Kate Brooks at Age UK yesterday regarding the Melksham Community Support project.

The Q3 report will be out early part of next week.

As you may recall, MWPC only funded initially for 1 year, whereas MTC had agreed to fund for 3 years. MWPC's finance committee looked at their budget on Monday evening, and have recommended the funding to continue. That is for confirmation at the full council meeting on Monday 22nd Jan, and I am thinking of having an agenda item then to confirm. I don't foresee any issues with this following the positive comments they made about the project in December.

Kate is at MTC the same evening following concerns raised at their November meeting – I assume that this is following Cllr Jon Hubbard's comments at the last Health and Wellbeing meeting?

We therefore will have a decision hopefully on Monday 22nd Jan evening as to the next year of the project and Kate and I have booked in to meet on Tues 30th Jan to plan next steps (and a Q3 review meeting).

So, a couple of thoughts I/we had pertaining to you!

1. Is there still Health and Wellbeing funding available? Can it be used for the next financial year if we apply for funding in Feb? Kate and I were talking about enhancing what is on offer by either additional hours for Sarah the project worker (she is being asked in a non-committal way if this is something that she is interested in) or bringing in the Information & Advice service, perhaps someone coming into Melksham for a few dedicated sessions? We have also talked about tapping into external funding too.
2. We think there are some really good case studies and quotes (and numbers) of people helped to date and wondered if it was a contender for feedback to the Area Board on their funding given – for a themed area board?

I think that is all for now!
All the best, Teresa

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Melksham Community Support (MCS) Service Project report: Q3 – October to December 2023

The project, overseen by Age UK Wiltshire, started on 1st April with the following outcomes agreed:

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

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

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

Promotion

During this quarter we have been widely promoting the MCS service, including to

- GP surgeries, Social Prescribers, Care Coordinators
- Local resident groups
- Sheltered housing sites
- Pharmacies
- Clubs for older people, including lunch clubs
- Mobile library
- Library home visiting library service
- Link drivers
- Melksham Community Hospital
- Celebrating Age Wiltshire

As a result, referrals from many sources continue to increase. Referrals also continue to come from Age UK Wiltshire, where people have contacted our Information & Advice line.

We will continue to widely promote the service in the coming months.

Home Visits – the start of support

During the first home visit Sarah has a Guided Conversation with the older person to help identify any difficulties they may have, the support that is needed and what someone would like to achieve, in a conversational way which helps people to feel at ease. All aspects of

someone’s daily life are covered from when they get up in the morning to going to bed at night. We cover domestic issues, personal care and other care needs, health, socialisation, financial needs and their support networks. The Guided Conversation is never hurried and is taken at the person’s preferred pace, sometimes over more than one visit. This conversation helps Sarah to identify the areas of support needed and how to help to improve someone’s general wellbeing.

Activity in Quarter 3

During this quarter a total of **22** people (Q2 – 19) got in touch or were referred for Sarah’s support. There were **101** contacts (Q2 – 81) with or on behalf of clients, and Sarah supported people with **93** (Q2 – 75) different issues.

The support provided fell into the following six categories, and this table shows the number of issues handled in each category during Q3 (more detail below):

Category	Number of issues
Finance – helping to put more money into people’s pockets	10
Socialisation – helping people to get out and about more	20
Independence - helping people to be sustainably independent and to be connected with their community	26
Volunteer support – exploring how volunteers can support people to improve their wellbeing	8
Wellbeing – helping people to feel better	28
Melksham Emergency Register	1

Finance – 10 people were supported in the following ways:

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

So far this year we have supported 25 older people in Melksham to increase their income by £91,884 per year, an average of £3,675 per person.

Socialisation – 20 people were supported in the following ways:

- Help to attend Fitness & Friendship Club. Sarah discusses travel arrangements, and can meet people there to ensure they feel confident about attending and are able to do so independently.
- Fitness & Friendship information provided.
- Referrals to Age UK Wiltshire Telephone Befriending service - only internal referrals can be made to this service at present
- Shared list of activities and groups in Melksham. Sarah has extensively researched what is available in the MTC and MWPC area, using resources put together by Melksham Town Council and Melksham Without Parish Council, and has visited many of these activities herself.
- Shared information on carer support groups and Carer Expo. Sarah has referred people to Carers Support Wiltshire for additional support.
- Supported people to attend a local day centre or lunch club having looked at transport options and attending alongside the client when needed.
- Referrals to the Men's Shed.

Independence – 26 people were supported in the following ways:

- Information and support given on pharmacy delivery and reordering service and discussed pharmacy delivery options to save money. Sarah actively supports people to arrange a reorder and collection service that they can manage independently without worrying about not getting their medications on time.
- Pharmacy pickup and delivery for those unable to manage themselves. We will always do this for someone if it cannot be managed independently.
- Building confidence in changing pharmacies to one that can deliver reliably. This is a new step for some people and Sarah will support them until they are confident to manage this by themselves.
- Information shared on shopping options. Sarah will go through this with the client and support them to feel confident whichever way they choose to manage this.
- Contact details / information given on local cleaners, together with support to engage someone to help with this.

- Sarah has given information on local food delivery services. Sarah has researched what is available locally so that she can give people up to date information on the choices available for food delivery. Sarah spends time discussing various meal options and helps them to make the best choice for their needs.
- Shared information on Blue Badge application and supported people to apply for a badge. Sarah has supported people to make an application online, taking a photo for them and uploading this to their application.
- Provided information on local traders: Window cleaners, gardeners, and decorators etc. with Age UK Wiltshire Guide to Finding Local Tradespeople.
- Gave information on and discussed the local Link transport service.
- Safety and security information given.
- Assisted holidays information given.
- Information on IT support available in the area.

Volunteer support - 8 people were supported in the following ways:

- Assisted to shop or shopped on someone's behalf.
- Pharmacy collection.
- Companion trips to local café for confidence building.
- Three volunteers, who were matched with people during the pandemic, continue to do weekly shopping for people. This sits outside the scope of the MCS service but MCS provides back-up if needed.

Wellbeing – 28 people were supported in the following ways:

- Age UK Wiltshire Guide to Later Life given.
- Booklet on Managing Anxiety to further support discussion on this.
- Shared Cinnamon Trust number with someone needing support to look after a much-loved pet.
- Shared information on Bereavement course in Melksham and encouraged people to attend these courses.
- Sent links to Sue Ryder website.

- Discussed SSAFA Forces help and the support they can give ex-service men and women and their families. Sarah has built good relationships with SSAFA to help with referrals.
- Information provided to support someone to engage in a hobby/interest.

Melksham Emergency Support - Sarah asks all MCS clients if they are on the emergency support register and if not, she explains the service and asks if they would like to be included.

MCS phone line

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

The number of requests made to the MCS phone line for help with shopping and prescriptions has continued to reduce in this quarter, as previously regular callers to the phone line have all been offered additional, holistic support. The requests that were made for support to collect prescriptions from the pharmacy and for help to top up utility keys were tasks that we have supported people to manage themselves. Often a request for support for a task that can be managed independently is a symptom of other support that is needed, and it is this other support that Sarah has talking to people about. Active MCS clients have a direct number for Sarah, with the MCS line the first point of contact.

Working in partnership

Age UK Wiltshire is part of the Integrated Care Board Neighbourhood Collaborative work in Melksham and Bradford on Avon, focused on falls prevention.

Other Age UK Wiltshire services

- In Q3 the Information & Advice service advised or supported **72** people living in Melksham. (Q2 2023 – 69).
- There were **120** attendances at the Fitness & Friendship Club at Bowerhill (Q2 2023 – 93).
- **Three** people in Melksham continue to receive weekly calls from an Age UK Wiltshire Telephone Befriender.
- **25** (Q2 – 19) people receive a welfare check and a hot meal delivered to their home through our Meals+ service. If needed the Meals+ service will plate up and serve the meal for someone in their home.

Ginny Cooper and Kate Brooks
Age UK Wiltshire
12th January 2024

Melksham Community Support - example 1

Before

After

Following 6 months of support

“I feel we (husband and wife) need to go out more, but ad-hoc groups so we don’t have to commit and go every week.”

“I am busy caring for my husband. I have little time for myself.”

“We now attend a lunch club together and it’s very enjoyable.”

“With your encouragement and information I have applied for a Blue Badge.”

“I feel so much better now I am in receipt of Direct Payment, and we have a support worker taking my husband out once a week.”

“I’m more connected to my friends and I am having more time to myself, so I am feeling better.”

“Thank you for your support, now I have more free time to do what I need to do, and I feel so much better.”

Melksham Community Support - example 2

Before

“On the whole I am feeling okay. I just need help with my medication as my family doesn’t live locally.”

After

“I have moved pharmacies from Lloyds to Boots. They are now delivering my prescriptions to me for free. This is good! I have been awarded the higher rate of Attendance Allowance. And it was backdated. I didn’t know I was entitled to anything.”

“I now know I can call MCS / Sarah if I need anything. I have put her number in my phone.”

Melksham Community Support - example 3

Before

“I don’t feel happy. I am not well. I have no family who live nearby. I can’t go out on my own. I feel anxious and worried a lot.”

After

“I feel better. You have provided me with a volunteer, and he is walking into town with me. He is very nice. You sorted out my walker when it broke. You helped me with my bins. You have taken me shopping. You did all the hard work, and I am grateful. You have done a lot for me. I feel I can trust you. I feel happy again and confident about the future.”

Melksham Community Support - example 4

Before

“If I can get someone to walk my dogs, I think I will feel very positive.”

After

“I feel very positive. My dogs are being walked by the Cinnamon Trust. Thank you to Age UK for the referral and for supporting me with getting this to work. I am feeling less wobbly on my feet, and I have more confidence to go out on my own.”

Melksham Community Support - example 5

Before

“Things could be better. I need some things sorting out and I wonder if you can help me with them?”

After

“I am in a good place at the moment. With your help I have been able to sort out my cleaning and change my pharmacy and get my prescription delivered for free. My partner is having an operation so once that is done next year, we will be in a very good place. My home is clean and the money I have saved by changing pharmacy for free deliveries can go towards my cleaning bill. Thank you for helping me to get these things sorted and all the support you have given me.”

Melksham Community Support - example 6

Before

After

“I feel worried about my energy supplier. I am struggling to get them to fit me a new smart meter and I am not sure which plan I should take out.”

“I feel much happier. I have a new smart meter. I have details of local tradespeople who can help me. Thank you for all your help and support. I was feeling so confused but now am confident the best choice has been made.”

Teresa Strange

From: Bramley-Melksham <Bramley-Melksham@nationalgrid.com>
Sent: 08 December 2023 14:07
To: Teresa Strange
Subject: National Grid: Bramley to Melksham overhead line upgrade project

Dear Ms Strange

As part of National Grid's programme of upgrading overhead electricity lines across the UK, starting in 2024 we will be carrying out essential refurbishment of the 82km of existing high voltage overhead electricity lines from Bramley in Hampshire to Melksham in Wiltshire.

The Bramley to Melksham upgrade is among the first in a series of circuit upgrades taking place across the country which aim to speed up connections to the electricity transmission network and support a secure, affordable and net zero energy system.

I'm writing to provide Melksham Without Parish Council an overview of the project and the work which will be carried out, as well as to share our contact details should you have any questions.

What does the project involve?

The project involves both the replacement of pylon fittings and replacing and upgrading the conductors – these are the wires strung between the 229 pylons on the route, along which the electricity is transmitted.

This essential maintenance will ensure the long-term energy security for the South West of England on both the high-voltage electricity transmission network and the local distribution network supplied to homes and businesses.

Work will be taking place over two main phases:

- **Phase 1: April 2024-October 2024** – between Bramley and Beechingstoke, to the west of Pewsey
- **Phase 2: July 2025-October 2025** – between Beechingstoke and Melksham

Preparation works will take place from January to April 2024. During this time, our teams will carry out essential vegetation clearance works along Phase 1 of the route.

This activity is happening outside of the bird nesting season and will be kept to a minimum – we'll only be cutting back what we need to in order to allow our teams safe access to the working areas.

The main work for the Bramley to Melksham overhead line upgrade will be carried out by small teams of our experienced engineers, working from one pylon to the next along the route.

Most of our activity will be taking place on private land and away from residential areas. The work will not require significant numbers of vehicle movements and **it will not affect electricity supplies in the area.**

Please note that this work is separate to National Grid's Visual Impact Provision (VIP) scheme which is taking place near Devizes, towards the west of the Bramley to Melksham line upgrade route. For more information about this project, please visit: <https://northwessexdowns.nationalgrid.co.uk>

Getting in touch

Throughout the project, we will be keeping communities up-to-date with our progress and activities in the local area including via our project website: www.nationalgrid.com/bramley-melksham

Where the line runs closer to residential areas, we will also write to some households directly to inform them about the work that is taking place and providing our contact details.

We are keen to ensure that you remain informed about the project and we will be providing further details early next year before the start of the main works.

If you would like any more information before then, please do not hesitate to contact our community relations team by emailing us at Bramley-Melksham@nationalgrid.com or calling **0330 134 0061** (and leaving a message if you are prompted).

Yours sincerely

Bryan Truscott

Lead Project Manager
National Grid

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WILTSHIRE PENSION FUND OUR CLIMATE STRATEGY AND ACTION PLAN

Climate change represents a major financial risk to the investments, and action needs to be taken to properly manage this risk. This report contains some key facts, figures and news. Please follow the links at the bottom for more detailed information.

TO HELP US GET THERE, WE COMMIT TO:

- 1 A whole Fund carbon reduction target of **50% by 2030**
- 2 A listed equities carbon reduction target of **43% by 2025** and **69% by 2030**
- 3 Allocating **30% of the Fund to sustainable/low carbon green assets by 2025**, and **35% by 2030** (as measured by the long-term strategic asset allocation).
- 4 **All of our property investments being aligned with a net zero by 2050** target by 2030.
- 5 **Engaging with our top 10 emitters and reporting transparently** on our findings

HOW ARE WE DOING?

Our carbon footprint has **REDUCED BY 23.3%** to **30.6 tCO₂e/\$m INVESTMENT** (as at 31st December 2022)

Current "green and sustainable" assets: **28.7% OF OUR LONG-TERM ALLOCATION** on track to meet our target

86% of our property fund investments have set a target of Net Zero by 2050 or earlier

We have reported on our **TOP 10 EMITTERS** demonstrating what actions we are taking

WANT TO LEARN MORE?

Visit our newly updated [climate page](#) to read more about our approach, and find our **in-depth Climate Report!**


For any questions, please email pensionenquiries@wiltshire.gov.uk

OUR GOAL:
To protect the investments from climate change risk, and safeguard the financial future of the fund.


OUR CLIMATE AMBITION:
Net Zero carbon emissions across all investment portfolios by 2050.

HOW DO WE DO IT?


We bring what it means to be working towards **Net Zero** to life in our informative news stories, covering topics such as:




[Building a case for the future of cement](#)




[Collaborating with local partners to invest in the renewable future of the South West](#)




[Digging into the future of farming](#)



[Investing in innovative, zero-waste construction](#)



[An emerging approach to the transition in emerging markets](#)



[Taking a stand: our new approach to divesting from fossil fuels](#)

AND MORE!



Teresa Strange

From: Wiltshire Council <wiltshirecouncilnews@news.wiltshire.gov.uk>
Sent: 29 December 2023 11:00
To: Teresa Strange
Subject: Waste and recycling news - December 2023

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29 December 2023



Welcome to the second edition of Recycling: Let's Sort It News, your waste and recycling e-newsletter from Wiltshire Council.

This month we are providing you with tips on what to do with your post-Christmas waste including Christmas trees and batteries, as well as reflecting on 2023 and the improvements that have been made to the waste and recycling service.

You can unsubscribe at any time.

Waste and recycling collection dates

Remember to check your revised recycling, household and garden waste collection dates over the festive period using your [online waste collection calendar](#) or checking out the handy table below.



Christmas waste and recycling collection schedule

www.wiltshire.gov.uk/recycling

Your normal collection day	Rescheduled household waste and recycling collections	Garden waste collection
Monday 25 December (Christmas Day)	Wednesday 27 December	⊗ No collection
Tuesday 26 December	Thursday 28 December	⊗ No collection
Wednesday 27 December	Friday 29 December	⊗ No collection
Thursday 28 December	Saturday 30 December	⊗ No collection
Friday 29 December	Tuesday 2 January	⊗ No collection
Monday 1 January	Wednesday 3 January	⊗ No collection
Tuesday 2 January	Thursday 4 January	⊗ No collection
Wednesday 3 January	Friday 5 January	⊗ No collection
Thursday 4 January	Saturday 6 January	⊗ No collection
Friday 5 January	Monday 8 January	⊗ No collection
Monday 8 January	Tuesday 9 January	Tuesday 9 January
Tuesday 9 January	Wednesday 10 January	Wednesday 10 January
Wednesday 10 January	Thursday 11 January	Thursday 11 January
Thursday 11 January	Friday 12 January	Friday 12 January
Friday 12 January	Saturday 13 January	Saturday 13 January
Monday 15 January	Normal schedule resumes	Normal schedule resumes

Wiltshire Council



Natural Christmas tree collections

If you have signed up to garden waste collections, you can leave your real Christmas tree next to your green bin on your first scheduled collection in January and the council will collect it for composting. Please remove all decorations from your tree. If your tree is over five foot, cut it into manageable pieces and put it in your garden waste bin if there is room.

You can also support local charities such as Salisbury Hospice, Prospect Hospice and Dorothy House Hospice, by making a small donation to have your tree collected using the [Charity Christmas tree collection](#).

Fake trees will not be collected but can be disposed of at your [local household recycling centre](#) (HRC).



2023 waste and recycling round-up

As we approach the end of 2023, we wanted to reflect on the changes and improvements made this year and remind you of the services that are now available to help us all recycle more in 2024.

- In January, we introduced new disposal arrangements for upholstered seating at our Household Recycling Centres (HRCs) and as part of our bulky collection service, to prevent these items going to landfill.
- In February, we launched our [paint reuse scheme](#) at our HRCs. This aims to give people and community groups an opportunity to collect free water-based paint, which would normally have gone to waste, for their own DIY projects.

- In June, the new kerbside collection of [small rechargeable electronic items](#) was launched making it easier to recycle small electricals at home.
- In September, the reuse donation service was extended across [all HRC sites](#). Here you can now donate good quality reusable items to support local charities and good causes.
- In October, waste sorting tables were introduced at all 10 HRCs, as part of our [‘Recycling: Let’s Sort It’ campaign](#) helping to ensure that as many items as possible are recycled.

Thank you for all your continued support in helping us to recycle as much as possible.

For information on these services and more, please visit the [Wiltshire Council website here](#).

WRAP & Recycle.

YOUR KITCHEN WRAPPING FOIL & FOIL TRAYS JUST NEED A QUICK WIPE OR RINSE BEFORE RECYCLING WITH YOUR OTHER METAL PACKAGING.

#FoilFriday

Recycling tip of the month

Despite foil being recyclable, our data shows that only around 23% of clean aluminium foil is placed in the correct bin, the blue-lidded bin.

Therefore, we are providing you with some tips on what to do with your leftover foil and how to recycle it. You can recycle the following in your blue-lidded bin:

- Foil cases such as mince pie cases and chocolate foil cases
- Foil food trays
- Foil lids found on moisturisers, yoghurt pots, pot noodles etc
- Tinfoil

Top tip! When you have finished with your foil, give it a quick rinse and then scrunch as much of your foil together as possible to make a ball. The more foil you scrunch together, the easier it is to recycle them!



We collect batteries for recycling

Put small household batteries in a clear, sealed sandwich bag ON TOP of your blue-lidded bin.

NEVER put batteries in any of your bins.

wiltshire.gov.uk/battery-collections

Wiltshire Council

Battery collection service

Did you know? According to a 2021 survey, around a quarter of adults admit to putting batteries in the bin instead of recycling these responsibly.*

Every year hundreds of fires at waste facilities across the country are linked to

batteries being thrown out in the bin. You can help to prevent fires and keep staff safe by using our battery collection service when disposing of dead batteries.

If you have replaced batteries in Christmas lights, or are disposing of electricals powered by batteries, you can remove the batteries and place them in a clear sealed bag on top of your blue-lidded bin or next to your recycling sack on collection day using the [battery collection service](#).

Alternatively you can recycle batteries at your local HRC.

For more waste and recycling updates, including our 12 days of Christmas recycling tips, make sure to follow Wiltshire Council on [Facebook](#) and [X](#).

*Source: [Encouraging battery recycling to reduce waste stream fires - Material Focus](#)



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