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MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 29th November 2022

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 5th December 2022 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

REVISED AGENDA

1. **Welcome, Announcements & Housekeeping**
 - a) To note next Melksham Area Board meeting on Weds 7th December at the new Berryfield Village hall at 7pm <https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=166&MId=14324&Ver=4>
 - b) To note new Asset Management Committee on Monday 6th February (following Planning Committee)
 - c) Grant applications to the parish council now open for 2023/24; deadline 31st Jan
2. To receive **apologies** and consider approval of reasons given.
3. **Invited Guests:**
 - a) Wiltshire Councillor **Nick Holder** (Bowerhill)
 - b) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold)
 - c) Wiltshire Councillor **Jonathon Seed** (Melksham Without West & Rural). Report received
4.
 - a) To receive **Declarations of Interests**
 - b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
5. To consider holding items in **Closed Session** due to confidential nature
*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required (**Agenda item 11a, 12a**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7. **Councillor Vacancy – Beanacre, Shaw, Whitley & Blackmore Ward**
 - a) To note that the councillor vacancy will be filled by Co-option and to note arrangements as per Standing Orders.
 - b) To note that the council still holds the Power of General Competence until the next election in May 2025 (despite this latest co-option) <https://www.slcc.co.uk/qualifications/gpc>
8. To approve the Minutes of the Full Council Meeting held on 14th November 2022.
9. **Planning**
 - a) To approve the **Minutes of the Planning** Committee meeting held on 28th November
 - b) To formally approve **Planning Committee recommendations** of 28th November.
 - c) To note Wiltshire Council appointing contractor for new Pathfinder Place primary school by end of January

10. **Asset Management**
- a) **Bowerhill Sports Field & Pavilion:**
 - i) To feedback and consider next steps following meeting with pitch hirer
 - ii) To consider request for discounted Pavilion hire rate from regular pitch user
 - b) **Shurnhold Fields.** To note biodiversity mitigation project update from Wessex Water and clarification on grant funding from Full Council meeting (Min 272/22d)
 - c) **Play Areas:**
 - i) To agree **cover for weekly visual play area and allotment inspections** over Christmas period.
 - ii) To agree renewal lease term to seek with Wiltshire Council for play areas (Min 272/22b)
 - iii) Whitworth Play Area (Bowood View): To note quotes for additional works for tarmac path and safety surfacing under the Teen Shelter
 - iv) To note update on adoption of Whitworth Play Area and confirm legal transfer plan of area
 - d) To confirm adoption of the Telephone Kiosk in Berryfield Park (01225 791398) and agree signing of the contract.
11. **New Berryfield Village Hall project:**
- a) To consider update from solicitors on legal claim.
 - b) To receive update on progress with new Management Committee and consider any time sensitive requests (next Committee Meeting Weds 30th November)
 - c) To review request from Management Committee for longer term of lease
12. **Finance:**
- a) To note Receipts & Payments reports for November
 - b) To approve **cheque signatories/online authority** for December payments
 - c) To approve signing of CIL sharing agreement with Melksham Town Council (MTC) and payment of £315,029.94 to MTC on December pay run
 - d) To note Internal Audit (1st visit of 2 for 2022/23) due on Weds 21st December
13. **Highways:**
- To consider future action regarding the request for “Countdown” signs indicating a change in speed limit for the A350 at Beanacre from 60mph to 30mph following further research with the Police & Crime Commissioner and Wiltshire Council Highways Officer.
14. **Policies/Procedures**
- a) To agree move to full use of **.gov.uk** email address in first week of January
 - b) To note ICO advice on councillor’s use of non-council email addresses and consider any action for non-compliance with Council adopted Email policy
15. **Community projects/partnership organisations:**
- a) To consider proposal from recent meeting regarding the future of Melksham Community Support and subsequent proposal to jointly fund additional support for vulnerable residents in Melksham and Melksham Without from Age UK, working with Melksham Town Council and the Melksham Area Board

- b) To note closure of Whitley Stores and consider any subsequent actions
- c) To consider latest update from Wiltshire Council on Cost of Living crisis & Request from NCVO (National Council for Voluntary Organisations) to appeal to Government for support for voluntary organisations with rising Energy Costs
- d) To consider Police Report for November 2022
- e) To consider correspondence from WALC (Wiltshire Association of Local Councils) and attendance at their next meeting (18th January)

16. What have we done to meet the **Climate Friendly** agenda?

- Delivery of plainings from A350 (near Milk Churn) roadworks being distributed to Bowerhill Sports Field car park and Briansfield Allotment car park to fill potholes
- Offer of use of Wilts & Berks Canal trust wildflower meadow mowing equipment

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:
Tuesday 31st January 2023**

EXTRACT FROM CURRENT STANDING ORDERS

ADOPTED MAY 2022

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 be issued by Wiltshire Council if a contested election is held for any vacant seat.
- c Prospective candidates being considered for co-option will be required to provide the council with a written statement of interest and to attend the Full Council Meeting when the vote takes place (where possible) to make a short presentation.
- d Co-option voting will take place during the relevant Full Council meeting by a show of hands against the name of the candidate(s) they wish to see co-opted. Candidates will only be accepted if they have received a majority vote.
- e Candidates with the lowest vote will be eliminated and the Candidate with the highest vote will be duly elected. Where there is a tie, members will be required to repeat the process with just those candidates until a candidate has achieve a majority vote.
- f The Council reserve the right to not co-opt a prospective candidate, even if they are the only candidate, if they do not consider the candidate to be suitable for the seat.

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 14 November 2022 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm

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

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

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

262/22 Welcome, Announcements & Housekeeping

Councillor Pafford welcomed everyone to the meeting and made the following announcements:

- Defibrillator training was due to take place on Saturday 14th January at Berryfield Village Hall at 2pm. All welcome, please book a space with the parish council staff.
- The next Area Board meeting will be held on Wednesday 7th December at Berryfield Village Hall at 7pm.
- The proposed demolition of the old Berryfield Village Hall will take place after 5th December. The delay is due to waiting for the electricity to be disconnected by Southern Electric. In the meantime, the building has been stripped inside and Heras fencing erected for security.

263/22 To receive apologies and consider approval of reasons given

The meeting was reminded that Councillor Glover has a leave of absence until 1st December and Councillor Mary Pile has resigned from Council.

The Clerk informed the meeting the following Members had tendered their apologies:

Councillor Chivers – for health reasons
Councillor Hoyle – work commitments
Councillor Patacchiola – work commitments

Resolved: To accept and approve the reasons for apology.

264/22 Invited Guests:

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

Councillor Alford informed the meeting the recommendations made at the last Local Highway & Footpath Improvement Group (LHFIG) meeting had been ratified at a recent small meeting of the Area Board, which had resulted in several items being cleared off the list.

Councillor Alford explained that the Area Board had approved £500 to be used to support a community project working with the local Foodbank to purchase 22 slow cookers and food recipe cards, in order to be distributed to those in most need. Feedback on the project will be fed back to the next Area Board meeting and if positive feedback, the Area Board could look at extending this project.

Councillor Alford provided an update on a new Wiltshire Council affordable housing scheme in the neighbouring parish of Semington and work with Ukrainian families who have now been with their host families in Wiltshire for 6 months.

b) Wiltshire Councillor Nick Holder (Bowerhill)

Councillor Holder clarified with regard to the Pathfinder Place development, as stated at a previous Planning Committee meeting, some of the street lighting on the A365 was still not working and he had been in touch with Taylor Wimpey and was still awaiting a response.

Councillor Holder informed the meeting a road closure would be in place from 24 November for 10 days, overnight on the A350 between Berryfield Roundabout and further down the A365 in order to carry out carriageway resurfacing, replacement of road markings, adjustment of ironworks and associated works. Unfortunately, the works did not include repainting the road markings on Pathfinder Way on approaching Bowerhill roundabout which he had received several complaints about with an article in Melksham News.

Cabinet Member for Highways and Chris Clark, Head of Local Highways had been contacted to ask if this element of work could be included in the road closure but to date had not received a response and encouraged the Parish Council to request this work be completed at the same time. **POST MEETING:** It was clarified the road closure did not include the Bowerhill roundabout as originally understood.

With regard to the footpath to the rear of Melksham Oak, Councillor Holder explained he had contacted the new head of Highways who had stated they had made this a priority. However, it was understood there may be landownership issues and was therefore waiting an

update on this issue. The local MP was also in touch with Wiltshire Council to ascertain progress on this project, given safety concerns.

Councillor Holder stated he was aware of concerns regarding highway safety outside Melksham Oak School and had made enquiries on temporary speed restrictions outside schools on main roads to see if this could happen, particularly outside Melksham Oak School, to discover in a number of local authorities in devolved areas it is mandatory for temporary speed restrictions to be installed during school hours, but only discretionary in England. Discussions had taken place with Highways, to ascertain if this could be done, to be informed up-to-date Travel Plans were required and had therefore contacted Melksham Oak School for their travel plan. The Travel Plan was unfortunately out of date, having been produced in 2010 using data from 2006. Therefore, the school needed to submit an updated travel plan to Highways, in order it could be assessed to see if something could be done regarding speeding outside the school.

Councillor Pafford stated as a Governor at Melksham Oak School, the School Governors were also aware of concerns regarding speeding outside the school, which had been raised on several occasions.

Councillor Holder informed the meeting he understood a Bowerhill Residents Action Group (BRAG) meeting was due to take place the following evening via Zoom.

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

It was noted Councillor Seed was attending a meeting of Bromham Parish Council.

265/22 a) To receive Declarations of Interests

The Clerk declared an interest in agenda item 10(b) relating to some recommendations within the Staffing minutes of 7 November 2022 and would leave the meeting whilst these were being discussed.

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

The Clerk reported none had been received.

266/22 To consider holding items in Closed Session due to confidential

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

The Clerk advised the following agenda items be held in closed Session:

10(b) Recommendations of Staffing Committee. **REASON:** Staffing related.

The Clerk explained the following agenda items related to template leases, which Wiltshire Council had asked to be kept confidential:

11(a) Community Asset Transfer of Wiltshire Council assets.

11(b) To consider options for play area lease renewal, if not pursuing Community Asset Transfer option

Resolved: For items 10(b), 11(a) & 11(b) to be held in closed session for the reasons given.

267/22 Public Participation

No members of public were present.

268/22 Councillor Vacancy

a) To note Councillor Vacancy following the resignation of Councillor Mary Pile

Members noted a vacancy had arisen on the parish council in the Beanacre, Shaw, Whitley & Blackmore Ward following the resignation of Councillor Mary Pile.

b) To note Notice of Councillor Vacancy which gives the opportunity for 10 electors in the Beanacre, Shaw, Whitley & Blackmore Ward to call for an election by 24 November; otherwise the vacancy will be filled by co-option

Councillor Pafford explained if 10 electors came forward by 24th November, calling for an election, an election would take place no later than 31st January 2023.

The Clerk explained, if not, the council would be looking to co-opt at its January Full Council meeting, in order to allow time for the co-option to be advertised in the local press, as had previously

happened and sought a steer Members were happy for this approach which was agreed by Members.

c) To consider appointing councillor to committee and representative vacancies

Councillor Shea-Simonds asked if a letter of thanks could be sent to former Councillor Pile.

Councillor Pafford informed the meeting as Chair he had already forwarded the Council's thanks.

Following a query from Councillor Holt on how long Councillor Pile had been on the parish council, the Clerk explained whilst Councillor Pile had only been a councillor on the parish council for 6 years, she had previously been a councillor in Chippenham and prior to that had been a Clerk of a parish council. It had been hoped to put something in the local press thanking Councillor Pile for her tenure on the council, but she had declined the offer.

Resolved: To wait until the new councillor had joined the council, in order they had first priority on the various vacancies left on committees, as well as the various representative vacancies available since Councillor Pile resigned.

269/22 a) To approve the Minutes of the Full Council Meeting held on 24 October 2022.

Councillor Pafford explained at the previous meeting members discussed proposals to put forward for Substantive Highway funding. However, subsequently, Councillor Seed had been in touch to apologise for raising hopes of the council, but unfortunately the parish did not qualify, as quite a bit of funding was available via the Local Highways & Footpath Improvement Group.

Councillor Pafford suggested investigating if funding was available at a later date in order to put proposals forward for consideration.

Resolved: To approve and for the Chair to sign the Full Council minutes of 24 October 2022.

b) To approve the Confidential notes to accompany the Full Council minutes

It was noted this item referred to Min No 225(c)(iv) with a meeting having been arranged between the hirer of Sports Field and representatives of the Asset Management Committee later in the week.

Resolved: To approve and for the Chair to sign the Confidential

notes to accompany the Full Council minutes of 24 October 2022.

Councillor Alford left the meeting at 7.28pm in order to attend a meeting at Melksham Town Council.

270/22 Planning

- a) **To approve the Minutes of the Planning Committee meetings held on 7 November 2022.**

Resolved: To approve and for the Chair to sign the Planning Committee minutes of 7th November 2022.

- b) **To formally approve Planning Committee recommendations of 7 November 2022.**

Resolved: To formally approve the Planning Committee recommendations of 7th November 2022.

The Clerk explained the landowner of the site allocated within the Neighbourhood Plan had been in touch and a meeting arranged for Thursday at 12.00pm.

271/22 Staffing

Members agreed to defer this item until the end of the meeting in closed session.

- a) **To approve the Minutes of the Staffing Committee meetings held on 7 November**

Resolved: To approve and for the Chair to sign the Staffing Committee minutes of 7th November.

- b) **To formally approve Staffing Committee recommendations of 7th November.**

With regard to Min 254(a)/22: DBS (Disclosure & Barring Service) Policy, the Clerk explained Wiltshire Council undertook DBS checks on behalf of the parish council. However, their system would not allow for enhanced checks of parish council staff. There had been quite a bit of correspondence on this with Wiltshire Council seeking advice, but the Finance Officer had subsequently contacted the Department at

Central Government dealing with DBS checks for advice and was awaiting a response.

The Clerk suggested waiting until the advice from central Government had been received before approving the DBS Policy, in order to ensure that the policy was workable.

The Clerk left the meeting during approval of the recommendation contained within Minute No: 261/22. There was no further discussion on this item with Members approving the recommendation to close the investigation.

Resolved: To formally approve Staffing Committee recommendations of 7th November 2022 but defer the recommendation contained under Min 254(a)/22 regarding the Council's DBS Policy until a response had been received on enhanced checks from the Government Department responsible for DBS checks.

272/22 Asset Management

a) To consider principle of Community Asset Transfer of Wiltshire Council assets in the parish rather than just renewing play area leases (this would include public open spaces etc)

Councillor Pafford explained the council needed to think carefully what commitment to the future it wished to make and the complications there of, and the costs involved.

The Clerk explained the parish council currently leased Kestrel Court, Bowerhill and the Berryfield play areas from Wiltshire Council. The others in the parish were already owned and maintained by the parish council; or due to be adopted shortly.

The Clerk explained the understanding of the parish council had previously been that eventually there would be a community asset transfer and in the meantime, the council had entered into a 7-year lease until Wiltshire Council were ready to discuss community asset transfers with parish councils, as town councils were further up their list for asset transfer discussions.

The Clerk explained having asked to renew these two leases, Wiltshire Council had asked if the parish council wished to take on a longer lease, such as for 125 years, or wished to discuss a wider asset transfer.

The Clerk clarified that on taking on a wider asset transfer the parish council would need to take on public open spaces in the parish at a minimum. Whilst there were very little in some parts of the parish, there were quite a few in Bowerhill, which the council would be responsible for maintaining. There were also other asset transfer options, such as

taking on verge cutting and bin emptying for example.

Members were reminded that originally the Parish Council had been informed they would be unable to eventually take on the Berryfield Play area as part of an asset transfer, as the Wilts & Berks Canal Trust would be the eventual owners, as the play area is on the line of the Melksham Link proposed restored canal.

The Clerk advised members they did not have to make a decision straight away as the leases did not run out until October 2023. However, the legal process would take some time to complete hence why asking the question now. Wiltshire Council leases do not “tick over” like other standard leases, and if no arrangement was put in place, the play areas would no longer be the parish council’s responsibility if no new lease was in place by October 2023.

Councillor Pafford asked if members could consider in principle whether to have a complete asset transfer or just renew leases, if it was clear to Members on the ramifications of each option.

Councillor Shea-Simonds stated the information provided was very complex and sought clarification whether the council could just take on play areas as opposed to taking on such things as maintaining public open spaces. The Clerk explained the council could just lease play areas, but if they wanted an asset transfer, there was a minimum councils could have and it was a bigger list than just play areas.

The Clerk explained the devolution of services from Wiltshire Council had been something Wiltshire Council had been looking at for approximately 10 years and took a long time, as it was complicated, with discussions with town councils being a priority, over parish councils, as they usually had income generators, such as car parks.

The Clerk explained that the parish council had been lucky in getting the 7-year leases previously organised, as being a parish council they were at the back of the queue, however, a previous Melksham Without Wiltshire Councillor had intervened as there was a concern the play areas would deteriorate even further if not maintained by the parish council.

Several Members expressed concern at the costs involved in taking on public open spaces, with the impact of a significant Precept increase and the desire to only lease Berryfield play area, given the uncertainty of its future in its current location.

Councillor Baines expressed concern there would be staffing implications involved in taking on the extra assets, given the extra maintenance and grass cutting involved as well as inspections required.

Councillor Baines questioned whether if the parish council owned

Berryfield Play area, this would give leverage over the route of the canal and if the canal did go through the play area, would the parish council receive funding for a replacement or refurbishment of Bowood View play area to compensate.

The Clerk clarified that the route of the canal was already protected in the Core Strategy, however, would have to wait and see whether it was still protected in the Local Plan currently under review.

Councillor Harris confirmed the route originally protected in the Core Strategy was the same route proposed in the 2012 planning application which went through Berryfield play area.

Standing orders were suspended for Wiltshire Councillor Holder to speak.

Councillor Holder reminded members that many Wiltshire Council public open spaces in Bowerhill were currently being developed into wildflower areas, which would require the same level of maintenance moving forward which was quite extensive for a parish council to take on.

The meeting reconvened.

Councillor Baines expressed a concern at double taxation, given there would not be a reduction in the parish council precept to compensate the council for taking on public open spaces.

Resolved: For the parish council not to seek community asset transfer with Wiltshire Council.

b) To consider options for play area lease renewal if not pursuing Community Asset Transfer option

The Clerk explained there was an option to have a much longer lease than 7 years, with 125 years as an option offered.

Resolved:

To proceed with lease arrangements with Wiltshire Council for both Kestrel Court and Berryfield Play areas, with the aim to have them in place before the current leases expire in October 2023. To proceed with caution for the Berryfield Play area lease due to the current protected route of the Wilts & Berks Canal Link through the site.

c) Bowerhill Sports Field & Pavilion

i) To approve quotation to relocate the middle pitch to aid goal area recovery and to prevent lost balls in the hedge line

Members were informed a quotation of £1,465 + VAT had been received from the Council's grass cutting contractor to move the

middle 11 aside adult pitch, which was receiving a lot of regular use and causing the goal mouth to deteriorate. In addition, it was the one that suffered the most waterlogging and had a goal directly in front of a hedge with many lost ball complaints.

The Clerk explained the council had previously considered a quotation to improve drainage, however, due to the high costs involved, a quotation had been sought to relocate the pitch instead. The idea being to move the pitch forward slightly, which could involve having to move one of the 5 aside pitches regularly hired for youth matches.

Councillor Baines raised a concern at the high cost involved in moving the pitch, compared to making repairs to the goal mouth, having noted on a recent site visit the condition of the middle pitch was not too bad and queried whether this approach was the most cost effective.

Councillor Pafford noted the constrained area in which the two adult pitches were located and had not realised the number of pitches used for youth matches.

Councillor Shea-Simonds queried if the revenue from hiring of the pitches against the costs involved in moving the pitches was cost effective.

Resolved: To approve the quotation in principle, contingent on a constructive meeting later in the week with one of the hirers of the sports pitches for youth football when the impact of this proposed pitch arrangement could be discussed. With the Chair of Council and Chair of the Asset Committee having delegated powers with the Clerk to decide whether it was appropriate to proceed following the meeting with the youth football club.

Wiltshire Councillor Holder left the meeting at 8.00pm.

ii) To consider proposal for installation of drinking water fountain following site visit

A site survey had been undertaken at the Pavilion by MIW Water Cooler Experts on a suitable location for the outside drinking water fountain. A suitable location on the left-hand side of the pump room adjacent to the sports pitches had been found, which would reach a suitable electric supply and would allow water to be collected and put back into the system, as required by Wessex Water.

The Clerk expressed frustration the installation of the water fountain appeared to be more complicated than originally understood when the equipment was sold to the Council.

The Clerk explained it was hoped that following the site survey a quotation to install the water fountain would have been received by this meeting, but unfortunately, this was not the case.

Therefore, members noted the report submitted by MIW and awaited the quotation for a future meeting.

d) Shurnhold Fields. To note that a Committee is in place following Friends of Shurnhold Fields AGM

Members noted a new committee was now in place and would continue maintaining the Shurnhold Fields grass cutting and work parties.

Councillor Doel expressed concern it appeared the group did not have sufficient funds.

It was noted that there a s106 commuted sum to cover the costs associated with any maintenance, having been provided by Persimmon when the land was transferred to both councils. However, the group could apply for grant funding from both councils for other things if necessary. The Clerk reminded the council they had previously turned down a grant from the Friends of Shurnhold Fields for maintenance costs as these costs were already borne by the councils, as well as reimbursing petrol costs etc for the mower, whereas the Town Council had approved a grant, but would confirm that was the case.

e) To approve quote for repair of bus shelter (Shaw)

A quotation of £645 + VAT had been received from J H Jones to repair the brick-built bus shelter on Bath Road, Shaw.

Concern was expressed at the costs involved. The Clerk stated on investigating the work involved the contractor had recommended the work be undertaken sooner rather than later. On being shown photographs of the level of repairs required, Members:

Resolved: To approve the quotation of £645 + VAT to repair the bus shelter as soon as possible.

f) To consider quotations for improvements to the Whitworth play area (Bowood View)

A quotation of £13,550 + VAT provided in late papers had been received from E D Bodman Ltd to install a tarmacked path with associated works in the Whitworth play area.

The Clerk informed the meeting that it had previously been agreed to seek costs to undertake this work if the developers, Bellway, were not

prepared to undertake the work. Bellway had previously stated once the parish council had agreed to adopt the play area, they would look at a date to tarmac the footpath at their cost, however, the adoption of the play area was in the hands of both party's solicitors at present.

The Clerk explained she had also contacted the contractor who had installed the play area, who were arranging to look at the safety surfacing element that needed quoting as she raised a concern at introducing different contractors if there was a future liability issue.

Concern was expressed at the high costs involved, with the Clerk suggesting other contractors could be approached for quotes if necessary for a comparison.

Concern was expressed by Councillor Harris the tarmac would not go beyond the play area as requested by the parish council in the first instance.

Councillor Russell suggested once the work had been undertaken by Bellway, if there was an issue, the extra piece of tarmac could be undertaken at a later date.

It was noted the costs quoted gave an indication of the costs involved if Bellway were not to undertake the work and also gave an idea of figure to ask for from the Townsend Farm development, as a contribution towards improving a play area in the vicinity.

Resolved: To await Bellway undertaking the work as agreed and note the quotation provided.

273/22 New Berryfield Village Hall project:

a) To consider update from solicitors on legal claim

The Clerk provided an update on the current legal claim with Bellway which members noted.

b) To note revised budget vs anticipated spend report.

The Clerk explained both herself and the Finance Officer & Amenities Officer were currently looking at the budget for 2023/24 and anticipated current year end costs, and that was the ideal opportunity to revisit the costs associated with the Village Hall project which would be an appendix to the budget.

274/22 Finance:

a) To note Receipts & Payments reports for October

The Clerk explained quite a few payments were coming through for allotment rents as the start of the Allotment year was 1st October (Michaelmas).

The Clerk informed Members that c£426,000 had been received from Wiltshire Council, which they had been holding for some time, at least a year. This equated to 75% of £500,000 from Bellway to the parish council through the Section 106 Agreement for the new village hall, which was originally confirmed to be £375,000, however, the funding was index linked, hence the larger figure than originally anticipated.

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

b) To approve cheque signatories/online authority for November payments

Resolved: Councillors Shea-Simonds and Wood be cheque signatories/online authority for November payments.

c) To note tax base number for the parish for 2023/2024 of 2,895.42 (2,782.41 in 2022/23) for precept calculation

Members noted the tax base number for the parish for 2023/2024 was 2,895.42 for precept calculations. This equated to 113 additional Band D properties which would yield an additional £9,572, if the parish council did not increase the Budget next year. It was noted that due to increased costs such as higher inflation rates and the recent pay award for example, this figure would not cover all the additional costs expected for 2023/24, in order to keep the precept at the same level as 2022/23.

The Clerk explained the Finance Committee would be looking at budget proposals for 2023/24 and making recommendations to Full Council on 23rd January. Whilst Wiltshire Council requested the relevant precept requirement forms be submitted by 18th January, it was not a statutory requirement that the form is submitted by this date; the parish council had until the end of January.

d) To note amendment to share of Community Benefit funding from Sandridge Solar Farm and receipt

Members noted Sandridge Solar Farm Ltd had confirmed an additional 177 dwellings had been added to the parish council's percentage share of the community benefit fund. However, the town council's share had also increased due to new development within a 2.75km radius of the solar farm, with the new annual base value of the fund for the parish council being £12,757.77 annually, which was index linked.

The Clerk explained the figure was higher than budgeted for as it corrected errors in the preceding years and was index linked, with a cautious £5,000 originally being budgeted in the 2022/23 budget, however, £16,119 had recently been deposited in the bank.

275/22 Policies/Procedures

a) To consider request for Complaints Committee and Independent Person to be appointed.

Councillor Pafford explained that it had already been established that a parish council did not require an independent person but asked if the parish council wanted one in reserve in case one was ever required.

Councillor Harris sought clarification on what the Council's current complaints procedure was.

The Clerk explained the council had no Complaints Committee, with complaints being dealt with by Full Council who would follow the adopted Complaints Procedure policy (a model template from a professional body) and published on the council's website.

The Clerk explained any complaint first went to the Clerk (unless it related to the Clerk) who would try and resolve the complaint in the first instance, prior to following the procedural routes as set out in the policy. Whilst in the model template for complaints procedures, it stated complaints could either be handled by a complaints committee or by Full Council, the council had opted to follow the Full Council route.

Councillor Pafford felt if there was a need in the future to have an independent person, if it was felt one was necessary, there was a possibility one could be found.

Councillor Harris sought clarification where an independent person would be sourced.

The Clerk explained in the Terms of Reference for the joint Neighbourhood Plan it was stated if an independent person was required in case of a dispute between the two councils, to approach the Wiltshire Association of Local Councils (local arm of the National Association of Local Councils) and therefore that could be a suggestion to contact WALC if required

The Clerk explained any complaints about the Council or a Councillor had to go to the Monitoring Officer at Wiltshire Council for investigation and therefore, they could be approached for advice on seeking an independent person, as well as WALC.

b) To consider ways of streamlining agendas

The Clerk explained she had placed this item on the agenda as recently Councillor Chivers had raised a concern at the length of meeting agendas and the Parish Officer, in their recent appraisal, had suggested the agendas could be reduced, as they were quite lengthy and rather than having to note lots of minutes/information from community groups, this information could be emailed to members instead, however, if there was something which needed to be brought for the consideration of the members then it would be an agenda item.

The Parish Officer explained on occasions the Full Council minutes in particular were quite lengthy and when taking into account the finance attachments, minutes were on occasion over 50 pages.

Councillor Wood stated he found it useful to have the minutes/notes from organisation groups in the agenda pack, as he would look up the relevant agenda and find them there, rather than having to look through several emails to find what he was looking for.

The Clerk explained a lot of the community group minutes were located on the parish council's website, as this enabled them to be found via an internet search without the organisations having to have their own website.

Resolved: Minutes/notes from organisations be emailed to Members and if it was felt something needed to be brought before Council, to request that they be included on an appropriate agenda for discussion.

276/22 Community projects/partnership organisations:

a) To consider way forward for Melksham Community Support, including parish council direct involvement for Emergency Plan

The Clerk stated she would be attending a meeting later in the week regarding the future of Melksham Community Support moving forward.

The Clerk reminded members some time ago consideration was given to what should happen moving forward with Melksham Community Support which had been set up by Melksham Area Board, the Town Council, Melksham Without Parish Council and Age Friendly Melksham in response to Covid. Unfortunately, both Age Friendly Melksham and Melksham Community Response were struggling of late for various reasons and it was unclear what their remit was now, given the main driver of providing support was during Covid, but recognising, there was a small number of people who did require some support and maybe they could be a signposting organisation.

The Clerk explained funding of approximately £8,000 had been received from Southern Electric's Community Resilience Fund in order to provide fridge magnets and a leaflet with Melksham Community Support's number on, the database of volunteers and all of the "hard to reach" vulnerable residents will also be kept. An idea had been forming which all the stakeholders needed to be happy with, whether everyone transition over to a different type of support group, or Melksham Community Response is made dormant and only activated by the Emergency Plan and staff of both councils transition in for the time required to assist with the emergency.

The Clerk explained a meeting was being held with the stakeholders later in the week on a way forward and also a meeting was being held with a Member of the Community Resilience Team from Wiltshire Council on a particular project they wanted some feedback on.

The Clerk explained a steer was required from Members on what the position of the Parish Council was in order to feed back at the meeting later in the week and suggested a way forward could be for Melksham Community Response to be dormant and activated by the Emergency Plan with staff from both the town council and parish council stepping back in to help during the emergency. Members did not question this suggestion and offer an alternative response.

b) To consider update on Cost of Living/Warm Spaces initiatives.

The Clerk updated Members on the various cost of living initiatives including "Energy Café" drop-in sessions being run by Wiltshire Wildlife Trust and expressed frustration that it was difficult to get an event in the Bowerhill area, despite having had conversations with various groups on holding such an event. It was also hoped to get something separate for residents of the Berryfield Mobile Home Park as their needs were different.

c) To consider request to supply Coronation Mugs to children in the parish

A request had been received from Councillor Chivers to supply Coronation mugs to the children of the parish.

Councillor Pafford explained this request had been deferred from a previous meeting as Councillor Chivers was not present at the time to speak to his proposal and noted as the Coronation of the King was not until May 2023, there was still time for the council to consider this request at another meeting if necessary.

Councillor Doel explained he was aware of another local council who had provided Jubilee mugs to children in their parish at a cost of £10 each.

Councillor Baines expressed concern how children in the parish would be identified, as it was difficult to do it through the schools in the parish, as children were often from other parishes. Also, children from the parish may attend schools in other parishes.

Councillor Shea-Simonds highlighted that not all members of the council were copied into the original request from Councillor Chivers and was intrigued to note members of the press had also been copied in.

Councillor Holt felt given the increased costs the Council would have to bear giving the increased cost of living, felt this was not a good use of council funding.

Resolved: Not to purchase memorabilia to commemorate the Coronation of the new King.

d) To note correspondence regarding potential Community Benefit from the proposed Wessex Water mains drainage scheme

The Clerk explained Wessex Water had previously discussed community gain as part of their scheme with several suggestions being put forward for consideration, which were still being considered. However, Wessex Water had been in touch recently on how they could improve biodiversity in the area, in order to off-set some of the biodiversity disruption from their scheme for mains drainage in Beanacre, with the Clerk suggesting they look at the community field behind St Barnabas Church or Shurnhold Fields which were the closest.

The Clerk explained Wessex Water had been in touch earlier that day with a request she join a Teams call to discuss this idea further. It was explained they were happy to install a wildflower strip of 0.3 hectares at Shurnhold Fields, following their Ecology Officer visiting the site.

The Clerk stated this information had been forwarded to the Town Council for a response, as an answer was required by the end of the week. Previously, however, both Councils had already acknowledged by installing in a car park in an appropriate location that it would mean losing part of the current wildflower meadow and therefore had agreed to replace it.

The Clerk asked if everyone was happy with the proposal, that the Friends of Shurnhold Fields would be contacted for their thoughts on the suggested location.

Resolved: To support Wessex Water improving biodiversity at Shurnhold Fields by planting a 0.3h wildflower area, to off-set against any biodiversity lost as part of their proposals for mains drainage in Beanacre.

e) To note new group “A350 Alliance” and their support by CPRE Wiltshire

Members noted in a recent newsletter from CPRE (Campaign for Protection of Rural England) a new group called the A350 Alliance had been formed from various groups, including the Stop the Melksham Bypass group.

f) To note latest update on Whitley Community Stores and consider any actions required

The Clerk provided an update on Whitley Community Stores who had to vacate their current premises in the village.

277/2 Parliamentary Boundary Review: To consider submitting comments on proposals for new Melksham & Devizes Constituency (Electorate 71,823) <https://www.bcereviews.org.uk/> Comments by 5 December

It was noted a few changes had been made since the parish council had commented previously with Calne South, Bromham, Rowde, The Lavingtons, Urchfont and Bishop Cannings now included and Corsham and Hilperton moved into another parliamentary constituency.

Councillor Baines stated the new proposals preserved the historic link between Melksham and Bradford on Avon.

Resolved: To welcome the new constituency name which includes Melksham and the changes to the boundaries which preserve the historic link with Bradford on Avon.

Meeting finished at 9.20pm

Signed
Chair, 5th December 2022

Date: 01/11/2022

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 7

Receipts for Month 7			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		589,816.99					589,816.99	
V2967-BACS	Banked: 03/10/2022	30.00						
V2967-5ABY	Allotment Holder	30.00			1310	310	30.00	Allotment 5A Berryfield rent
V2968-BACS	Banked: 03/10/2022	60.00						
V2968-BS18	Allotment Holder	60.00			1320	310	60.00	Allotment Rent 18 Briansfield
V2969-BACS	Banked: 03/10/2022	30.00						
V2969-BY4A	Allotment Holder	30.00			1310	310	30.00	Allotment 4a Berryfield rent
V2970-BACS	Banked: 03/10/2022	30.00						
V2970-BS19	Allotment Holder	30.00			1320	310	30.00	Briansfield allotment 19 rent
V2971-BACS	Banked: 03/10/2022	30.00						
V2971-BS28	Allotment Holder	30.00			1320	310	30.00	Briansfield 28 allotment rent
V2972-BACS	Banked: 03/10/2022	60.00						
2972-BY15A	Allotment Holder	60.00			1310	310	60.00	Berryfield 15a allotment rent
V2973-BACS	Banked: 03/10/2022	60.00						
V2973-BS27	Allotment Holder	60.00			1320	310	60.00	Briansfield allotment 27 rent
V2974-BACS	Banked: 07/10/2022	30.00						
V2974-BY6A	Allotment Holder	30.00			1310	310	30.00	Berryfield 6a allotment rent
V2975-BACS	Banked: 07/10/2022	630.00						
V2975-FoF	Future of Football	630.00			1210	210	630.00	Inv.300- September Training
V2976-BACS	Banked: 10/10/2022	60.00						
V2976-BSF2	Allotment Holder	60.00			1320	310	60.00	Briansfield plot 2 rent
V2977-BACS	Banked: 10/10/2022	30.00						
V2977-BACS	Allotment Holder	30.00			1310	310	30.00	Berryfield 9B allotment rent
V2978-BACS	Banked: 11/10/2022	15.00						
V2978-BS1A	Allotment Holder	15.00			1320	310	15.00	Briansfield 1A allotment rent
V2979-BACS	Banked: 12/10/2022	15.00						
2979-BS16A	Allotment Holder	15.00			1320	310	15.00	Briansfield 16a allotment rent
V2980-BACS	Banked: 14/10/2022	15.00						
2980-BS32A	Allotment Holder	15.00			1320	310	15.00	Briansfield 32a allotment rent
V2981-BACS	Banked: 17/10/2022	30.00						
V2981-BS22	Allotment Holder	30.00			1320	310	30.00	Briansfield 22 allotment rent
V2982-BACS	Banked: 17/10/2022	60.00						
V2982-BY7A	Allotment Holder	60.00			1310	310	60.00	Berryfield 7a allotment rent
V2983-BACS	Banked: 18/10/2022	60.00						
V2983-BS26	Allotment Holder	60.00			1320	310	60.00	Briansfield 26 allotment rent
V2984-BACS	Banked: 21/10/2022	300.00						
V2984-FoF	Future of Football	300.00			1210	210	300.00	Inv.301- September pitch hire

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AGENDA ITEM 13a - Cashbook 1- Receipts and Payments Lloyds Bank

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Date: 01/11/2022

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 7

Receipts for Month 7		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V2985-BACS	Banked: 24/10/2022	30.00						
V2985-BSF9	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 9 rent
V2986-BACS	Banked: 24/10/2022	30.00						
V2986-BSF4	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 4 rent
V2987-BACS	Banked: 26/10/2022	30.00						
V2987-BS25	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 25 rent
V2988-BACS	Banked: 31/10/2022	30.00						
V2988-BS21	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 21 rent
V2989-BACS	Banked: 31/10/2022	60.00						
2989-BY16B	Allotment Holder	60.00			1310	310	60.00	Berryfield 16b rent
V2990-VAT	Banked: 31/10/2022	17,477.91						
V2990-VAT	HM Revenue & Customs	17,477.91			105		17,477.91	VAT Return-1.9.22-30.9.22
500167-CAS	Banked: 31/10/2022	120.00						
V2991 (45)	Allotment Holder	30.00			1310	310	30.00	Berryfield 17a rent
V2992-(42)	Allotment Holder	30.00			1320	310	30.00	Briansfield 3 rent
V2993 (43)	Allotment Holder	30.00			1310	310	30.00	Berryfield 3a rent
V2994 (44)	Allotment Holder	30.00			1320	310	30.00	Briansfield 6 rent
Total Receipts for Month		19,322.91	0.00	0.00			19,322.91	
Cashbook Totals		609,139.90	0.00	0.00			609,139.90	

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AGENDA ITEM 13a - Cashbook 1- Receipts and Payments Lloyds Bank

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Payments for Month 7			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/10/2022	Grist Environmental	V2962-DD	137.75		22.97	4770	220	114.78	Inv.P82267-B'hill bin emptying
18/10/2022	Plusnet	V2964-DD	36.60		6.10	4190	120	30.50	Inv.004-WiFi for Campus office
20/10/2022	Sirus Telecom	V2963-DD	148.25		24.71	4190	120	123.54	Inv.5927-Office phone charges
26/10/2022	Eon	V2965-DD	106.05		5.05	4302	220	101.00	Inv.0015-Pavilion Electricity
Total Payments for Month			428.65	0.00	58.83			369.82	
Balance Carried Fwd			608,711.25						
Cashbook Totals			<u>609,139.90</u>	<u>0.00</u>	<u>58.83</u>			<u>609,081.07</u>	

Date: 01/11/2022

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Cashbook 2

User: MR

Unity Bank

For Month No: 7

Receipts for Month 7

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 :		258,432.85					258,432.85	
V2991-BACS	Banked:06/10/2022	425,997.78						
V2991-S106	Wiltshire Council	425,997.78			1170	400	425,997.78	BYF V Hall S106 2nd payment
Total Receipts for Month		425,997.78	0.00	0.00			425,997.78	
Cashbook Totals		<u>684,430.63</u>	<u>0.00</u>	<u>0.00</u>			<u>684,430.63</u>	

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AGENDA ITEM 13a - Cashbook 2- Receipts and Payments Unity Trust Bank- redacted

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Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/10/2022	Rigg Construction	V2939-BACS	23,288.26		3,881.38	4582	142	19,406.88	Inv.113-Certificate 9 BYF V Ha
17/10/2022	Unity Trust Bank	V2961-DD	334.49		45.45	4080	120	-79.00	CREDIT Cllr Safety Training
						4175	120	81.00	Monthly Office 365 subscriptio
						4175	120	94.80	1x annual license for Mcrosof
						4190	120	11.30	Calling Plan
						4120	120	20.85	Planning & Highways agenda pos
						4120	120	9.90	NHP Plan agenda pack postage
						4175	120	1.00	Website hosting monthly fee
						4720	120	20.82	Step ladder for noticeboard
						4150	120	4.33	Get well soon cards
						4150	120	3.32	Key tags
						4582	142	31.04	Storage boxes BYF V Hall move
						4120	120	14.98	Magnets for noticeboard
						4200	120	11.99	Online meeting subscription
						4120	120	10.70	Full council agenda pack posta
						4155	120	17.40	Refreshments for meetings
						4150	120	4.36	Pens
						4582	142	7.49	First Aid kit BYF V Hall
						4150	120	19.76	Mouse mats for office desks
						4140	120	3.00	Monthly fee
19/10/2022	Office Right Business Solution	V2940-BACS	4,189.20			4582	142	4,189.20	Inv.97220- Tables & Chairs BYF
27/10/2022	David Pafford	V2960-BACS	65.40			4070	120	65.40	October Chairs Allowance
28/10/2022	JH Jones & Sons	V2941-BACS	456.00		76.00	4721	220	380.00	Inv.3040- Boot brush cleaner
28/10/2022	JH Jones & Sons	V2942-BACS	1,604.65		267.44	4402	320	60.15	Inv.3058-Allotment grass cut
						4400	142	221.90	Inv.3058-Play Area grass cut
						4780	142	52.50	Inv.3058-Play Area bin empty
						4781	220	79.58	Inv.3058-JSF Bin emptying
						4401	220	692.17	Inv.3058-JSF Grass cut
						4400	142	34.66	Inv.3058-Kestrel Court shrub m
						4409	142	163.33	Inv.3058-Hornchuch grass
						4820	142	32.92	Inv.3058-Shumhold Fields gras
						347	0	-32.92	Inv.3058-Shumhold Fields gras
						6000	142	32.92	Inv.3058-Shumhold Fields gras

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Cashbook 2

User: MR

Unity Bank

For Month No: 7

Payments for Month 7				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/10/2022	JH Jones & Sons	V2943-BACS	264.00		44.00	4490	142	220.00	Inv.3075-Sept Carson R'about c
28/10/2022	Agilico	V2944-BACS	102.35		17.06	4130	120	85.29	Inv. 391-Office photocopying
28/10/2022	JH Jones & Sons	V2945-BACS	330.00		55.00	4490	142	275.00	Slabs from BYF V hal to shed
28/10/2022	Playsafety Ltd	V2946-BACS	949.20		158.20	4410	142	581.00	Inv.64- Annual ROSPA inspectio
						4410	142	70.00	Whitworth Play Area inspection
						4410	142	70.00	Shaw playing field inspection
						4820	142	70.00	Inv.64- Annual ROSPA inspectio
						347	0	-70.00	Inv.64- Annual ROSPA inspectio
						6000	142	70.00	Inv.64- Annual ROSPA inspectio
28/10/2022	Tollgate Security Ltd	V2947-BACS	760.80		126.80	4212	220	634.00	Inv.49792- Annual intruder ala
28/10/2022	Complete Weed Control	V2948-BACS	1,227.60		204.60	4500	142	1,023.00	Inv.222-Parish weedspraying
28/10/2022	WPL (Safety) Ltd	V2949-BACS	120.00		20.00	4582	142	100.00	Inv.02- H&S file BYF V Hall
28/10/2022	Radcliffe Fire Protection Ltd	V2950-BACS	436.80		72.80	4582	142	364.00	New fire extinguisher BYF V Ha
28/10/2022	JH Jones & Sons	V2951-BACS	378.00		63.00	4785	142	315.00	Inv.3067-Install 2x bins
28/10/2022	Jens Cleaning	V2952-BACS	300.00			4750	220	300.00	Inv.1068-Deep clean of changin
28/10/2022	HM Revenue & Customs	V2953-BACS	2,359.77			4041	130	819.72	Period 7- October 2022
						4000	130	395.00	Period 7- October 2022-T
						4000	130	289.66	Period 7- October 2022-NI
						4020	130	176.80	Period 7- October 2022-T
						4020	130	132.82	Period 7- October 2022-NI
						4010	130	149.60	Period 7- October 2022-T
						4010	130	113.77	Period 7- October 2022-NI
						4460	142	257.40	Period 7- October 2022-T
						4800	320	8.80	Period 7- October 2022-T
						4070	120	16.20	Period 7- October 2022-T
28/10/2022	Wiltshire Pension Fund	V954-BACS	1,784.47			4045	130	1,344.74	Period 7- October 2022
						4000	130	210.22	Period 7- October 2022
						4020	130	118.93	Period 7- October 2022
						4010	130	110.58	Period 7- October 2022
28/10/2022	Teresa Strange	V2955-BACS	██████			4000	130	██████	October 2022 Salary
						4120	120	55.10	1st Class stamps
28/10/2022	Lorraine McRandle	V2956-BACS	██████		0.33	4020	130	██████	October 2022 Salary
						4370	120	1.66	Dishwasher cleaner
28/10/2022	Marianne Rossi	V2957-BACS	██████			4010	130	██████	October 2022 Salary
28/10/2022	Terry Cole	V2958-BACS	██████			4460	142	██████	October 2022 Salary
						4050	142	47.50	Travel Allowance-October
									Total Salaries for October 2022
									£6,511.84

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Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/10/2022	David Cole	V2959-BACS				4051	142	69.75	Mileage x 155
31/10/2022	Teresa Strange	V2966-S/O	5.30		0.88	4190	120	4.42	494 Out of hours mob reimb Oct
Total Payments for Month			45,670.42	0.00	5,032.94			40,637.48	
Balance Carried Fwd			638,760.21						
Cashbook Totals			684,430.63	0.00	5,032.94			679,397.69	

Receipts for Month 7**Nominal Ledger Analysis**

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

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AGENDA ITEM 13a - Cashbook 3- Receipts and Payments Fixed Term Deposit

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Date: 01/11/2022

Melksham without Parish Council Current Year

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Time: 13:08

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

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

**MINUTES of the Planning Committee of Melksham Without Parish Council
held on Monday 28 November 2022 at Melksham Without Parish Council
Offices (First Floor), Melksham Community Campus, Market Place,
Melksham, SN12 6ES at 7.00pm**

Present: Councillors Richard Wood (Chair of Planning), Alan Baines (Vice Chair of Planning), David Pafford (Chair of Council) Andy Russell (Acting Vice Chair of Council) and Mark Harris

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

In attendance: Wiltshire Councillor Nick Holder (Bowerhill)
5 Members of Public (3 via Zoom)

278/22 Welcome, Announcements & Housekeeping

Councillor Wood reminded those present of the fire safety procedures for the building.

The Clerk explained developers had resubmitted plans for 210 dwellings (previously 231 dwellings) and a care home on land South of Western Way. The application would be considered at the Planning committee meeting on 19 December. (PL/2022/08504)

279/22 To receive Apologies and approval of reasons given

Members were reminded Councillor Glover had been granted a leave of absence.

It was noted Councillor Chivers was not in attendance and had not tendered his apologies.

280/22 Declarations of Interest

a) To receive Declarations of Interest

There were no declarations of interest.

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

None received.

c) To note standing Dispensations relating to planning applications.

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

281/22 To consider holding items in Closed Session due to confidential Nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business, where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk explained agenda item 11(a)(ii) regarding the footpath to the rear of Melksham Oak may have to be discussed in closed session, as the plans for the footpath were not yet within the public domain.

282/22 Public Participation

Standing Orders were suspended to allow Members of public to speak to various items.

Three residents of Beanacre were in attendance to voice their concerns at proposals for 3 dwellings on land to the rear of 52e Beanacre on Chapel Lane (PL/2022/06389):

- The ecological impact the proposals will have on the area. A soakaway is located to the rear of properties on Westlands Lane through to Chapel Lane and under the A350 to the rear of properties east of Beanacre Road, which experienced flooding issues a few years ago, resulting in the soakaway getting blocked.

Therefore, would like an understanding should the application be approved, of what plans are in place to ensure the sufficient drainage of the soakaway and what would be done to mitigate any flooding moving forward.

- Parking is an issue. Chapel Lane is narrow, currently there is not sufficient space and any additional development will exacerbate the situation.

A resident of Townsend Farm voiced their concerns at proposals for an additional 53 dwellings (planning application PL/2022/08155), West of Semington Road in addition to the 50 affordable dwellings (20/07334/OUT) already proposed to the rear of Townsend Farm:

- The impact extra vehicles will have on the access to the development, which is poor given its location opposite the second

entrance to the Mobile Home Park on Semington Road.

- The Planning Inspectorate had put a reservation on the application for 50 dwellings (20/07334/OUT) adjacent to the application site and therefore need to understand how this reservation will be resolved in the context of the new application, which will see the development increase in size, with an unsafe exit/entrance.

The resident explained there appeared to be conflicting dates when comments need to be submitted. As a resident the letter from Wiltshire Council stated comments had to be submitted by 2 December. However, on the agenda it stated 6 December. A Residents Association meeting was being held later in the week and therefore, it would be useful to know when the deadline date is.

The Clerk stated she would clarify this and when submitting the parish council's comments would make the Planning Officer aware Townsend Farm Residents Association would also be submitting comments after 30 November.

Councillor Holder confirmed the deadline date for comments was 6 December.

Councillor Holder explained whilst plans had previously been submitted and refused for 200+ houses on land South of Western Way, adjacent to the Pathfinder Place development, the developer had resubmitted plans for 210 dwellings and a care home. Having spoken to the Planning Officer and having previously objected to proposals he had requested a 'call in' to committee, if the planning officer were minded to approve the application.

Having looked at the plans, Councillor Holder explained he could see no improvements which would change his opinion and would be attending the Planning Committee meeting on 19 December in order to discuss the proposals.

With regard to the Lack of 5 year land supply agenda item, Councillor Holder explained several Wiltshire councillors were working together to lobby Central Government to remove the erroneous 5 year land supply figure, which was being used by developers to override local residents and parish councils who had worked hard in producing neighbourhood plans for plan led development to be trumped by the 5 year land supply at refusal or appeal.

Councillor Holder explained it was very disappointing for councils and Wiltshire Council who refuse planning applications for these to be overturned at appeal due to a lack of 5 year land supply, which often resulted in unwanted development outside a settlement boundary, which was not right, particularly given the number of houses built in Wiltshire in recent years and urged the parish council to write to their local MP to ask

that the 5 year land supply figure be removed from all planning procedures.

With regard to the lights on the A365 relating to the Pathfinder Place development, Councillor Holder stated he understood these were due to be completed shortly and had noted some trenches had been installed and assumed, and hoped, these were for the street lights.

Councillor Wood thanked Councillor Holder for his efforts in lobbying Central Government on the 5 year land supply issues and noted quite often developers would land bank, in order to skew the housing figures which was impacting communities.

Councillor Holder agreed land banking by developers was an issue and was aware of areas in Trowbridge being land banked by developers, which if released, would take Wiltshire over the 5 year land supply figure and raised a concern developers might be working together to keep the 5 year land supply figure lower, in order to get planning applications through in areas where they would normally be refused.

The resident of Townsend Farm stated they would also write to Michelle Donelan MP regarding this issue, given the impact it had and would also write expressing concern at the loss of much needed farm land to development, which should be used to produce food.

Standing Orders were reinstated.

283/22 To consider the following Planning Applications:

[PL/2022/06389](#): Land to the rear of 52E Beanacre, Chapel Lane, Beanacre. Erection of three dwellings, with access, parking, and associated works including landscaping (outline application with all matters reserved).

Members raised a number of concerns about the proposal and the impact it could have of the existing development.

Comments: The Parish Council object to this planning application for the following reasons:

- The site is outside the settlement boundary and is in the village of Beanacre, which is classed as a “Small Village” in the Core Strategy. Please also refer to Policy 6: Housing in Defined Settlements of the made Melksham Neighbourhood Plan regarding development in the small villages of Beanacre and Berryfield. The site is not a Rural Exception site and makes no reference to any affordable housing. The site therefore conflicts with Core Policy 2 of the

Wiltshire Council Core Strategy as it is outside the defined limits of development and has not been brought forward through the Site Allocations DPD or the Melksham Neighbourhood Plan.

- Whilst the developer's Planning Statement makes reference to the current lack of 5-year land supply, it does not mention that the protection of paragraph 14 in the NPPF is valid with a current adopted Melksham Neighbourhood Plan less than 2 years old. The Melksham area has exceeded the number of dwellings required by the Core Strategy by 2026.
- Highway Safety Concerns. The site is located on a narrow single track lane. Vehicles at present have no facility to turn around to exit Chapel Lane without impinging on someone else's land and this application will exacerbate the situation.

The exit/entrance to Chapel Lane is currently a hazard. If drivers on the A350 can run into the rear of vehicles waiting to turn into Westlands Lane, the same can be said for vehicles waiting to turn into Chapel Lane, particularly those travelling from the North.

The exit of Chapel Lane is not naturally at right angles to the carriageway and therefore from a highway point of view it would be undesirable to increase traffic on Chapel Lane onto the A350.

- The impact the proposed dwellings will have with regard to drainage in the area.

The area is known to have flooded previously with follow up site visits by the parish council and the Wiltshire Council Drainage engineers and attention is drawn to the application form where it states there has been no previous flooding. Whilst there may not have been incidences of flooding on the proposed development site, there had been incidences of flooding in the close vicinity and run off from the properties could exacerbate the situation.

There is a soakaway which runs to the rear of Westlands Lane and joins the stream near Rose Cottage, Chapel Lane and reappears to the rear of properties east of Beanacre. The gulley has been excavated to enable extra flow to the soakaway for improved surface water drainage.

There are various difficulties with drainage in the area and additional run off will need to be attenuated. There does not appear to be proposals to retain surface water, therefore there will be drainage issues with this application.

Attention is drawn to Policy 3 of the Neighbourhood Plan: Where development proposals are in areas with known surface water flooding issues, they should include appropriate mitigation and construction methods, including where appropriate, contributions towards wider catchment projects. Major development should include provision of Sustainable Drainage Systems (SuDs), where appropriate, as part of the Natural Flood Management approach and wider Green Infrastructure networking.'

- The current plan for mains drainage in Beanacre are still ongoing and still await formal Business Case approval by Wessex Water. The scheme does not extend to include Chapel Lane. Therefore the proposed development will start life on septic tanks with a significant possibility of pollution of surface water drainage from any private sewage system.
- There are no facilities in Beanacre, other than a church hall and play area, but no shop for example and therefore for additional residents in Beanacre access to public transport is important for it to be a sustainable development. Attention is drawn to the developer's Planning Statement which states that there are frequent bus services, r whilst this may be the case during the day, there is no evening or Sunday service.

The site has been assessed by AECOM as part of the site assessment process in the Melksham Neighbourhood Plan with the following comments stated 'the main constraints to development surrounded the access issues, its location away from the main built-up area of Melksham, possible changes to the village-scape, and the potential ecological importance of the site. Nonetheless, it is potentially suitable for development if the constraints can be resolved". See report here

https://www.archivemelkshamneighbourhoodplan.co.uk/files/ugd/fcc864_42541f173bbe45d8a6aeebf95124c6b0.pdf Site 21 on page 30.

- In the draft Strategic Environmental Assessment (SEA) Scoping report currently being prepared by AECOM for the review of the Melksham Neighbourhood Plan it states that this site was in an area of good agricultural land (3a) and classed as Best Most Versatile Land.

It was agreed to ask Councillor Phil Alford to call in this application and to contact residents at the meeting on the definition of a call in. It was also agreed to keep residents informed of progress on the application.

Councillor Baines stated at a recent North Operational Flood Working Group meeting he had made the Drainage Team at Wiltshire Council aware of the application.

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.

Members noted and supported the useful comments from the Wiltshire Council Spatial Planning Officer on proposals for the site.

Councillor Wood informed the meeting the Neighbourhood Plan Steering Group were looking at including an additional policy to protect landscape gaps and hopefully this would add some protection against future development.

The Clerk explained if the application was for 103 dwellings, rather than two separate applications, several things would be triggered, such as providing a contribution towards education and other infrastructure and therefore it felt wrong that the two applications would not have to contribute towards these, particularly as both applications had been submitted by Terra Strategic and were described as Phase 1 (20/07334/OUT) and Phase 2 for this application.

Comments: To fully support the comments made by the Spatial Planning Officer and to object to this application for the following reasons:

- The site is outside the settlement boundary and is in the village of Berryfield, which is classed as a “Small

Village” in the Core Strategy. Please also refer to Policy 6: Housing in Defined Settlements of the made Melksham Neighbourhood Plan regarding development in the small villages of Beanacre and Berryfield.

- This site was previously turned down in May 2017 for 160 dwellings, and the reasons for that refusal still stand. Precedent is also set within the assessment of the principle of development for 16/11901/OUT on applications in the Semington Road area that do not fall under the existing built area of Berryfield or within the settlement boundary of Melksham Town. The site therefore conflicts with Core Policy 2 of the Wiltshire Council Core Strategy as it is outside the defined limits of development and has not been brought forward through the Site Allocations DPD or the Melksham Neighbourhood Plan.
- Whilst there currently is a lack of 5-year land supply, the Melksham area has exceeded the number of dwellings required by the Core Strategy by 2026 and the protection of paragraph 14 in the NPPF is valid with a current adopted Melksham Neighbourhood Plan less than 2 years old. This was confirmed by the Planning Inspector for the appeal at the adjacent site 20/07334/OUT; AP-36412.
- The development proposed is for 100% affordable housing, which conflicts with Wiltshire Council’s Core Strategy Policy 43 ie ‘the need for developing mixed, balanced and inclusive communities, affordable housing units to be dispersed throughout a development and designed to be high quality, so as to be indistinguishable from other developments.’ On recently meeting Sovereign Housing at pre-app stage for the adjacent site (20/07334/OUT) they mentioned that the 50 dwelling site was about the right size for a wholly affordable housing site for themselves. On their proposed pre-app drawing for that development, it is shown as Phase 1, and this proposal is described as Phase 2 with a connecting road shown between them. The applicant is the same for both sites at outline stage.
- If Wiltshire Council are minded to approve this application, please refer to the published Housing Needs Assessment undertaken for the review of the Melksham Neighbourhood Plan to give a steer on the mix of type and tenure that are needed in the

Neighbourhood Plan area, and in fact broken down into smaller settlement areas within the NHP area https://www.melkshamneighbourhoodplan.org/files/ugd/c4c117_4c8411b64439472fbfcf8e856799e2c9.pdf

- The loss of Grade 2 agricultural land (Best Most Versatile land). It is noted that it suggested within one of the developer's submission documents that this particular parcel of land was unsuitable for agricultural use and was fallow. The parish council do not want to see the loss of good quality land from agricultural use. Residents from the neighbouring Townsend Farm development confirm that this year rapeseed had been grown and cultivated in the field and for the last 15+ years there had always been either crops or animals on the land.
- Highway safety concerns with regard to access to the site as Semington Road is quite narrow where the access is proposed. In addition, the highway safety for residents in terms of accessing facilities in the town with them having to cross the busy A350. Whilst the light controlled crossing to the east had recently been upgraded as part of the Active Travel project by Wiltshire Council, there was still an informal, desire line across the east of the A350 roundabout to access the town centre and Aloeric school. The proposed site entrance is very close to the entrance to the Mobile Home Park and in addition to the road calming measures already in place this could lead to congestion and traffic issues, especially on the Semington Road roundabout at the A350. The A350 is a primary route, with some 20,000 vehicles using it per day.
- Access to schools and lack of school places. Whilst Aloeric School may be the nearest, this requires people having to cross the busy A350. The proposed primary school at Pathfinder Place, Bowerhill is not yet built and there is no footpath proposed from Berryfield to Pathfinder Place for those wishing to access the school on foot. St George's Primary School in Semington is some distance away and for access by vehicle would require a circuitous route via the A350 due to the Bus Gate at the entrance to Semington Village from the Semington Road. It was noted that there is no pre-school provision at Aloeric school and this needed to be borne in mind for any potential walking route being assessed for early years

children. The parish council raised concerns about the recent Road Safety Report for 20/01938 of which children would be using the same route to school. This contradicted itself by saying that the route was safe as children would be accompanied by an adult, and elsewhere reported that the assessor witnessed an unaccompanied child on a scooter en route to school. In addition, children may be accessing other primary schools at Bowerhill and the proposed school at Pathfinder Place

- The application makes no reference to a contribution to the proposed Melksham Link canal restoration by the Wilts & Berks Canal Trust (12/01080).
- The erosion of the rural buffer and visual green gap between the town of Melksham and the small village of Berryfield.

Should Wiltshire Council be minded to approve this application the Parish Council would like to see the following conditions included in the Heads of Terms for the S106 Agreement:

- There are practical art contributions.
- A LEAP (Local Equipped Area of Play) is provided which includes bins and benches as well as public open space and the regular emptying of bins to be reflected in any future maintenance contribution.
- The Parish Council wish to enter into discussions on being the nominated party for any equipped play area for the site, and the associated maintenance contribution.
- Bus shelters to be provided in Semington Road with WiFi connectivity to provide Real Time Information.
- The road layout is such that there are no dead ends in order that residents and refuse lorries do not need to reverse out of roads.
- There is a visible delineation between the pavement and the road.
- As no community facility is being provided from this application, that a contribution is made towards the running costs of the new village hall being provided as part of planning application 16/00497/OUT on Semington Road.
- A contribution is made to public transport.
- A contribution towards the canal scheme.
- Equipment is provided for teenagers, such as a teen shelter with WiFi connectivity.

- The provision of circular walking routes with the provision of benches and bins
- The provision of bird, bat and bee bricks, reptile refugia and hibernacula in order to increase biodiversity and wildlife in the development

To request Councillor Seed call in the application (highlighting comments by the Spatial Planning Officer) for discussion at a Wiltshire Council Planning meeting.

PL/2022/07557: Snarlton Farm, Snarlton Lane, Melksham. Variation of condition 2 (approved plans) of planning permission 21/02276/VAR to make amendments to the approved scheme. Applicant Sandridge Battery Storage

Comments: No objection.

PL/2022/07951: Redstocks Cottage, 423 Redstocks, Melksham. Two Storey Side Extension

Comments: No objection.

PL/2022/08300: 254 Sandridge Common, Melksham. Removal of old extensions to the rear and a porch at the side of the original cottage. Replace with new extension. Remove and replace existing dormer window to rear roof. Modification of first floor window in rear elevation. New window in second floor side elevation.

Comments: No objection.

PL/2022/08518: Kays Cottage, 489 Semington Road, Melksham. Build over part of the existing single-storey rear extension. The proposed first floor extension extends to the end of the two-storey dwelling immediately to the north (488 Semington Road). The elevations will be rendered, and the roof will be covered using Spanish slates to match the existing dwelling.

Councillor Wood explained there had been several extensions to the original house, including the addition of 489a adjacent and a development to the rear. The applicant had also permission for an additional garage and 4 new dwellings, which all represented over development of the site.

It was noted the applicant never seemed to address the issue of car parking as part of the various applications submitted which had resulted in residents parking on the road, causing issues.

It was noted a resident of Semington Road had also written to the parish council objecting to the proposals.

Members expressed frustration a lot of planning applications had been submitted for this property, some of which had not come to fruition and others which had creating large development for the plot occupied.

Comments: To object to this application on the grounds of additional overdevelopment of the site and the lack of parking provision, resulting in on street parking on Semington Road exacerbating an existing highway safety issue.

PL/2022/08544: 19 Lancaster Road, Bowerhill (ABC Nursery). Construction of new single storey building to the rear of the property to provide new classroom, staffroom and WC. New access to the site from the main road that includes a larger dropped kerb and part removal of verge in front of building. Applicant ABC Nursery

Comments: No objection.

PL/2022/08762: The Willows, Lower Woodrow, Forest, Melksham. Erection of a New Garage and Storage Building.

Councillor Harris expressed concern at the size of the proposed development and the potential for it to be turned into a separate dwelling.

Comments: No objection, but ask, given the size of the buildings proposed, that a condition be placed on the application, that the building is not occupied at any time and remains within the same planning unit as the main dwelling.

284/22 Revised Plans To comment on any revised plans received within the required timeframe (14 days).

The Clerk explained whilst there were no revised plans for discussion, David Wilson Homes, the developer for 144 dwellings on Semington Road had been in touch to say they had resubmitted plans in order to achieve an improved mix over what had previously been submitted. They also sought to address the issue with regard to the access onto Shails Lane by blocking it up with planting, stating there were limited works they could do here, as they had easements for the services that ran underneath, but hoped it would address the neighbouring residents' concerns in Shails Lane.

They also hoped to attend the next Planning Committee meeting in December.

Members agreed they should attend the Planning Committee meeting in December and in the meantime request they included proposals to erect a fence with hedging either side on their boundary adjacent to Shails Lane.

With regard to proposals for 112 dwellings on Upside, Bath Road, the Clerk explained both herself and Councillor Baines had attended a recent Flood Operational Working Group meeting where she spoke about flood mitigation as part of the Neighbourhood Plan ie Policy 3, with regards to flood mitigation, which had been included in the Planning Committee's comments back to Wiltshire Council.

Policy 3 of the Neighbourhood Plan Flood Risk and Natural Flood Management: "Particularly in the South Brook catchment area, natural flood management works to conserve and enhance the ecological flood storage value of the water environment, including watercourse corridors and catchments, are supported.

Where development proposals are in areas with known surface water flooding issues, they should include appropriate mitigation and construction methods, including where appropriate, contributions towards wider catchment projects. Major development should include provision of Sustainable Drainage Systems (SuDs), where appropriate, as part of the Natural Flood Management approach and wider Green Infrastructure networking."

At the meeting there was a concern any flood mitigation for the wider area at Southbrook may not be included in the Section 106 Agreement without some indication from the Drainage team on what they should look like and perhaps an indicative cost; with the Chairman of the Floods Ops meeting suggesting the application be called in, in order the point could be raised and the additional mitigation written into the heads of terms.

Whilst it was noted the application was within the town, it was within the Neighbourhood Plan area and therefore, it was felt appropriate to ask Councillor Phil Alford to call it in.

Recommendation: To request Councillor Phil Alford call in this application.

285/22 Decision Notices:

- a) New Inn (Planning Application PL/2022/07374). To note extension to New Inn was approved and to consider a way forward with regard to Informative to contact Building Regulations.**

The Clerk explained there was an Informative in the Planning Decision Notice dated 8 November, the applicant apply to Building Regulations, however, on looking online it would appear they have not done so.

Members noted they had specifically asked that Building Regulations look at this application with regards to the materials used and fire safety.

The Clerk asked if Members wished to make Building Enforcement aware, in order to investigate if building regulations have been applied for.

Members expressed frustration and concern the applicant had not applied for Building Regulations as part of the planning application in order to certify it was a safe build.

Recommendation: To defer this item until the Planning meeting on 19th December to allow time for the applicant to apply to Building Regulations.

b) Land to the west of the A350 (Beanacre Road) North of Dunch Lane (Planning Application: PL/2021/05391). Outline planning application for up to 150 dwellings. To note application has been withdrawn by the applicant.

Members noted this application had been withdrawn by the applicant. On contacting the Planning Officer, they had stated the applicant had given no reasons for the application being withdrawn and it was not a requirement for them to do so. However, there were a number of issues with the proposals including those identified by consultees/representations made to the proposals, which may have resulted in a refusal of the proposals such as:

- Insufficient information being provided to demonstrate the site is not at risk of flooding from other sources.
- The proposal did not accord with the strategy and pattern of development anticipated by the Wiltshire Core Strategy and Joint Melksham Neighbourhood Plan.
- Developing this site would have an adverse impact upon the landscape.
- Overdevelopment of the site.
- Loss of Grade 3a (ALC) Agricultural Land Classification
- The proposal site is within the Minerals Resource Zone (MRZ)
- Required an archaeological site evaluation to demonstrate that the development will not have an adverse impact on heritage assets of archaeological interest.
- The proposals did not amount to a public benefit that would outweigh the less than substantial harm to Halfway Farmhouse (a designated heritage asset) identified by the conservation officer via the urbanising impact of development.

Councillor Wood stated the parish council would have to wait and see if the developer subsequently resubmitted plans for the site.

286/22 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

The Clerk explained Councillor Harris had raised some queries regarding fencing and asked if members wished to follow this up with Planning Enforcement.

Councillor Harris stated the fence at Tangmere Close was still in-situ and had not been removed and a new one re-instated as outlined in the recent planning application.

Councillor Harris stated he was unclear if it was for the Council to follow up, but had noticed a replacement fence had been installed on Halifax Road adjacent to the highway and around the side of the building. According to information he had found, planning permission needed to be sought if erecting a fence adjacent to the highway of over 1m in height.

The Clerk clarified enforcement would only investigate if dangerous and/or in the public interest.

Councillor Harris stated he did not feel the fence was causing a danger to the front of the property, as it was quite a way back from the junction and there was a green gap between it and the highway. However, to the side of the property it was directly on the highway and could cause a visibility issue.

Recommendation: To approach Planning Enforcement to investigate the Tangmere Close planning application and to seek guidance on the fence on Halifax Road.

287/22 Planning Policy

a) WALPA (Wiltshire Area Local Planning Alliance) Update

Information had been circulated from WALPA updating on recent planning application decisions and changes within Government and potential for changes in planning legislation.

b) Neighbourhood Planning

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

The Clerk informed the meeting the Neighbourhood Plan Steering Group would be handing out leaflets at the Christmas Fayre on Saturday 3rd December. However, these had to be approved prior

to the Neighbourhood Plan Steering Group meeting on 30th November due to print deadlines. The leaflets had been designed in conjunction with the Melksham News and would cost £244 for 1000 copies (parish council paying 30%), there would be some costs associated with the design work.

The Clerk asked if Members were happy with the content of the leaflet and sought volunteers to distribute the leaflets at the Christmas Fayre

Recommendation: To approve the artwork.

ii) To note Housing Needs Assessment has now been published.

Members noted the Housing Needs Assessment had now been published and included some really useful information.

The Clerk explained developers who had previously requested a copy and been sent one.

c) 5 Year Land Supply. To consider a request from Wiltshire Councillor Nick Holder to lobby central government to remove the erroneous 5 year land supply figure.

As discussed earlier in the meeting, Councillor Nick Holder had written to the Parish Council requesting it lobbied Central Government and wrote to Michelle Donelan MP requesting the 5 year land supply figure be removed from all planning procedures to ensure that all planning approvals were in line with the policies that have been approved by local residents in the Neighbourhood Plan and Wiltshire Council in their local plan (Core Strategy).

Recommendation: To write to Michelle Donelan MP requesting the 5 year land supply figure is removed from all planning procedures with a copy to Wiltshire Area Local Planning Alliance (WALPA).

d) Wilts & Berks Canal, Melksham Link. To note Wiltshire Council Planning have agreed to call a meeting with the Environment Agency and the Wilts & Berks Canal Trust to discuss their outstanding objections to the current planning application.

The Clerk explained within the minutes of the Wilts & Berks Canal Branch meeting dated 15th November, it stated a meeting had taken place with representatives of the Canal Trust, the Environment Agency and the Wiltshire Council Ecologist, which had saved the costs of the Canal Trust talking to Environment Agency officers separately. The Environment Agency still had a negative view of the project, unfortunately, not much progress was made. The Wiltshire Council Ecologist had also put some points forward that the Trust would have to look at. The Melksham Link Team were waiting until the official Minutes came out before commenting

any further. At the meeting it was asked whether the Environment Agency had accepted there was no need to have a weir within the project, and that there was no other mitigating action needed from the Wilts & Berks Canal Trust' but were waiting for the minutes from that meeting to be produced.

Councillor Harris stated the Environment Agency seemed to be placated now the second weir had been removed from the scheme. However, there was a new Ecology Officer at Wiltshire Council who had raised several things, including the erosion by boats. However, it was noted there has always been boats on canals and rivers for years and questioned why was this an issue now.

Councillor Baines expressed a concern that without the additional weir there may not be sufficient water levels for the canal boats to navigate the river.

Councillor Harris explained the river levels had been monitored very carefully over the Summer period and given how dry it had been it had been decided there was not an issue with the water level and therefore the second weir was not needed.

Councillor Baines stated he understood the problem was the invert under the town bridge to get sufficient water in order to give clearance over the invert.

- e) To consider including in comments back to Wiltshire Council and a policy in the Neighbourhood Plan that proposals for new housing need to increase ecological mitigation and enhancements in order to increase biodiversity and wildlife.**

The Clerk explained quite often the Salisbury & Wilton Swift Society commented on large planning applications with regard to increasing ecological mitigation and enhancements and requested inclusion of bird, bat and bee bricks, reptile refugia and hibernacula, in order to increase biodiversity and wildlife.

It was understood Trowbridge Town Council had agreed to put this request in to every planning application for a new dwelling and sought a steer if Members wished to do the same.

Recommendation: In commenting on proposals for new housing, to ask for provision of bird, bat and bee bricks, reptile refugia and hibernacula in order to increase biodiversity and wildlife in developments and to similarly request the Neighbourhood Plan Steering Group give consideration to including a similar policy.

288/22 S106 Agreements and Developer meetings: (Standing Item)

- a) To note update on ongoing and new S106 Agreements**

i)C Hunters Wood/The Acorns:

The Clerk noted Councillor Holder was still present and as the item was confidential sought a steer from Councillor Wood, as Chair, if he was happy Councillor Holder remained.

Councillor Wood felt as Councillor Holder was a Wiltshire Councillor and this issue was something he had been working on with the parish council, he was happy for him to remain.

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

The Clerk explained plans for the footpath to the rear of Melksham Oak School had been included in late papers and were not yet in the public domain and still subject to change.

It was noted Wiltshire Council were still in discussions with the developers of the East of Melksham regarding the toucan crossing, in order to establish construction whilst the road remained closed. The senior leadership team at Melksham Oak had reviewed the plans and were in agreement with the proposals. The ecological survey was still incomplete, however generally the news was positive in terms of issues found so far.

Two plans showing the footpath route were shown to Members for their information.

It was noted there did not seem to be proposals for any lighting along the footpath.

ii) Bowood View:

- **To receive update on village hall, play area**

The Clerk explained the village hall was going well, with the minutes of the recent committee meeting available. However, it would be February before it was fully operational for new bookings.

Regarding the transfer of the Bowood View Play Area, the Clerk explained she was currently chasing Bellway solicitors on this prior to the handover of the play area to the parish council and hopefully, they would have responded by the next Full Council in order to move forward on the transfer of the play area.

- **To note, notes of residents meeting held on 9 November**

Members noted the notes of the residents meeting held on 9th November.

The Clerk explained the intention had been to set up a Residents Association, however, residents had automatically become members of the Bowood View (Melksham) Management Company, as residents and therefore, it had been felt there was no need to have two groups.

The Clerk explained as part of the Melksham Neighbourhood Plan Review, one of the green spaces at Bowood View had come forward. On contacting Alexander Faulkner, the Management Company, they had put the query to one of the Directors of the Bowood View Management Company they had insisted all residents needed to be informed and their permission sought.

- **To approve undertaking letter/leaflet drop to residents seeking approval for a footbridge over brook into adjacent development for 144 dwellings (PL/2022/02749), permission for patio/terraced area outside village hall and permission for green space designation in the Neighbourhood Plan**

The Clerk explained approval was required from the residents of Bowood View, who were all members of the Bowood View (Melksham) Management Committee to install a footbridge over the brook into the adjacent new development which was currently going through the reserved matters application process. Permission was also required for a patio/terraced area outside the village hall. With regards to planning permission Wiltshire Councillor Seed had intervened and Planning had said to just carry on. As stated previously, permission was required for a green space designation and therefore sought approval from Members to undertake a leaflet/letter drop of residents of Bowood View.

The Clerk explained the costs associated with the leaflet was £49 for 150 leaflets, which could also include information on the village hall and CPR training available at the village hall in the new year.

Recommendation: To approve undertaking a leaflet/letter drop at Bowood View costing £49 for 150 leaflets for hand delivering.

iii) Pathfinder Way:

- **To receive update on Pathfinder Place Lights**

Correspondence had been received from Wiltshire Councillor Nick Holder with an update from Taylor Wimpey on the Pathfinder Place lights/pedestrian crossing and other matters, such as the cycle path between Tedder Gardens and Birch Grove and difficulties residents were having with the management company.

- **To receive update on Play Area**

The Clerk had written to Taylor Wimpey seeking an update on when the play area would be ready to be adopted by the parish council.

Taylor Wimpey had responded to say the play area contractor was awaiting delivery of some items and once installed, which may not be until February 2023, they would be in a position for the final inspection and to hand over to the parish council.

The Clerk had written regarding the following:

- Seeking permission to plant a tree to commemorate the Queen's Jubilee year in 2022. Taylor Wimpey had stated they were happy with this, as long as it was an appropriate species and located in an appropriate position.
- Whether additional planting could be installed to the rear of the public art, following a complaint it would look better with a darker background. Taylor Wimpey had responded to say they would liaise with the necessary parties to gauge their views in anticipation for implementing the additional planting to provide a 'backdrop' for the art feature.
- Provision of life buoy rings at the attenuation pond. Taylor Wimpey had responded to say these had been ordered and were awaiting an installation date from the contractor.

- **To receive update on residents meeting on 29 November**

The Clerk explained the residents meeting on 29th November had been postponed and would be re-arranged for early in the new year and would update Members of the revised date in due course.

iv) **Townsend Farm (Rear of), Semington Road (20/07334/OUT). Appeal site for 50 affordable homes. To consider where the play area contributions should be allocated, following submission of planning application (PL/2022/08155) for 53 homes on adjacent site.**

The Clerk explained the council had previously approved the play area contribution from this development of between £10,000-£12,000 to contribute towards Bowood View play area. However, she had sent a holding email to the Play Officer at Wiltshire Council, as since approval, a developer had come forward with proposals for 53 houses to the rear of this site and therefore, as there could be connectivity between the two sites this may trigger the need for a play area to be provided. Subsequently the parish council had met

with Sovereign Housing the developers for the 50 dwellings and they had indicated they would be prepared to install a play area.

c) To note any S106 decisions made under delegated powers

No decisions had been made under delegated powers.

d) Contact with developers.

The Clerk explained Terra Strategic, the applicant for 53 dwellings on land West of Semington Road and contacted the parish council at the end of the previous week seeking a meeting.

The Clerk had responded to say the planning application would be discussed at this Planning Committee, highlighting the Neighbourhood Plan Pre Application Policy. They had responded to say they could get an extension from the planning officer, prior to the parish council making comments.

The Clerk asked as the parish council had already made their comments earlier in the evening, whether members wished to meet them.

Councillor Wood noted usually the parish council met applicants at pre app stage before a planning application is submitted.

Recommendation: To submit the Planning Committee comments relating to planning application PL/2022/08155 and arrange a meeting with Terra Strategic, in order to discuss concerns the parish council had with the application in the hope the concerns would be taken on board.

i) Update on meeting held on 17 November with Living Spaces & Sovereign Housing regarding site to rear of Townsend Farm on Semington Road (20/07334/OUT) for 50 affordable Homes

Members had been circulated the notes of the meeting held with Living Spaces and Sovereign Housing regarding proposals for 50 affordable homes.

Councillor Wood felt it had been a really good meeting, albeit the council had been opposed to the site. Proposals were to build environmentally sound buildings which would be 10% larger than usual which was encouraging.

The Clerk explained Sovereign had arranged a meeting with the Chair of the Residents Association of Townsend Farm already.

The Clerk asked if the notes of the meeting could be forwarded to the Chair of the Townsend Farm Residents Association in order

they could be referred to at their meeting on 30 November, which Members agreed.

The notes of the meeting are as follows:

Those present included: Councillors David Pafford, Richard Wood; Alan Baines; Mark Harris; Teresa Strange; Lorraine McRandle; Linda Roberts (Town Clerk, Melksham Town Council); Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural); Luke Webb, Senior Planning Manager, Living Spaces; Raphael Cohen, Head of Project Management, Sovereign Housing.

Luke explained Living Spaces were very keen to work with the Parish Council through the planning process for 100% affordable housing, in order to ease the process as it progressed and noted the parish council had been opposed to the original planning application.

Both Councillor Wood and Baines clarified the reasoning for the parish council opposing the application, particularly as the development was completely in the wrong location, outside the settlement boundary and a distance from local facilities, including schools and shops but recognised needed to work together in order to get the best outcome for everyone involved.

Luke provided an indicative map of the layout of the site and explained the types of houses were still to be finalised, however the site was made up of 60% affordable rental and 40% shared ownership.

Luke explained Living Spaces were a fairly new company and were working with registered providers such as Sovereign to build homes.

The plans showed:

4 x 1 bed maisonettes (Affordable Rental)
3 x 2 bed bungalows (Affordable Rental)
24 x 2 bed houses (19 Affordable Rental, 5 Shared ownership)
14 x 3 bed houses (3 Affordable Rental, 11 Shared ownership)
5 x 4 bed houses (1 Affordable Rental, 4 Shared ownership)
TOTAL 50 Homes

(Affordable rent equating to 65-75% of open market rent)
(Shared ownership equating to 80% of a full-blown mortgage)

Luke explained there would be no 'First Homes', under the new Government initiative as the Section 106 legal agreement was signed before this new Government scheme was introduced.

Raphael explained Sovereign Homes had been established in 1989 and currently had 67,000 homes across the Country with over 2000+ in Wiltshire. These had mainly been delivered through Section 106 Agreements, but had recently been working towards having their own sites, in order to have more control over the design. There were a few smaller sites in Wiltshire, with this site being the largest, which was seen as a flagship site for Sovereign Housing.

Properties provided would be above the National Described Standard, larger, more sustainable and include heat source pumps, PV panels and electric charging points thereby reducing costs for residents.

Raphael explained Sovereign were in the process of collating data on their more sustainable homes to compare to previous homes delivered, in order to establish the benefits of providing such homes.

Councillor Harris asked if batteries for energy storage would be provided.

Raphael explained diverters would be supplied and would be looking into whether batteries could be provided given the extra costs, however, would be looking at ways to capture energy in order not to lose it.

Councillor Seed asked how many dwellings would be above 2 storeys, given some 3 storey dwellings were included in the outline plans.

Raphael clarified it was proposed to have no properties above 2 storeys on the site.

Councillor Seed, whilst noting the properties would be affordable rental, as opposed to social rental, sought clarification if Sovereign would be using the open market list.

Raphael clarified Sovereign would be using 75% of Wiltshire nominations and 25% from Sovereign's database and using local connection criteria.

The Clerk of Melksham Without Parish Council stated the Neighbourhood Plan Steering Group had commissioned an independent Housing Needs Assessment, as part of the review of the Neighbourhood Plan and would forward this on to both Luke and Raphael for information on housing mix (type and tenure) etc.

Councillor Pafford sought clarification on what support would be provided to residents.

Raphael explained Community Development Officers and Employment Trainee Officers would be available to support tenants with things such as community cohesion, integration and assist people with trying to get into employment and access training.

Both Councillor Pafford and the Clerk to Melksham Without Parish Council explained the parish council had experienced problems when residents took occupation in a new development but the management company was not yet in place, which often took several years. However, in the meantime, unhappy residents would contact the council for help as bins were unemptied, play areas built but not open, and therefore sought assurances this would not happen on this site.

Raphael explained as soon as the site was complete, it would be handed directly to Sovereign to manage and maintain, no management company would be involved and hoped this would not happen. However, if it did, to contact Sovereign directly who would respond.

The Clerk to the Town Council sought clarification if Sovereign had success with 100% affordable housing sites, elsewhere.

Raphael explained Sovereign had other sites elsewhere in the Country which were 100% affordable and these seemed to work, as they tended to be smaller sites. The 60% affordable, 40% shared ownership ratio model also seemed to work well and provided a balanced community.

The Clerk to Melksham Without Parish Council noted there was no provision for a play area or anywhere for children to kick a ball and whilst another play area was available at the nearby Bowood View development, which the parish council were in the process of adopting, noted an outline application had been submitted for another 53 houses adjacent to site, amounting to 100+ houses with a lot of children and asked if there were plans that these two sites would be integrated with one another.

Raphael explained he was currently in discussions on putting in a play area in the north west corner of the site.

Luke explained Living space were part of a group, including Terra Strategic who had submitted the application for the adjacent site, however they were a separate entity and there was no obligation for this site to come through Sovereign.

Raphael explained he would welcome discussions with the developers of the adjacent site, if approval was granted, on how both sites could integrate more effectively.

The Clerk to Melksham Without asked if discussions could take place on the provision of bus shelters along Semington Road, given the other new developments taking place who would also be providing shelters in order to make sure that there was not bus shelters in the same place. Both the town and parish council were currently having discussions on providing real time information in bus shelters and therefore any shelters provided needed to have the capabilities for this to be installed (typically taller than a standard shelter and with electricity supply).

Luke and Raphael were informed the residents of Townsend Farm had their own Residents Association and were concerned they still had a right of access to the rear of their properties and a right to discharge from their septic tanks to the fields and would appreciate engaging with Living Spaces at this stage. The Clerk to Melksham Without Parish Council explained she would forward their contact details in due course, once she had sought their permission.

Raphael highlighted on the plans a gap between the rear gardens of the proposed properties and Townsend Farm and stated he was looking at the possibility of providing some form of a gate with a key code at the entrance, in order that only those with the code would be able to access the area, which Members welcomed.

The Clerk asked if new residents could be informed of the new village hall which had just been built nearby at Bowood View which, as of the previous evening, now had a committee to run the facility.

Councillor Pafford asked if the community support team mentioned earlier in the meeting could be operational before residents moved in, bearing in mind issues the council has experienced with residents moving into a new development, which has not been fully handed over to a management company, with residents contacting the parish council to resolve issues.

Wiltshire Councillor Seed stated there should be something included in Section 106s moving forward to bridge this gap. Raphael felt this would be useful, as well as including a condition to get a certain percentage of people into employment from a development, working on the site or employing people locally to work on the site.

Wiltshire Councillor Seed sought clarification if the site would include social rented accommodation. Raphael confirmed it would be affordable rent and sought clarification from Councillor Seed

what he understood the difference to be between social and affordable rent.

Councillor Seed confirmed from Wiltshire Council's point of view which band people sit in depending on who could apply, with those on a higher band, not being eligible to apply for social rented accommodation, the equity share mix which comes off the open list was also different.

Councillor Seed explained the biggest problem in Wiltshire, which was unaddressed, was how easy it was for people who qualify for social rented housing to get it. However, those not being helped, were those who have a job, which is low paid on their first rung of advancement in life, but do not qualify for social rented, as they are just above the social rented threshold. However, noted hopefully they would qualify for affordable rented accommodation on this site, which was welcomed. Particularly as those in this category were having to live with their parents for longer than expected.

Councillor Harris raised a concern whilst the site would start off at 100% affordable, as time moved on people could qualify to purchase their homes and therefore the number of affordable homes available on the site would reduce.

Raphael clarified they would only be able to purchase 75%, however, if a rural exception site they would be able to purchase 80%, but would check whether the site was in a rural exception site area and whether it qualified for 80%, however, with shared ownership can eventually have 100% share in a home purchased under the shared ownership scheme. Councillor Seed queried the percentage share, which Raphael agreed to investigate. However, the rented units would remain, with residents having some rights.

Councillor Seed understood there was a ceiling, to enable homes to remain affordable and only be sold at 75% of the current market value. Raphael clarified there was usefulness in both elements i.e., affordable in perpetuity and owning a home outright and understood the latter was relevant to this site, but would investigate.

Councillor Seed felt with these types of schemes, there tended to be more 'buy in' with regard to maintenance and residents having a sense of pride in their neighbourhood.

Luke explained he would investigate the wording in the Section 106 Agreement with regard to tenure mix and get back to the Clerk later in the week.

Clarification was sought if the development was outside the settlement boundary.

Luke confirmed the site was outside the settlement boundary but was approved on appeal.

Councillor Seed stated if outside a settlement boundary a site was classed as development in open countryside and therefore rural exception site rules would apply.

With regard to Section 106, Councillor Seed explained there had been issues with s106 Agreements, which had been brought to the fore at Wiltshire Council at Cabinet level, mainly due to the actions of Melksham Without Parish Council which was welcomed.

Councillor Pafford suggested the Clerk and Councillor Seed check with Wiltshire Council what exactly was included in the Section 106 and what regulations applied, particularly if classed as a rural exception site.

Reassurances was sought that contact would be with the same people going forward, given experience of other developments in the area. Luke explained he would be the point of contact for Living Spaces until they were off site, then it would be handed over to Sovereign who would have one point of contact.

Raphael explained once the site had been handed over to Sovereign, he would be on site at least once a month and was happy to meet up with the parish council to discuss any issues and would also be around at some point during construction.

The Clerk to Melksham Without Parish Council thanked both Luke and Raphael for the meeting to discuss proposals, prior to the reserved matters application being submitted and explained the Housing Needs Assessment for the Neighbourhood Plan had recently been completed. The report, which would be published later in the week, highlighted people in Melksham cannot afford a first house at present, the report also included the tenure mix specific to the area, as well as and size of housing sought in the area.

Having looked at proposals, the Clerk to Melksham Without felt the housing mix would meet the needs of residents, as it included smaller homes, compared to 4 to 5 bed houses, which were not affordable to most people in Melksham as identified in the Housing Needs Assessment.

Luke explained he was currently working up the application pack including type of housing and would share these with the council prior to submission and was happy to answer any questions going forward.

Councillor Seed welcomed proposals for the site with regard to energy efficiency and reducing running costs for residents. It was noted a scheme in Seend included similar energy efficient homes, which the Clerk to Melksham Without agreed to forward details.

The Clerk to Melksham Without explained one of the other developers on Semington Road had to make the pedestrian route across the A350 (Western Arm) less desirable, given the amount of traffic using this route and encourage people to use the main crossing provided on the Eastern arm of the A350.

It was asked if an impermeable hedge be planted, to stop residents from trying to access the Western Arm crossing, across the A350 from the Northern part of the site, particularly children accessing Aloeric School, which is the nearest primary school, as there isn't one in Berryfield. It was noted there were proposals for a primary school in Pathfinder Place in Bowerhill, however, a contract had yet to be awarded.

Luke confirmed there were no proposals to remove any planting adjacent to the A350.

It was noted some parents may wish to send their children to St George's School, Semington, however, it was understood this was currently full. It was unclear if Aloeric School was currently full.

It was noted there was no shop in Berryfield, with the nearest shop being the petrol station on Semington Road in Melksham.

Raphael confirmed the following contributions were included in the Section 106 Agreement:

£206,338 for Primary Education
£70,000 for Highways Improvements
£105,132 for Early Years Education

Luke queried where the early years provision would be provided. The Clerk to Melksham Without Parish Council agreed to investigate this.

Councillor Wood stated some form of early years provision at the new Berryfield Village Hall would be welcome.

ii) Update on meeting to be held on 24 November to review the current housing allocation in the current Melksham Neighbourhood Plan

The Clerk suggested as the notes from the meeting on 24 November had only just been circulated, whether Members wished to defer these until the Planning Committee meeting on 19

December in order they could be included as part of the minutes.

Resolved: To defer this item under the Planning Committee Meeting on 19 December.

Meeting closed at 8.38pm

Signed.....
Chair, 5 December 2022

Cllr Nick Holder for Bowerhill (Social Media post)

16th November 2022

I have been asked many times about the progress of building the new primary school in Bowerhill which forms part of the planning permission for the houses being built at Pathfinder.

I can now confirm the first stage of the procurement process will start later this month which should lead to a contractor being appointed in early 2023. A formal planning application will then be brought forward in the middle of next year.

Marianne Rossi

From: Ben Dyckes <bendyckes@googlemail.com>
Sent: 01 December 2022 13:22
To: Marianne Rossi
Subject: Re: Bowerhill

Hi Marianne,

Thank you for getting back to me so quickly.

Currently we arrive at 1pm and leave at 5pm, which includes a 2 hour match in the middle.

If we were to hire the room each match day routinely, would the council be agreeable since it's a long term arrangement with our club, with us opening the room at 1pm and closing it at 5pm but us paying £10 for the 2 hours, as we will mainly be out on the pitch for 2 hours.

Thanks,
Ben

On Thu, 1 Dec 2022 at 13:06, Marianne Rossi <admin@melkshamwithout.co.uk> wrote:

Hi Ben,

The council have looked at this and they are happy to hire this section out, however there is a separate schedule of fees to hire this part out. I have attached them below:

Hire of Kitchen and games room *As set out by Full Council 25th July 2022 min. 140/22iv	2022/23
To charge an hourly rate of £5 per hour with a minimum charge of £10 per session.	
1 hour hire	£10
2-hour hire	£10
3-hour hire	£15
4-hour hire	£20
5-hour hire	£25

If you wish to hire that part out it will be additional to the £60 hire fee for the pitch and changing rooms as there would be a cost to us to clean that part as well as the use of electricity etc.

If you would like to explore using this space, please do let me know.

From: Ben Dyckes <bendyckes@googlemail.com>
Sent: 01 December 2022 12:47
To: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: Re: Bowerhill

Hi Marianne,

Sorry to email again, we just had a query.

We were wondering if the council would be willing to include access to your former office at the end of the building, into the £60.00 rental fee that we currently pay?

It was mentioned to us before you left about using the space and it seems like such a shame that it's sat there going to waste when we'd love to utilise the space and kitchen area, especially as the weather gets wetter and colder!

Is that something the council would be willing to do?

Many thanks,

Ben

On Tue, 29 Nov 2022 at 20:18, Ben Dyckes <bendyckes@googlemail.com> wrote:

Hi Marianne,

We hope you're well. Can we book in the pitch for the 10th and 17th of December please?

Thanks,

Ben

Teresa Strange

From: Joo Foo <Joo.Foo@wessexwater.co.uk>
Sent: 30 November 2022 11:17
To: Teresa Strange
Cc: Lorraine McRandle
Subject: FW: Suggestion of wildflower area location at Shurnhold Fields - from the Friends
Attachments: C00033-ENV-403-A.pdf

Hi Teresa,

Thanks for your email.

Please see attached the plan we'll be putting in for planning. It roughly matches up with your proposed planting area west of the line of trees, and we should be ok to tweak, with consultation from The Friends, once we're on site.

Regards
Joo

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 30 November 2022 11:05
To: Joo Foo <Joo.Foo@wessexwater.co.uk>
Cc: Lorraine McRandle <office@melkshamwithout.co.uk>
Subject: Suggestion of wildflower area location at Shurnhold Fields - from the Friends

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognise the sender and know the content is safe.

Hi Joo

Please see attached.

Sorry this has taken a while, but this is the map from the Friends of Shurnhold Fields (volunteer group) of where they think would be best for some additional wildflower areas.

This has the support of Melksham Without Parish Council and Melksham Town Council who own and jointly manage the land.

Where you suggested currently has picnic tables, and is on the walking route around the fields.

The suggestion on the attached map is in the centre of the horseshoe of the WW1 commemorative trees – that you would access via a new willow arch that they are in the process of planting; and in front of the bench that looks out to towards the church spire at Shaw.

Hope that this suits,
Kind regards, Teresa

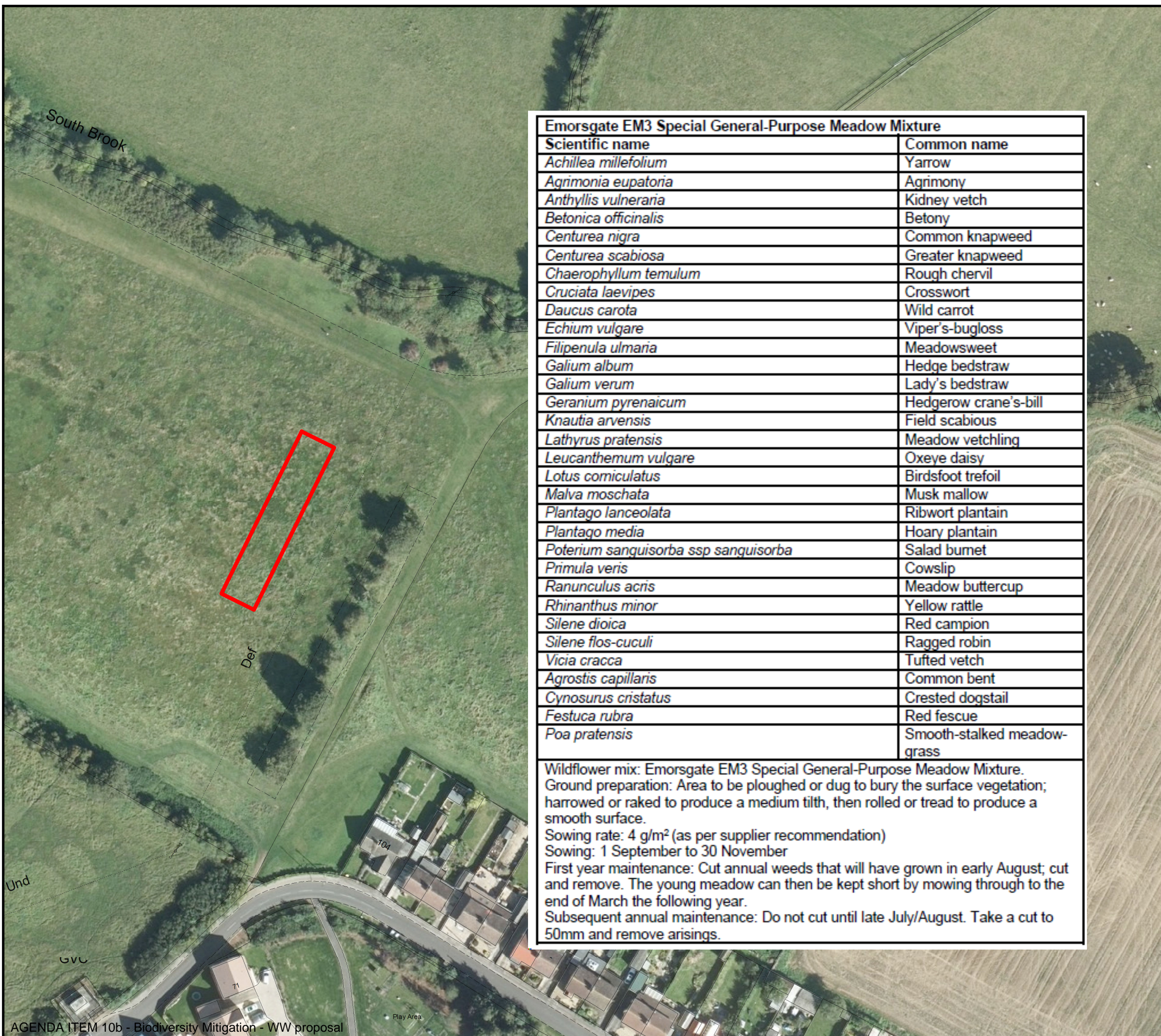
Teresa Strange
Clerk

PLEASE NOTE THE NEW ADDRESS:
Melksham Without Parish Council
First Floor

Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700

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Emorsgate EM3 Special General-Purpose Meadow Mixture	
Scientific name	Common name
<i>Achillea millefolium</i>	Yarrow
<i>Agrimonia eupatoria</i>	Agrimony
<i>Anthyllis vulneraria</i>	Kidney vetch
<i>Betonica officinalis</i>	Betony
<i>Centurea nigra</i>	Common knapweed
<i>Centurea scabiosa</i>	Greater knapweed
<i>Chaerophyllum temulum</i>	Rough chervil
<i>Cruciata laevipes</i>	Crosswort
<i>Daucus carota</i>	Wild carrot
<i>Echium vulgare</i>	Viper's-bugloss
<i>Filipenula ulmaria</i>	Meadowsweet
<i>Galium album</i>	Hedge bedstraw
<i>Galium verum</i>	Lady's bedstraw
<i>Geranium pyrenaicum</i>	Hedgerow crane's-bill
<i>Knautia arvensis</i>	Field scabious
<i>Lathyrus pratensis</i>	Meadow vetchling
<i>Leucanthemum vulgare</i>	Oxeye daisy
<i>Lotus corniculatus</i>	Birdsfoot trefoil
<i>Malva moschata</i>	Musk mallow
<i>Plantago lanceolata</i>	Ribwort plantain
<i>Plantago media</i>	Hoary plantain
<i>Poterium sanguisorba ssp sanguisorba</i>	Salad burnet
<i>Primula veris</i>	Cowslip
<i>Ranunculus acris</i>	Meadow buttercup
<i>Rhinanthus minor</i>	Yellow rattle
<i>Silene dioica</i>	Red campion
<i>Silene flos-cuculi</i>	Ragged robin
<i>Vicia cracca</i>	Tufted vetch
<i>Agrostis capillaris</i>	Common bent
<i>Cynosurus cristatus</i>	Crested dogstail
<i>Festuca rubra</i>	Red fescue
<i>Poa pratensis</i>	Smooth-stalked meadow-grass

Wildflower mix: Emorsgate EM3 Special General-Purpose Meadow Mixture.
 Ground preparation: Area to be ploughed or dug to bury the surface vegetation; harrowed or raked to produce a medium tilth, then rolled or tread to produce a smooth surface.
 Sowing rate: 4 g/m² (as per supplier recommendation)
 Sowing: 1 September to 30 November
 First year maintenance: Cut annual weeds that will have grown in early August; cut and remove. The young meadow can then be kept short by mowing through to the end of March the following year.
 Subsequent annual maintenance: Do not cut until late July/August. Take a cut to 50mm and remove arisings.

Legend
 Off Site Enhancement

**Beanacre
 First Time Sewerage
 Off-Site Enhancement Plan (A3)**

Grid Reference: 390405, 166295	Date: 29/11/2022
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Drawing Number: C00033/ENV/403/A	1:1,000	
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This map may be used for Wessex Water Projects only.

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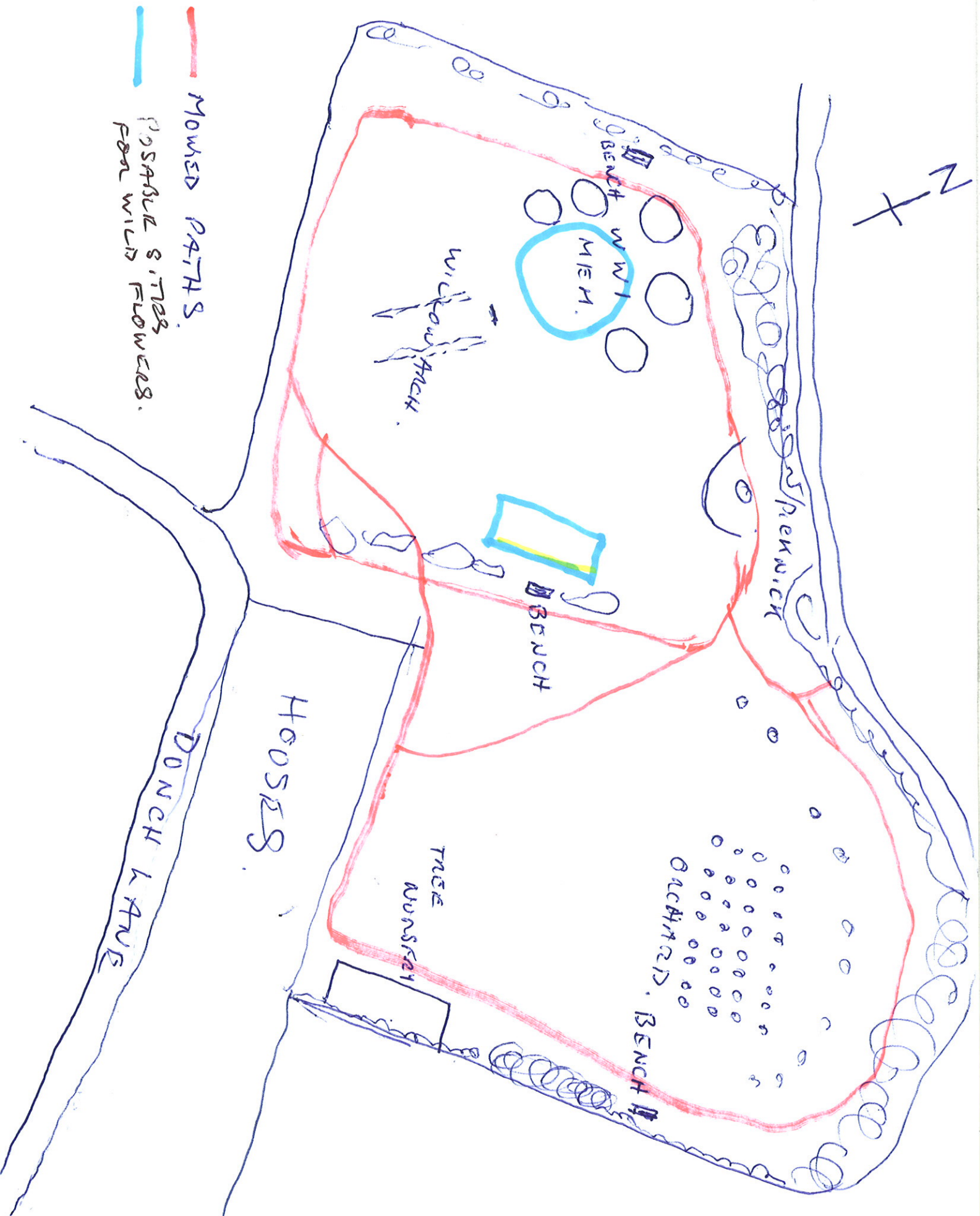
County Wildlife Sites: The County Wildlife Site Project is provided by the Environmental Records Centre. Further information on these sites are available from the relevant Records Centre.

Information in this plan is provided for identification purposes only. No warranty as to accuracy is given or implied. The precise route of pipe work may not exactly match that shown. Wessex Water does not accept liability for inaccuracies. Sewers and lateral drains adopted by Wessex Water under the Water Industry (Schemes for Adoption of Private Sewers) Regulations 2011 are to be plotted over time and may not yet be shown. In carrying out any works, you accept liability for the cost of any repairs to Wessex Water apparatus damaged as a result of your works. You are advised to commence excavations using hand tools only. Mechanical digging equipment should not be used until pipe work has been precisely located. If you are considering any form of building works and pipe work is shown within the boundary of your property or a property to be purchased (or very close by) a surveyor should plot its exact position prior to commencing works or purchase. Building over or near Wessex Water's apparatus is not normally permitted.

EXTRACT OF FINANCE COMMITTEE MINUTES 7TH MARCH 2022 RE: FRIENDS OF SHURNHOLD FIELDS GRANT APPLICATION

34. Friends of Shurnhold Fields: Members felt that this application was not appropriate due to the fact that Shurnhold Fields was funded jointly between the Parish Council and Melksham Town Council on a 50% split. As this application was requesting funding for the whole amount it was felt that this application should be rejected and either needed to be presented to the Shurnhold Fields working group for consideration or other sources of grant funding needed to be obtained.

Members felt that Shurnhold Fields needed to be set up in the same way as village halls and other community groups, so that they were self-sufficient and only come to the two councils for funding when it cannot be obtained from other means. The council therefore do not award any grant funding to Shurnhold Fields.



AGENDA ITEM 10 c i)

To agree cover for weekly visual play area and allotment inspections over Christmas period

Dear Councillors

You will be aware that we have a requirement to undertake a weekly visual check of all our play areas and allotments (as per our risk assessment and insurance cover). That requirement does not disappear in the break between Christmas and New Year when the office is shut and staff are on holiday. We are therefore looking for some volunteers to have a walk round the play areas during the Christmas break. They traditionally get visited quite a lot at this time despite the weather, usually children trying out new roller skates and bikes on hard court surfaces particularly.

If you would be able to visit a play area w/c 26th December, then please let us know, it's just to check its safe; no glass, broken equipment etc. Any worries or concerns please contact me on the out of hours mobile **07341 474234**.

1. Bowerhill Playing Field and basketball court
2. Kestrel Court Play area, Bowerhill
3. Hornchurch Road MUGA/basketball court, Bowerhill and play area
4. Berryfield Play area, teen shelter and MUGA
5. Shaw Play area and MUGA
6. Beanacre Play area
7. Berryfield & Briansfield Allotments – to be confirmed
8. Whitworth at Bowood View – just in case its adopted before Christmas - TBC
9. Davey at Pathfinder Place – just in case its adopted before Christmas – TBC
10. Berryfield Village Hall – Teresa Strange (to open for Craft Club 28/12/22)

With many thanks,
Teresa

Teresa Strange, Clerk
Melksham Without Parish Council

Teresa Strange

From: Teresa Strange
Sent: 30 November 2022 15:19
To: Dawson, Mike
Subject: Renewal of leases for Play areas in Melksham Without

Hi Mike

Further to our recent discussions, Melksham Without Parish Council have decided to NOT proceed with any asset transfers in the parish. There are some very large public open spaces in Bowerhill, with a big impact on the resources needed to maintain.

They do however, wish to pursue a lease renewal for Kestrel Court Play area (Bowerhill) and for Berryfield Play area, although are approaching the Berryfield one with some caution due to the protected line of the Canal restoration through the middle of it – we await the Local Plan Review to see if the route is still protected, and where.

Am I right that the two options for a lease are 7 years or 125 years? Just want to right the council the right question when they meet next week so we can move forward (current leases expire October 2023).

Many thanks,
Teresa

From: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>
Sent: 25 October 2022 16:19
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: Demolition Notice (Building Act Section 80) - Berryfield Village Hall, Berryfield Park, Melksham, Wiltshire, SN12 6ED

Teresa

Further to our discussion, please find various template documents and an example Licence for Alternations (all to be kept confidential)

Regards

Mike

Mike Dawson
Head of Estates and Development
Wiltshire Council, County Hall, Trowbridge, BA14 8JN
Tel – 01225 713250 - Email – mike.dawson@wiltshire.gov.uk



From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 25 October 2022 15:13
To: Dawson, Mike <Mike.Dawson@wiltshire.gov.uk>
Subject: RE: Demolition Notice (Building Act Section 80) - Berryfield Village Hall, Berryfield Park, Melksham, Wiltshire, SN12 6ED

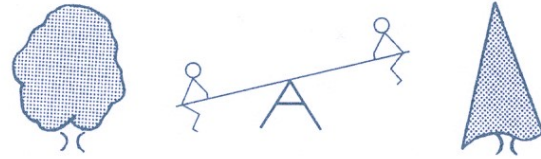
Hi Mike

Just tried to give you a call, if now is convenient, I am on 01225 705700.

S J Aplin Playgrounds Ltd

118 Oxford Road
Calne
Wiltshire
SN11 8AH

Tel: 01249 812556
Mobile: 07850973847
Email: svaplin1@aol.com



**Playground
Installer & Landscaper**

02 December 2022

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham, Wiltshire SN12 6ES

QUOTATION

BOWOOD VIEW, BERRYFIELD, MELKSHAM

- | | | |
|----|--|------------------|
| i | Supply and lay wetpour/mulch safer surfacing under the Teen Shelter | £1580.00 |
| ii | Play Area Footpath
Supply and set up safety fencing as required.
Excavate shallow trenches for, supply and lay 50 x 150mm flat top concrete edging kerbs, bed on and surround with concrete, to both sides of gravel strip (66m).
Cut back and remove up to a 500mm wide strip of wet pour rubber.
Re-instate wetpour surfacing to new edgings.
Grade off gravel to a depth of 75mm and remove spoils to tip off site.
Surface footpath with 50mm thick of AC20 binder and 25mm thick of AC6 dense surface course macadam.
Clean and clear site.
Total area 33m long x 2.65m wide = 87.5m ² | £13504.00 |

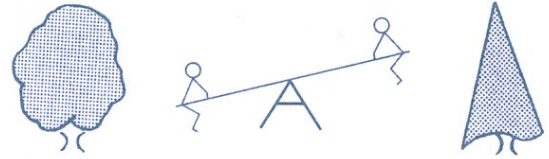
All prices are exclusive of VAT

This quotation may be withdrawn if not accepted with 30 days

S J Aplin Playgrounds Ltd

118 Oxford Road
Calne
Wiltshire
SN11 8AH

Tel: 01249 812556
Mobile: 07850973847
Email: svaplin1@aol.com



**Playground
Installer & Landscaper**

Payment terms 30 days from date of invoice.

Teresa Strange

From: Asma Shamim <Asma.Shamim@wellerslawgroup.com>
Sent: 25 November 2022 11:54
To: Teresa Strange
Subject: Bowood View, Melksham - Play Area
Attachments: 1780 - Play Area Transfer Plan_A3_.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Teresa,

Further to your correspondence with my colleague Roger Taylor in relation to the Transfer of the Play area at Semington Road, please note that I shall have conduct of this matter going forward.

I understand that the Parish Council has agreed to take ownership of the play area and we have been instructed to negotiate and agree the Transfer on behalf of the Parish Council.

By way of update, I have received the draft Transfer plan and attached the same for your approval. Please confirm if the area edged red on the plan is a correct reflection of the extent of the play area the Parish Council are seeking to adopt.

I am reviewing the title documentation but have not yet received the draft Transfer. I will chase for this and report to you on it in due course.

In the meantime, I look forward to hearing from you with your approval to the Transfer plan.

With kind regards

Asma Shamim



Asma Shamim

Partner

22a High Street
Great Bookham
KT23 4AG

Direct Dial: 01372 750103

Switchboard: 01483 284567

Email: Asma.shamim@wellerslawgroup.com

IMPORTANT NOTICE: SENDING FUNDS TO OUR ACCOUNT

Given recent high profile media cases of email interception and fraudulent alterations to bank details and in particular, those relating to solicitors' firms, PLEASE NOTE that you cannot rely on any bank details sent to you by email, even if they appear to come from this firm. Our bank details will never change. Any communication purporting to come from

Site Key

- Play Area Transfer Boundary
- Adoptable Highway/Footpaths
- Area Maintained by Management Company

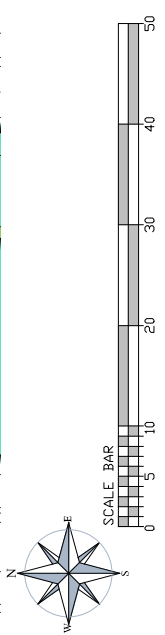


REV.	DESCRIPTION	DATE
1	CLIENT: Bellway Homes South West	
2	JOB TITLE: Semington Road, Melksham, Wiltshire	
3	BOUNDARY: Transfer Plan - Play Area	
4	SCALE @ A3: 1:500	
5	DATE: November '22	
6	DRAWING NO.: 1780	
7	REGISTRATION: TR-PA-01	

hammond
Architectural Ltd

01633 844270
e: info@hammond-ftd.co.uk
www.hammond-ftd.co.uk

Registered in England No. 10531848
Registered in Wales No. 10531848
Registered in Scotland No. 10531848
Registered in Northern Ireland No. 10531848



No, my apologies, you are right. In fact no consultation is needed as the kiosk is on private land owned by Wiltshire Council.

Unless Wiltshire Council would adopt on behalf of the parish council the telephone box will be removed.

I've cc'd our Planning Team in for confirmation

Regards

Phil

Phil Bennett

Regional Field Officer for the South West

Enterprise

Tel: +44 331 628 1173

Mobile: 07734 718800

E Mail: phil.h.bennett@bt.com

Web: [Payphone services](#) | [VoIP payphone](#) | [BT Business](#)



Stay Safe

From: Moore, Mary <Mary.Moore@wiltshire.gov.uk>

Sent: 25 October 2022 16:09

To: Bennett,PH,Phil,NYF43 R <phil.h.bennett@bt.com>

Subject: RE: BT Payphones-Adopt Option-(01225 791398)-Berryfield Park, Melksham SN12 6BX-PB/22/197/SS

Hi Phil

Apologies, I believe that I have confused myself to the nature of this notification. Is this to notify us that there is an opportunity for Wiltshire Council to adopt the box in Melksham and that we need to conduct the 90-day consultation?

Does the said payphone box relate to the consultation decision 2019/20 below from Melksham or is it a different location (see below), they indicated an interest to adopt the box for a community project.

17	PCO PC01 BERRYFIELD LANE MELKSHAM	SN12 6EF	12	Adopt	A
----	-----------------------------------	----------	----	-------	---

I can't see that the council would adopt it, I have already consulted internal departments. I would appreciate further clarification on this.

Kind regards

Mary

Mary Moore

Development Officer, Regeneration

Economic Development and Planning

Wiltshire Council

Email: mary.moore@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

Follow Wiltshire Council



**AGREEMENT FOR THE SALE AND PURCHASE OF TELEPHONE KIOSK(S) TO A LOCAL
AUTHORITY IN ENGLAND OR WALES**

This agreement is made this day of 20 22

Background

The Buyer wishes to buy the Goods from the Seller and the Seller has agreed to sell the Goods to the Buyer upon the terms and conditions set out in this agreement.

1 Definitions

In this agreement, unless the context requires otherwise:

'the Purpose' means []

'Buyer' means **Melksham Without Parish Council**

'Conditions' means the terms and conditions of sale set out in this agreement.

'Decommissioning" means (i) the disconnection of the Goods from the Seller's telecommunications network and (ii) the removal of the payphone, ancillary equipment and wiring from within the kiosk. 'Decommission', 'Decommissioning' and 'Decommissioned' shall be construed accordingly.

'Goods' means the telephone kiosk or kiosks as more fully described in the schedule to this agreement, which the Buyer agrees to buy from the Seller but excluding any telephony and ancillary apparatus.

"IP Rights' means all intellectual property rights in any part of the world, including but not limited to patents, copyright, design rights, trade marks, database rights, registered design rights and community design rights and shall include pending applications for any intellectual property rights.

'Notice to Complete' means a notice in writing by the Seller to the Buyer stating that in the Seller's reasonable opinion the Goods have been satisfactorily Decommissioned and are ready for delivery to the Buyer.

“Ofcom”	means the regulatory body whose duties are set out in the Communications Act 2003 and includes any replacement body or entity under equivalent or replacement legislation.
“Planning Acts”	means any relevant planning legislation in force at the date of this agreement, including the Town and Country Planning Act 1990, the Planning (Listed Buildings and Conservation Areas) Act 1990 and the Town and Country Planning (General Permitted Development) Order (England) 2015 (and similar regulations in other regions), and any statutory replacement or modification of any of them.
'Price'	means the price for the Goods excluding any carriage, packing and insurance.
'Seller'	means British Telecommunications plc (company registration number 1800000 whose registered office is at 81 Newgate Street, London EC1A 7AJ).
'Universal Service Obligation'	means the obligations imposed upon BT by Ofcom in accordance with the EU Universal Services Directive.

2 Conditions applicable

- 2.1 These Conditions shall apply to this agreement to the exclusion of all other terms and conditions.
- 2.2 Any order for Goods shall be deemed to be an offer by the Buyer to purchase Goods pursuant to these Conditions.
- 2.3 Any variation to these Conditions (including any special terms and conditions agreed between the parties) shall be inapplicable unless agreed in writing by the Seller.
- 2.4 Where appropriate this agreement is entered into following written confirmation from the Buyer that an application for planning consent has been submitted for the Purpose.

3 Agreement, price and payment

- 3.1 The Seller shall sell to the Buyer the Goods and the Buyer shall purchase the Goods.
- 3.2 The Price shall be ONE POUND (£1.00) inclusive of VAT which shall be payable on the date of this agreement.
- 3.3 The Seller agrees that following the date of this agreement it shall Decommission the Goods.

07/09/2018 RG

- 3.4 The Seller shall be under no obligation to the Buyer to re-site, re-position, restore or repair the Goods. The Buyer acknowledges that it purchases the Goods in no better condition than they are at today's date, or than described in the schedule hereto.
- 3.5 For the avoidance of doubt the Seller is not selling the land beneath the Kiosk or any interest in it, nor shall the Buyer acquire that land or any interest in it under this agreement.

4. Decommissioning, delivery and acceptance

- 4.1 The Seller shall serve the Notice to Complete on the Buyer on or before the completion of the Decommissioning works in respect of the Goods
- 4.2 Delivery of the Goods shall be deemed to have taken place five working days after the day upon which the Seller sends the Notice to Complete to the Buyer. No further intimation is required.
- 4.3 The Buyer shall make all necessary arrangements to take delivery of the Goods following receipt of the Notice to Complete.
- 4.4 The Buyer shall be deemed to have accepted the Goods upon delivery.
- 4.5 After acceptance the Buyer shall not be entitled to reject the Goods due to their physical condition or due to any financial or statutory obligations (whether foreseen or not) imposed upon the Buyer as a result of this agreement or otherwise related to the Goods.
- 4.6 The Seller shall not be liable to the Buyer for late delivery of the Goods.

5 Post acceptance obligations

- 5.1 The Buyer shall own the Goods following acceptance and shall be responsible for all maintenance and repair of the Goods, which it shall do in accordance with:
- 5.1.1 Any industry or statutory guidelines and regulations relevant to the Goods in circulation or in force from time to time.
- 5.1.2 Any requirements, directions, rules or recommendations of Ofcom.
- 5.1.3 The Planning Acts.
- 5.1.4 Any planning consents relating to the Goods so far as they remain applicable.
- 5.1.5 Where the Buyer is a Registered Charity or Charitable Organisation, the Seller retains the right to re-claim ownership of the Goods if the Buyer loses its charitable status.
- 5.1.6 If planning for the Purpose is not granted within 12 months of the date of this agreement, the Buyer and Seller shall agree an extension of time of no more than 12 months to enable the Buyer to prepare and submit an appeal to the Department of Environment. In the event that the planning approval is not granted following submission of an appeal, or the expiry of time allowed to make an appeal without an appeal being made, then the Buyer shall at its own cost and expense:

07/09/2018 RG

- (i) In the case of listed Goods:
 - a. Clean, lock and maintain the goods in accordance with the requirements of this paragraph 5; or
 - b. Apply to de-list the Goods
- (ii) In the case of non-listed Goods arrange for permanent removal of them at their own cost

5.2 The Buyer acknowledges that the Goods may have been painted with paint containing lead and accepts the health and safety risks which may be associated with its removal or maintenance. The Buyer also acknowledges that leaden paint may require specific maintenance procedures.

5.3 (a) Without affecting clause 6.3, the Buyer acknowledges that the kiosk may have a Class I light fitting and fuse spur(s) which do not meet current IP (ingress protection) rating requirements of BS7671 regulations for exterior electrical fittings. The Buyer accepts any health and safety risk with their ongoing use. The Buyer waives any claim against the Seller in respect of such matters. The Buyer also acknowledges that an upgrade to the light fitting and fuse spur(s) may be required which will be the sole responsibility of the Buyer. The Buyer may want to obtain an assessment from a qualified electrician.

(b) The Buyer agrees that the Goods are not intended to be used in any way by any person in the course of or in relation to their work. However, it agrees that, should a person at work do anything in relation to the Goods, it will take steps sufficient to ensure, so far as is reasonably practicable, that the Goods will be safe and without risks to health at all such times when it is being set, used, cleaned or maintained or otherwise interacted with by a person at work. In particular, the Buyer will ensure:

- (i) that the light is upgraded to a luminaire meeting Class 2 with IP rating of IP54 (or better).
- (ii) that the electrical supply housing is upgraded by replacing the spur units with IP66 type (or better).

The Buyer will employ an NICEIC registered electrician to review the installation, for the use it intends for the adopted kiosk, and carry out any required works in accordance with the then applicable regulations and standards.

The Buyer shall employ an NICEIC registered electrician to review the Goods for the use the Buyer intends, and for any required works. In addition, the Buyer will employ an NICEIC registered electrician for regular inspection and testing.

- 5.4 The Buyer shall indemnify the Seller in respect of any loss or damage it suffers in respect of any act or omission on the part of the Buyer or persons or entities authorised by it under or in relation to the matters referred to in sub-paragraphs 5.1, 5.2 and 5.3 or in respect of any claim by a third party in respect of such matters.
- 5.5(i) The Seller shall be under no obligation to the Buyer to maintain, repaint, repair or manage the Goods nor shall it be under any obligation to the Buyer to maintain or provide Call Box Services (as defined in the Universal Service Obligations) or telephony services from the Goods SAVE that where the Buyer has requested the Seller, and the Seller has agreed, to supply electricity, then the Seller shall supply that electricity (at the Seller's cost) to the REC (regional electricity company) fusebox sufficient for the operation of an 8 watt lightbulb or similar. The Seller may discontinue to provide that supply (and payment) of electricity at any time by giving the Buyer notice in writing.
- 5.5(ii) The Buyer is not permitted to connect any equipment to the power supply provided by the Seller without first obtaining the Seller's written agreement.
- 5.5(iii) If written permission is given by the Seller to the Buyer, in accordance with paragraph 5.5(ii) to connect defibrillator equipment to the electricity supply, the equipment must meet all appropriate safety standards as amended from time to time including, but not limited to, the requirements as set out at paragraph (a)-(d) below.
- The Defibrillator Cabinet must be:
- (a) Class 2 IP rating 54;
 - (b) Compliant to BS7671-416/417 in its construction;
 - (c) Manufactured by a ISO 9001/2 certified manufacturer;
 - (d) Protected by an RCD
- 5.5(iv) The Seller does not actively monitor the electricity supply to the Goods. Responsibility for ensuring a continuous electricity supply required to power any equipment installed within the Goods remains with the Buyer at all times.
- 5.5(v) The Buyer shall remain, at all times, responsible for the monitoring, maintenance and repair of any equipment installed within the Goods.
- 5.5(vi) The Buyer indemnifies the Seller in respect of all damages or losses which the Seller may incur, or any third party claims received by the Seller as a result of any breach by the Buyer of its obligations as set out in this paragraph 5.

07/09/2018 RG

- 5.6 From acceptance of the Goods the Buyer shall:
- 5.6.1 At all times display a sign in or on the Goods (clearly visible to anyone viewing or inspecting the Goods) that the Goods are the responsibility of the Buyer, do not contain a Seller payphone and are not connected to the Seller's electronic communications network.
 - 5.6.2 Take reasonable steps to inform the local public in the region or city in which the goods are situated that the payphone, ancillary equipment and wiring has been removed and that the Goods are the responsibility of the Buyer.
 - 5.6.3 Apply to the relevant authority or authorities for all necessary consents, licences, waivers, restrictions or determinations (if any) required for the Goods (including but not limited to consents granted under the Planning Acts and consents and licences under the Communications Act 2003 and any statutory replacement or modification thereof) and shall fully and without delay comply with any conditions or recommendations imposed by them made in respect of the Goods.
 - 5.6.4 Not sell, lease or license the Goods to a competitor to the Seller nor permit a competitor to install electronic communications apparatus (as defined in the Electronic Communications Code, in Schedule 3A of the Communications Act 2003 as amended from time to time) within the Goods and itself (as the Buyer) shall not install, provide or operate any form of electronic communications apparatus within the Goods.
 - 5.6.5 Release the Seller, insofar as it can do, from any obligation under the Town and Country Planning (Permitted Development) Order 1995 in respect of the Goods.
 - 5.6.6 Notify the emergency services that the Goods are no longer owned or maintained by the Seller and are now the property and responsibility of the Buyer.
 - 5.6.7 Indemnify the Seller in respect of any damages or losses which the Seller may incur as a result of any breach of the Buyer's obligations in this sub-paragraph 5.6 and in respect of any obligations imposed upon the Buyer under the Highways Act 1980 and the New Roads and Street Works Act 1991 in respect of the Goods.
- 5.7 The Buyer waives any rights it may have against the Seller in respect of the Goods under the Communications Act 2003.
- 5.8 The Seller reserves the right and the Buyer grants such right, at any time from the date of acceptance of the Goods by the Buyer, to enter into or onto the Goods and any neighbouring land of the Buyer (but only to the extent necessary) to undertake works or to procure the undertaking of works to disconnect or cap-off the electricity supply to the Goods described above in paragraph 5.5, at the cost of the Seller and making good any damage caused to the Goods and the Buyer's neighbouring land as aforesaid to the reasonable satisfaction of the Buyer.

07/09/2018 RG

- 5.9 Not connect any equipment to the electricity supply referred to in Clause 5.5 without the express written agreement of the Seller.

6 Warranties and liability

- 6.1 All warranties, conditions or terms relating to fitness for purpose, quality or condition of the Goods, whether express or implied by statute or common law or otherwise are excluded to the fullest extent permitted by law.
- 6.2 The Buyer acknowledges that the Seller is not in the business of selling the Goods and the Buyer will assume full responsibility to ensure compliance with any English Heritage requirements from the date of transfer of the goods.
- 6.3 The Seller makes no representations to the Buyer as to the Goods' quality, state of repair, safety, performance and fitness for purpose nor as to any apparent or latent defects. The Buyer shall take the Goods subject to any such defects and dilapidations (if any).
- 6.4 The Buyer agrees to the Decommissioning and, insofar as it is able, relieves the Seller of its obligations under Ofcom's Universal Services Obligations in respect of the Goods. The Buyer agrees not to object to Ofcom or any tier of local government to the Decommissioning of the Goods.
- 6.5 The Seller may supply the Buyer with a kiosk maintenance manual or other documents. Any recommendations or guidance therein shall not form warranties nor obligations of any nature upon the Seller.

7 Title and risk

- 7.1 Title shall pass on delivery of the Goods.
- 7.2 Risk shall pass on delivery of the Goods.

8 Limitation of Liability

- 8.1 When the Buyer accepts the Goods then the Seller shall have no liability whatsoever to the Buyer in respect of those Goods.
- 8.2 The Seller shall not be liable to the Buyer for late delivery of the Goods.
- 8.3 Except in respect of death any personal injury resulting from a negligent act or omission on the part of the Seller or anyone authorised by it, the Seller's liability to the Buyer for tortious and contractual damages shall not exceed the Price. The Buyer shall at all times use its best endeavours to minimise and mitigate its losses.

- 8.4 The Seller shall not be liable to the Buyer for any economic loss suffered by the Buyer as a result of it entering into this agreement.
- 8.5 The Buyer acknowledges that it has taken or has considered taking legal advice from a solicitor or counsel before entering into this agreement.

9 Intellectual property

No assignment or licensing of any IP Right is granted or made under this agreement.

10 General

- 10.1 This contract is subject to the law of England and Wales and the non-exclusive jurisdiction of the courts of England and Wales.
- 10.2 The invalidity or unenforceability of any provision in this agreement, for whatever reason, shall not prejudice or affect the validity or enforceability of its other provisions.
- 10.3 The headings of this agreement are for reference only. No delay, neglect, forbearance by either party in enforcing any provision in this agreement shall be deemed to be a waiver or compromise of any right or rights unless made in writing.
- 10.4 In relation to the Goods, this agreement constitutes the entire agreement between the parties.
- 10.5 A person who is not a party to this agreement may not enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.
- 10.6 The Buyer shall not, disclose the existence of the Agreement in any journal magazine or publication or any other publicly available media or otherwise use the Seller's name or logos (including any trade marks) in any of its advertising or publicity material without the seller's prior written consent, which may be withheld or given in the Seller's absolute discretion.

SCHEDULE

THE GOODS – Specification and Description

**01225791398
BERRYFIELD LANE
MELKSHAM
SN12 6EF**

Signed by [] for and on behalf of

BRITISH TELECOMMUNICATIONS plc

Signature

.....

Position (director/company secretary/manager/attorney/agent).

If signing as agent or under a power of attorney, please attach a copy of the document giving authority.

Signed by [] for and on behalf of Signature

.....

Position (director/company secretary/manager/attorney/agent).

If signing as agent or under a power of attorney, please attach a copy of the document giving authority.

**Minutes of Berryfield Village Hall first Annual General Meeting on
Wednesday 16th November 2022 held at Berryfield Village Hall at 7pm**

Introduction & setting the scene by Melksham Without Parish Council:

Teresa Strange (Clerk to Melksham Without Parish Council) welcomed everyone to the first Annual General Meeting of Berryfield Village Hall, there was approximately 16 people in attendance. She explained that Melksham Without Parish Council owned the village hall building, but wished to form a management committee to undertake the day to day running. Bellway (the developers of the Bowood View housing estate) transferred over to the parish council as part of a S106 agreement around £600k, which was £500k indexed linked, to build the new hall. In addition, the parish council will use about £300k of CIL (Community Infrastructure Levy) from local housing developments. The parish council are unable to manage the running of the hall due to the fact that as soon as any bookings are taken and income for hire is received, they would have to pay circa £180k in VAT as the parish council would be operating it on a commercial basis. The management model is a similar model to the one at Shaw Village Hall, where the management committee lease the hall, on a peppercorn rent, from the parish council.

Teresa explained that although the new hall is located in the new Bowood View estate, the parish council see this building as a hall for the whole of Berryfield. This hall will replace the old porta cabin hall which is located in Berryfield Park. The old hall is due to be demolished in December, however there have been some delays to the demolition, due to having difficulty with SSE with regards to disconnecting the electricity supply to the building. This now appears to have been resolved as a date has been booked for the disconnection.

Teresa explained that in terms of a new committee the old village hall currently has a small one, however they will disband once the committee for this village hall is in place. There are some operational things that need to happen, such as transferring over the bank account for the hall to the new committee etc. Teresa explained that in terms of members for the new committee, as per the model at Shaw Village Hall, there is normally a rep from the parish council, who is not there to take over, but to provide support from the council. The council very much feel that the hall belongs to the community of Berryfield and the parish council are there to assist. In terms of community groups there will be a rep on the committee from BASRAG (Berryfield and Semington Road Residents Action Group).

Teresa wished to clarify that no member of the new committee would have personal financial liability, it is the village hall as the corporate body. In terms of funding for the hall, the parish council on an annual basis provide funding for community groups and village halls for help with things such as major repairs or keeping running costs low. With regards to committee meetings, Mark Harris, who is chairman of Bowerhill Village Hall as well as a Parish Councillor, explained that the Bowerhill Village Hall committee meet once every two months for meetings with an annual AGM.

Election of new committee members:

Teresa invited members to come forward to form a new committee. The following members came forward:

Leanne Richards
Ashley Mashonganyika
Lucy Key
Theresa Elmes
Wyn Quinney
Gill Arbery (Member from the Art & Craft group)
Shona Holt (Parish Council rep)
Richard Wood (Chairman of BASRAG)

It was unanimously resolved that the 8 committee members detailed above should form the new Berryfield Village Hall management committee.

Election of Officers:

Teresa invited members of the committee to elect Officers in the following roles:

Chairman
Secretary
Treasurer

Members of the committee felt that it would be useful to hear a bit more about what was entailed with each role. It was explained that:

Chairman chairs the committee meetings and AGM

Secretary writes the minutes of the meeting, prepares agendas and deals with general correspondence

Treasurer records income and expenditure for the village hall.

Teresa also explained that as a condition of the planning application for the hall, the committee also needed to have a green travel plan co-ordinator. This was due to the fact that the hall has less car parking spaces than Wiltshire Council would have liked, therefore, there needed to be someone from the committee in place to manage and update the plan.

The following members came forward for the following roles on the committee:

Chairman: Shona Holt
Secretary: Leanne Richards
Treasurer: Lucy Key.

Richard Wood proposed, seconded by Ashley Mashonganyika that the following members should be elected in the following roles:

Chairman: Shona Holt
Secretary: Leanne Richards
Treasurer: Lucy Key

Shona Holt took to the chair.

Non-Committee roles:

Shona explained that for people who did not wish to be on the committee, but did want to get involved with the village hall, there were a number of opportunities available. Teresa explained that Sally Sharp who was unfortunately unable to attend the meeting this evening offered to become a key holder for the hall.

Teresa also explained that for the interim while the hall was getting up and running the Parish Caretaker was undertaking the weekly fire alarm and emergency light testing, but as the committee moves forward this was a role which needed to be filled.

It was felt that there was a requirement to have some kind of online booking system. It was noted that Shaw Village Hall have recently started to use one and have reported that there has been an increase in bookings due to the ease of use. The committee also discussed that there may be a requirement for a bookings officer, especially with regards to telephone bookings. It was felt that it was still a requirement to have phone bookings as not everyone was able to access an online booking system and the hall should be inclusive of everyone. Lucy suggested that maybe the bookings officer could have a mobile phone for people to call and then the officer could upload the booking onto the online system. Shona also felt that the village hall needed a Facebook page and email address. Teresa explained that the village hall already had an email address set up, as it was used for a grant application to the area board for the tables and chairs.

Teresa explained that the parish council had already ordered a noticeboard for the village hall, as well as a noticeboard for the parish council to display their agenda notices and posters. It was noted that the residents working party had chosen for the village hall noticeboard to be blue, however, it had turned up in green which was the same as the parish council board. This was being rectified by the supplier and will be replaced once its arrived. Teresa explained that there was the wiring in the entrance lobby for a display screen to be installed, which could show the hall bookings/ advertise events etc if the hall committee wished to purchase one. This was something that the Berryfield residents' group had asked for, so the parish council have ensured that the provision is there should it be required.

Teresa explained that the operable wall could be fiddly at times and it may be better that its left up all of the time and only put away if the whole hall space is hired out. This may be another non-committee role for someone to do.

With regards to shrub maintenance, Teresa explained that Sally Sharp had indicated that her husband may be interested in doing this role. There would also be a requirement for a general help type role and the following people volunteered for this:

Ashley Mashonganyika
Theresa Elmes
Sally Sharp

Teresa explained that as the village hall's bank account was already setup, there needed to be an agreement as to who would be the signatories on the account. It was noted that Richard was already a signatory on the account and was happy to be kept on. Gill Arbery was also a signatory and it was felt that she should be kept on for now to ensure a smooth running, as it was noted that updating the bank mandate can take a while to do. Gill could then be taken off if she wished, once new members were set up. It was felt that Shona as Chair, Leanne as Secretary and Lucy as Treasurer should be added onto the bank account for Berryfield Village Hall.

It was agreed that no bookings would be feasible to run before Christmas, and that the parish council would forward the list of potential bookings that they were holding, and let any potential bookings for this year to be advised that unfortunately, this would not be possible.

Date and time for next committee meeting:

It was felt that to keep up momentum, the next committee meeting should be scheduled quite quickly. It was agreed that the next meeting should be on Wednesday 23rd November at 7pm to be held at Berryfield Village Hall. The suggested agenda items were agreed.

It was agreed that Leanne should take over the Berryfield Village Hall email address and Teresa would send through the details to her. It was also noted that the pencilled in official opening of the hall was Saturday 21st January 2023.

Meeting closed 8:15pm

BERRYFIELD VILLAGE HALL COMMITTEE MEETING

- Location:** Berryfield Village Hall
- Date:** Wednesday 23rd November 2022
- Time:** 7pm
- Attendees:** Shona Holt (Chair)
- Lucy Key (Treasurer)
- Leanne Richards (Secretary)
- Gill Arbery
- Richard Wood
- Theresa Elmes
- Wyn Quinney
- Teresa Strange (MWPC)
- Marianne Rossi (MWPC)

Agenda Items

1. Apologies & Absence

Ashley Mashonganyika

2. Proposed format of meetings

- Committee agreed they would like to be up and running by January 2023 with official ribbon cutting event on 21st January.
- Agreed to meet as and when until the set up of the village hall is complete with a view to meet monthly going forward (possibly around January). To be kept under review.

3. To note minutes of AGM

- To be agreed at the next AGM.

4. Priority Work

(i) Agree constitution

- Parish Council solicitor recommends charitable trust is best model to use.
- Committee agreed CIO set up.
- Committee agreed on the Name “Berryfield Village Hall Trust”.

Action 1: Shona to continue to research constitution and feedback again at the next meeting.

(ii) Agree to set up charitable trust and who are trustees.

- Lucy questioned the use of “charitable” in the Name of the Trust and Shona agreed to look into this during her constitution research and feedback.

Action 2: Shona to distribute around the most recent Charity Commission document.

(iii) Note potential terms of lease with MWPC

- Shona confirmed MWPC will charge a peppercorn £10pa rent.
- Teresa explained MWPC hoped to work on the lease for Berryfield at the same time as the lease with Shaw to share best practice (and to lean on Shaw’s experience).

Action 3: Teresa to explore the possibility of a longer lease period (Currently suggested at 25 years), with possibility of extending (99 years discussed) and feedback to Committee

Action 4: Teresa to confirm the length of Guarantee before it is transferred to the committee.

- Discussion around the timeframe for the approval of the terms of lease with possibility of this not being in time for the proposed January 2023 launch.

Questions arose around not being able to make bookings until this was signed off (Parish Council not meeting until the 23rd January 2023).

Action 5: Teresa to talk to the Parish Councils solicitor to gain clarity and feedback.

- Committee agreed clarity on this was an urgent need for Parish, Committee and public.
- (iv) Research hiring terms and charges**
- Committee agreed booking system needed to be kept simple and easy to navigate.
- Committee agreed terms and conditions needed to include defibrillator code and green travel plan.
- Committee discussed pros and cons for a key box with key to be fitted for lettings, but decided against this.
- Shona asked the committee to consider points they thought needed to be considered for the booking form and T&C with a view to discuss at the next meeting.
- Other points to consider that were discussed include; the curfew consideration (currently planning conditions say 10pm), alcohol license (is there a different license needed if bookings bring their own) and music license (Committee to consider if the license will be for the Hall as a whole or if individual bookings will require their own).

Action 6: Lucy to research hire charges and present proposal at the next meeting.

(v) Consider options for online booking system

- Committee discussed models currently used by Shaw and Bowerhill village halls. Shona and Richard explained they were very impressed with Hall Booking Online as used by Shaw. Shona explained the fee for Hall Booking Online was justified and a reasonable nominal figure.
- Committee felt the need for a separate website is not needed as well as the booking website (similar to what Bowerhill currently have). But provision may be need to be considered should one be needed in the future for the booking system to be embedded.
- Teresa explained the minutes, constitution and T&C's could be included on the Parish Council's website with a link to the booking site attached.
- The Committee agreed to look at both models used at Shaw and Bowerhill with a view to discuss further at the next meeting.
- The Committee agreed a Facebook page (with 3 possible admins) would be appropriate with a view to consider other social media outlets at a later date once the Hall was up and running.

Action 7: Teresa to contact Melksham Now and Then contact to enquire about photo's being taken of the hall spaces for use on the booking system site.

(vi) Review list of current and potential bookings

- Committee discussed the official opening date of the 21st January 2023 with a TBC time of 2pm.
- Committee to consider ideas and activities for the opening. Ideas included; children's colouring sheets and rubbings of the artwork, music and demonstrations from possible regular bookings.
- Teresa explained she has already approached (on the Committees behalf) the builder and architect and both would be free to attend the opening. Unfortunately, the artist responsible for the artwork on the external walls is not free.
- Teresa also informed the committee that the start of "Village Hall Week" was Monday 23rd January 2023 and the timing was good.
- With regards to the list of potential bookings for the hall; Marianne confirmed people wishing to booking December had been contacted and informed the hall wouldn't be free for booking until January.

Action 8: Teresa to contact Jonathan Seed and Michelle Donelan to enquire if they are free to attend

Action 9: Leanne to revisit the potential bookings list and make contact.

Action 10: Leanne to plot an example diary with current potential bookings to get a better idea of how bookings would run and room size needed.

(vii) Existing banking arrangements, address, signatories

- Gill explained to the committee that the BASRAC accounts previously ran along side the old village hall accounts. The committee agreed this was no longer appropriate and there was a need to now separate these.
- Teresa informed the committee of the following points with regards to accounts and the hall:
 - there was £800 in the previous hall account and one electricity bill for the old hall had been paid.
 - The Parish Council would be paying a sum of money to the Hall to assist with startup costs.
 - The table and chairs were paid for by the Parish Council who would at some point invoice the committee.
 - The alarm contract had been paid for and was an annual bill.
 - Bills would be taken over by the committee at the transfer of lease.
 - The Parish Council had agreed to pay for the installation of the wifi once the committee had decided on a provider.
 - The delivery of the battery for the solar panels had been delayed until December.
- The committee agreed quotes for insurance would need to be looked at.

- The committee agreed for the village hall address to be the registered address for the committee.
- Gill handed over the bank account documentation to Lucy.
- The Parish Council will be providing a lockable post box for the hall.

5. Volunteers/non-committee roles

- Committee agreed on the following key holders/security callouts (pending agreement by all volunteers):
Sally Sharp (TBC)
Leanne Wynn
Theresa
Shona
- Committee agreed on the follow other roles (pending agreement by all volunteers):
 - Security checks: Theresa
 - External visual checks: Terry Sullivan/all committee members
 - Defibrillator checks: Lucy/ Sue Owen
 - Fire alarm/emergency light/weekly testing: Theresa/Ashley (TBC)
 - Notices in village hall noticeboard: Leanne
 - Landscaping maintenance: Mr Sharp
 - General help/caretaking duties: Ahsley (TBC), Sally Sharp (TBC), Laura/Andy (TBC), Jon Richards
 - Bookings officer & mobile phone: Sally Sharp (TBC)/Ashley (TBC)
 - Green travel plan coordinator: Shona

Action 11: Leanne to contact Sally Sharp for permission to pass details onto Shona.

Action 12: Shona to contact Sally Sharp to discuss possible volunteering role.

Action 13: Teresa to confirm with other volunteers their possible roles.

6. Other

- Other building responsibilities briefly touched on included the fire alarm testing; Teresa confirmed the alarm system engineer would complete a 6-monthly test.
- PAT testing would be required on all equipment and would need to be completed for insurance purposes every year. Committee discussed need for equipment being used by hirers being PAT tested.
- Also, briefly touched on was need to arrange waste collection and this will need to be picked back up at next meeting.

Action 13: Marianne to forward fire and water risk assessment to Leanne

Action 14: Teresa to arrange a training session on “how to use everything” in early January for committee and non-committee volunteers.

Action 15: Shona to review planning conditions and report back to committee.

- Communications and media were covered earlier in the meeting.
- Shona asked the committee to consider a list of fixtures and equipment needed. Shona felt for example blinds/hall curtains were needed. Provisions for a screen, projector and display monitor in the lobby had been made.

7. Date of next meeting

Wednesday 30th November at 7pm.

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 :		608,711.25					608,711.25	
V3040-SOLA	Banked: 01/11/2022	16,119.14						
V3040-SOLA	Sandridge Solar Farm	16,119.14			1140	110	16,119.14	Sandridge Solar Farm Funding
V3041-SSE	Banked: 04/11/2022	8,361.00						
V3041-SSE	Scottish & Southern Electricit	8,361.00			1100	110	8,361.00	Grant income for MCS
					354		8,361.00	Grant income for MCS
					6001	110	-8,361.00	Grant income for MCS
V3042-BACS	Banked: 07/11/2022	30.00						
V3042-BS14	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 14 rent
V3043-BACS	Banked: 07/11/2022	30.00						
V3043-BS20	Allotment Holder	30.00			1320	310	30.00	Briansfield Plot 20 rent
V3044-BACS	Banked: 08/11/2022	4,015.21						
V3044-CIL	Wiltshire Council	4,015.21			1420	350	4,015.21	CIL-21/01791-39 Eden Grove
V3045-BACS	Banked: 08/11/2022	420.00						
V3045-FoF	Future of Football	420.00			1210	210	420.00	Inv.305- Oct Camps & Training
V3046-BACS	Banked: 10/11/2022	200.00						
V3046-FoF	FOF FC	200.00			1210	210	200.00	Inv.304- October 22 pitch hire
V3047-BACS	Banked: 14/11/2022	60.00						
V3047-BY13	Allotment Holder	60.00			1310	310	60.00	Berryfield Plot 13 rent
V3048-BACS	Banked: 16/11/2022	5,091.77						
V3048-HMRC	HM Revenue & Customs	5,091.77			105		5,091.77	VAT Reclaim-01.10.22-31.10.22
V3049-BACS	Banked: 21/11/2022	180.00						
V3049-Stav	Staverton Rangers	180.00			1210	210	180.00	Inv.307- November 22 matches
500168-CHQ	Banked: 23/11/2022	60.00						
500168-CHQ	AFC Melksham	60.00			1210	210	60.00	Inv.306- Match on 13th Nov
500166-CHQ	Banked: 23/11/2022	180.00						
V3051-CHQ	Allotment Holder	30.00			1310	310	30.00	Berryfield Plot 16a rent
V3052-CHQ	Allotment Holder	60.00			1310	310	60.00	Berryfield 14a allotment rent
V3053-CHQ	Allotment Holder	30.00			1310	310	30.00	Berryfield plot 5b rent
V3054-CHQ	Allotment Holder	60.00			1310	310	60.00	Berryfield plot 2A rent
V3055-BACS	Banked: 23/11/2022	30.00						
V3055-BY1A	Allotment Holder	30.00			1310	310	30.00	Plot 1A allotment rent
V3056-BACS	Banked: 25/11/2022	60.00						
V3056-BS7	Allotment Holder	60.00			1320	310	60.00	Briansfield Plot 7 rent
V3057-BACS	Banked: 29/11/2022	30.00						
V3057-BY3B	Allotment Holder	30.00			1310	310	30.00	Berryfield plot 3B rent

Continued on Page 167

Total Receipts for Month	34,867.12	0.00	0.00	34,867.12
Cashbook Totals	<u>643,578.37</u>	<u>0.00</u>	<u>0.00</u>	<u>643,578.37</u>

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>
01/11/2022	Grist Environmental	V3035-DD	123.25		20.55	4770	220	102.70	Inv.P87368-B'Hill Waste away
02/11/2022	ICO	V3036-DD	35.00			4391	120	35.00	Data Protection renewal fee
17/11/2022	HM Land Registry	V3032-6101	4.00			4680	170	4.00	SIM Application NHP
17/11/2022	HM Land Registry	V3033-6102	16.00			4680	170	16.00	Applications for NHP-SIM
18/11/2022	Plusnet	V3037-DD	36.60		6.10	4190	120	30.50	Inv.005- Campus Broadband
22/11/2022	Sirus Telecom	V3038-DD	148.26		24.71	4190	120	123.55	Inv.077-Office calls
24/11/2022	HM Land Registry	V3034-6103	7.00			4250	120	7.00	OC1- Search-Park Farm Trow
24/11/2022	SSE	V3039-DD	560.89		26.70	4312	220	534.19	Pavilion Gas-23 Aug-4 Nov 22
Total Payments for Month			931.00	0.00	78.06			852.94	
Balance Carried Fwd			642,647.37						
Cashbook Totals			<u>643,578.37</u>	0.00	<u>78.06</u>			<u>643,500.31</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 :		638,760.21					638,760.21	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>638,760.21</u>	<u>0.00</u>	<u>0.00</u>			<u>638,760.21</u>	

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>
16/11/2022	Unity Trust Bank	V3031DD	156.90		24.45	4120	120	-2.05	REFUND- For postage entered tw
						4150	120	31.65	A4 Paper
						4120	120	6.60	Asset Management agenda postag
						4120	120	2.65	Planning agenda pack postage
						4190	120	-3.39	REFUND-Cancelled office phone
						4175	120	81.00	Office 365 Subscription
						4200	120	11.99	Zoom meeting subscription
						4140	120	3.00	Monthly Fee
						4175	120	1.00	Website hosting
28/11/2022	GB Sport & Leisure	V2995-BACS	216.54		36.09	4490	142	139.00	11237-2x Wet Pour repair kit
						4490	142	21.45	Inv.11237-Primer for surfacing
						4490	142	20.00	Inv.11237-Delivery
28/11/2022	Aquasafe Environmental Ltd	V2996-BACS	138.00		23.00	4212	220	115.00	Inv.220916-September PPM Visit
28/11/2022	Pope Consulting	V2997-BACS	1,065.00		177.50	4582	142	887.50	Inv.4362-6 M&E BYF V Hall
28/11/2022	JH Jones & Sons	V2998-BACS	1,604.65		267.44	4402	320	60.15	3118-Allotment grass cutting
						4400	142	221.90	3118-Play Area grass cutting
						4780	142	52.50	3118-Play Area bin emptying
						4781	220	79.58	3118-JSF Bin emptying
						4401	220	692.17	3118-JSF Grass cutting
						4400	142	34.66	3118-Kestrel Court Shrub Maint
						4409	142	163.33	3118-Hornchurch Grass cutting
						4820	142	32.92	3118-SHF Grass Cutting
						347	0	-32.92	3118-SHF Grass Cutting
						6000	142	32.92	3118-SHF Grass Cutting
28/11/2022	Agilico	V2999-BACS	368.50		61.42	4130	120	307.08	Inv.825- Office Photocopying
28/11/2022	DS Securities	V3000-BACS	948.00		158.00	4582	142	790.00	77730-BYF Alarm Monitor & Main
28/11/2022	T W Landscapes	V3001-BACS	3,336.00		556.00	4582	142	2,780.00	Inv.22733-Landscaping BYF V HA
28/11/2022	JH Jones & Sons	V3002-BACS	264.00		44.00	4490	142	220.00	3126-Oct Carson R'about cut
28/11/2022	Office Right Business Solution	V3003-BACS	600.00		100.00	4582	142	500.00	Inv.97131-BYF Moving furniture
28/11/2022	Office Right Business Solution	V3004-BACS	67.90		11.32	4351	120	56.58	Inv.361-1x Whiteboard for offi
28/11/2022	Kennet Sign & Display	V3005-BACS	57.60		9.60	1190	142	48.00	Inv.15481-BYF V Hall defib sig
28/11/2022	JH Jones & Sons	V3006-BACS	942.00		157.00	4722	320	785.00	3140-Cut back brambles

Continued on Page 157

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>
									allotme
28/11/2022	Rialtas Business Solutions Ltd	V3007-BACS	324.00		54.00	4185	120	270.00	Inv.392-Annual support & Maint
28/11/2022	Jens Cleaning	V3008-BACS	198.00			4381	220	42.00	Inv.1069-21st September Cleani
						4381	220	42.00	Inv.1069-28th September Cleani
						4381	220	15.00	Inv.1069-5th October Cleaning
						4381	220	42.00	Inv.1069-19th October cleaning
						4381	220	15.00	Inv.1069-26th October cleaning
						4381	220	42.00	Inv.1069-28th October cleaning
28/11/2022	Melksham Town Council	V3009-BACS	20.00			4070	120	20.00	Remembrance Wreath
28/11/2022	JH Jones & Sons	V3010-BACS	774.00		129.00	4490	142	645.00	Inv.3153-Shaw bus shelter repa
28/11/2022	JH Jones & Sons	V3011-BACS	252.00		42.00	4590	142	70.00	3141-MWPC NB BYFV Hall Install
						4582	142	70.00	Inv.3141-BYF V Hall NB Install
						4590	142	70.00	Inv.3141-B'Hill V Hall NB Inst
28/11/2022	Aquasafe Environmental Ltd	V3012-BACS	276.00		46.00	4212	220	115.00	Inv.221104- October PPM Visit
						4212	220	115.00	Inv.221104-November PPM Visit
28/11/2022	BTA Architects	V3014-BACS	240.00		40.00	4582	142	200.00	In.2226-Architect services BYF
28/11/2022	Andy Strange Property & Garden	V3015-BACS	380.00			4575	142	330.00	Inv.1703-Replac posts Beanacre
						4575	142	50.00	Inv.1703-slabs at Kestrel Cour
28/11/2022	Martin Pickard	V3017-BACS	1,900.00			4582	142	1,900.00	Inv.05-QS Services BYF V Hall
28/11/2022	JH Jones & Sons	V3018-BACS	630.00		105.00	4405	220	525.00	Inv.3157-JSF Hedge cut
28/11/2022	MIW Water Cooler Experts	V3019-BACS	90.00		15.00	4721	220	75.00	Site Survey-BSF Fountain
28/11/2022	HM Revenue & Customs	V3020-BACS	3,919.67			4041	130	1,246.35	Period 8- November 2022
						4000	130	610.40	Period 8- November 2022-T
						4000	130	380.85	Period 8- November 2022-NI
						4020	130	388.60	Period 8- November 2022-T
						4020	130	255.33	Period 8- November 2022-NI
						4010	130	396.80	Period 8- November 2022-T
						4010	130	260.54	Period 8- November 2022-NI
						4010	130	85.00	Period 8- November 2022
						4460	142	256.60	Period 8- November 2022-T
						4800	320	22.80	Period 8- November 2022-T
						4070	120	16.40	Period 8- November 2022-T
28/11/2022	Wiltshire Pension Fund	V3021-BACS	2,671.91			4045	130	2,015.95	Period 8- November 2022
						4000	130	285.06	Period 8- November 2022
						4020	130	184.19	Period 8- November 2022

Continued on Page 158

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4010	130	186.71	Period 8- November 2022
28/11/2022	Teresa Strange	V3022-BACS	████████	Total Salaries November 22 £8,816.46		4000	130	████████	November 2022 Salary
						4070	120	31.50	Council Xmas Cards
28/11/2022	Lorraine McRandle	V3023-BACS	████████			4020	130	████████	November 2022 Salary
28/11/2022	Marianne Rossi	V3024-BACS	████████			4010	130	████████	November 2022 Salary
28/11/2022	Terry Cole	V3025-BACS	████████			4120	120	67.90	1st & 2nd Class Stamps
						4460	142	████████	November 2022 Salary
						4050	142	47.50	Travel Allowance
						4051	142	49.50	Mileage x110 miles
28/11/2022	David Cole	V3026-BACS	████████			4800	320	████████	November 2022 Salary
28/11/2022	David Pafford	V3027-BACS	65.20			4070	120	65.20	Chairs Allowance- Nov 22
28/11/2022	Wiltshire Publication	V3028-BACS	139.20		23.20	4582	142	69.60	Inv.404- BYF V Hall AGM Advert
						4230	120	46.40	Inv.404- Granr Advert
28/11/2022	JH Jones & Sons	V3029-BACS	560.64		93.44	4721	220	467.20	Inv.3158- Fertilise Junior pit
28/11/2022	Arien Signs and Graphics	V3030-BACS	806.40		134.40	4582	142	672.00	Inv.7973-BYF V Hall NB
30/11/2022	Teresa Strange	V3038-S/O	5.30		0.88	4190	120	4.42	To reimburse- Out of Hours pho
Total Payments for Month			32,030.27	0.00	2,308.74			29,721.53	
Balance Carried Fwd			606,729.94						
Cashbook Totals			638,760.21	0.00	2,308.74			636,451.47	

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

Payments for Month 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>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	

Teresa Strange
Clerk Melksham Without Parish Council
1st Floor : Community Centre
Market Place
MELKSHAM
SN12 6ES

YOUR REF RST/40755.012
OUR REF Butler House
REPLY TO 01483 284567
Roger.taylor@wellerslawgroup.com
T
E 141174 East Horsley
DX 7th November 2022
DATE

Dear Teresa,

Melksham Town Council – CIL payments

As you are aware I drafted an Agreement between the Parish and the Town Council to give effect to the proposed arrangement regarding the CIL money that you are holding in connection with the Spa Road development.

The Town council have signed the Agreement and I enclose the same for execution by the Parish Council.

If there are any queries please contact me.

Yours sincerely


Roger Taylor
Wellers Hedleys

Email: roger.taylor@wellerslawgroup.com



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www.wellerslawgroup.com

THIS AGREEMENT is made the day of 2022

BETWEEN

- 1. **MELKSHAM WITHOUT PARISH COUNCIL** of The Sports Pavilion, Westinghouse Way, Bowerhill, Melksham SN12 6TL (**The Parish Council**) and
- 2. **MELKSHAM TOWN COUNCIL** of the Town Hall, Melksham, Wiltshire SN12 6ES (**The Town Council**)

RECITALS

- 1. The Parish Council is holding the sum of £315,029.94 (**the Sum**) in respect of Community Infrastructure Levy (CIL) paid to them relating to a development known as land east of Spa Road Melksham (**the Development**)
- 2. Following a Community Governance review the Development now forms part of Melksham Town
- 3. The Parish Council has agreed to pay the Sum to the Town Council on the terms of this Agreement

OPERATIVE PROVISION

- 1. In consideration of the covenants given by the Town Council in clause 2 of this Agreement the Parish Council agrees to pay the sum to the Town Council
- 2. The Town Council acknowledges receipt of the Sum and covenants with the Parish Council as follows :-
 - 2.1 To use the Sum only in connection with the provision of a community centre in the vicinity of the Hunters Wood/The Acorns development (**the Project**)
 - 2.2 If it proves not to be feasible to build the Project, the Town Council will work with the Parish Council to decide how the Sum shall be spent
 - 2.3 Until the Sum is expended on the Project as provided in clause 2.1 to retain the Sum as a separate amount in the accounts of the Town Council and not to use the same for any purpose other than the Project as provided in this Agreement or as authorised by the Parish Council
 - 2.4 In the event that it is not possible to carry out the Project or all the Sum is not expended on the Project within 3 years of the date of the completion of the Development by the erection of the number of permitted dwellings to so advise the Parish Council and if they so demand to repay the Sum or the balance thereof together with any accrued interest to the Parish Council on demand
 - 2.5 To provide such information with regard to the Project and the expenditure on the same as the Parish Council shall reasonably require from time to time.

EXECUTED as a DEED by MELKSHAM WITHOUT

PARISH COUNCIL acting by two Councillors in the

presence of the Clerk :-

Councillor

Clerk

Councillor

EXECUTED as a DEED by MELKSHAM TOWN
COUNCIL acting by two Councillors in the
presence of the Clerk :-

S. Mortimer Councillor
P. Aves Councillor

Clerk
DEPUTY TOWN CLERK

PC Clout

Teresa Strange

Subject: FW: LHFIG matters
Attachments: Response to 4298.docx; TSM 1.pdf

From: Stansby, Mark <mark.stansby@wiltshire.gov.uk>
Sent: 28 November 2022 11:24
To: Alan Baines <alan.baines@melkshamwithout.co.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Lorraine McRandle <office@melkshamwithout.co.uk>; Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: RE: LHFIG matters

Dear Alan,

Thank you again for your email and I apologise for this late response.

The situation you describe at Church Street junction is very similar to a concern raised at The Strand in Calne. Like Church Street, the signals there control both vehicle and cycle movements along with a phase to enable pedestrians to cross. I have attached the explanation provided by our Signal Consultants to that concern. I will ask our consultants to check the situation at Church Street, but I suspect that the signals are operating as intended.

I will drop Melksham Town Council a line to remind them that wooden poles should not be used for SID deployment.

I attach for information a copy of Chapter 1 of the Traffic Signs Manual published by the Department for Transport. All Chapters of the Manual are available to download for free from the Government's website. I draw your attention to Section 3 which covers legal aspects and responsibilities which Traffic Authorities must abide by. Clearly, BANES are not at liberty to "do their own thing" but seemingly they choose to ignore the legislation. You will see that Traffic Authorities are able to submit requests for Special Authorisations for non-prescribed signs to be displayed but we are of the opinion that no such authorisation has been sought, or indeed granted for these particular signs.

Chapter 3 of the Traffic Signs Manual, Section 8 Speed Limits, Paragraph 8.2.6 states:

"Countdown" signs giving advance indication of a change in the speed limit are not prescribed and must not be used, unless they have been authorised by the national authority. In England, there is a clear policy not to authorise these signs.

Perhaps your Council could write to BANES asking for a copy of their authorisation to permit the use of these signs? If they are able to produce such a document then we will make an application to use similar signs on Wiltshire's network.

I hope this is useful.

Regards,

Mark.

Mark Stansby
Senior Traffic Engineer
Highways

Tel: 01225 713367

Email: mark.stansby@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

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From: Alan Baines <alan.baines@melkshamwithout.co.uk>

Sent: 11 November 2022 10:56

To: Stansby, Mark <mark.stansby@wiltshire.gov.uk>

Cc: Teresa Strange <clerk@melkshamwithout.co.uk>; Lorraine McRandle <office@melkshamwithout.co.uk>;

Marianne Rossi <admin@melkshamwithout.co.uk>

Subject: LHFIG matters

Hi Mark,

I have noted that the traffic signals at the Melksham Church Street junction seem to have had their operation changed. It has been drawn to my attention that the "Green Man" for the pedestrian crossing segment of the sequence is only displayed for 4 seconds. This only allows time for pedestrians to reach the mid-point of the carriageway, even if they start to cross immediately the signal appears. Anyone not closely observing the signal stands no chance, and I have personally witnessed pedestrians abandon trying to cross. Would it be possible to re-assess the timings within the sequence ?

Another observation in Church Lane Melksham is that the SID has been mounted on a wooden electricity supply/lighting pole. This is in contravention of 9. in the deployment guidelines Appendix B of the WC Practice Note. My understanding is that fastenings can become loose with changes in moisture content of wooden poles. Perhaps the device should be removed and MTC reminded of the importance of following the published guidelines when deploying their SIDs.

LHFIG Issue 9-22-11: A350 Beanacre. Advance warning of change in speed limit.

It seems providing a full-blown gateway feature north of Beanacre is a £10k sledgehammer to crack a nut !

Sorry to keep banging on about this, but I can't help thinking that there must be some sort of signage that could be erected that would not compromise any enforcement within the limit zone. As you stated, Bath & North East Somerset can do their own thing, but this signage is only 200m outside the county boundary on C48. I can fully understand that the incorporation of the normal coloured '30' roundel on the sign makes it unacceptable, however, what if it was replaced by "Village Speed Limit" and/or a black roundel ? Could that avoid any problems with potential enforcement action within the limited zone ?

MWPC would appreciate any further guidance you may be able to provide. In the meantime, we have asked the PCC for his suggestions of a solution and for the opinion of the Police.



Many thanks for your assistance with all the other issues in the parish, it is very much appreciated.
Kind regards,
Alan

Cllr. Alan Baines
Bowerhill Ward
Melksham Without Parish Council

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

Teresa Strange

Subject: FW: Speeding Issues in Melksham Without Parish Council area
Attachments: SIGNAGE IN BATHFORD.docx

From: Philip Wilkinson <philip.wilkinson@wiltshire.police.uk>
Sent: 23 November 2022 08:43
To: Lorraine McRandle <office@melkshamwithout.co.uk>
Cc: Sarah Simpson1 <Sarah.Simpson1@wiltshire.police.uk>; Katie Fielding <Katie.Fielding@wiltshire.police.uk>; John Derryman <John.Derryman1@wiltshire.police.uk>
Subject: FW: Speeding Issues in Melksham Without Parish Council area

Dear Lorraine,

Thank you for your email. Your MP, Michelle Donelan has already been in contact re speeding in Beanacre.

You are right that earlier this year we purchased three speed enforcement cameras and I am pleased to report that we now have the operators trained to use them. While we only had one trained operator he did deploy to Beanacre three times but has not done so since August when he issued 8 tickets. We will put that right and as a consequence of Michelle's request have already tasked the team to deploy more regularly to your Parish. You should see them very soon on your patch.

While signage is not our responsibility we will certainly support any case that you make to improve matters.

Regards,

P R Wilkinson OBE
Police and Crime Commissioner for Wiltshire and Swindon
Wiltshire Police Headquarters, London Road, Devizes, Wiltshire, SN10 2DN
Email: Philip.Wilkinson@wiltshire.police.uk
Telephone: 01225 256 926
Website: www.wiltshire-pcc.gov.uk
Twitter: www.twitter.com/PCCWiltsSwindon

From: Police and Crime Commissioner <pcc@wiltshire.police.uk>
Sent: 22 November 2022 15:15
To: Philip Wilkinson <philip.wilkinson@wiltshire.police.uk>; John Derryman <John.Derryman1@wiltshire.police.uk>; Road Safety <RoadSafety@wiltshire.police.uk>
Subject: FW: Speeding Issues in Melksham Without Parish Council area

Hello

Please see below and attached from Melksham Without Parish Council, regarding Beanacre speeding. This particular email relates to signage rather than CSW.

Many thanks, Katie

Katie Fielding
Community Link Coordinator
Office of the Police and Crime Commissioner

Tel: 01225 256926

www.wiltshire-pcc.gov.uk

www.facebook.com/WiltshireandSwindonPCC

www.twitter.com/OPCCWiltSwindon

www.linkedin.com/company/office-of-the-police-and-crime-commissioner-for-wiltshire-and-swindon

Making Wiltshire Safer

Wiltshire and Swindon

pcc



From: Lorraine McRandle <office@melkshamwithout.co.uk>

Sent: 22 November 2022 12:07

To: Police and Crime Commissioner <pcc@wiltshire.police.uk>

Subject: Speeding Issues in Melksham Without Parish Council area

You don't often get email from office@melkshamwithout.co.uk. [Learn why this is important](#)

Dear Mr Wilkinson

As you may already be aware, we receive complaints of speeding within the parish on a regular basis, even on roads which qualify for Community Speed Watch and a speed indicator device, with the Police, when requested undertaking speed checks in these areas.

The parish council were interested to note you had purchased new speed cameras earlier in the year, which it is understood can produce up to 20 tickets an hour. Therefore, Members ask is there a possibility one of these could be deployed in areas in the parish which are prone to speeding in order to try and discourage it.

One of the main requests the parish council receives is to slow the traffic down coming into Beanacre from the North (Lacock side). The problem is drivers are driving at 60mph to suddenly be confronted with a 30mph sign on a sweeping bend, on a falling gradient, with no realisation they are entering a village.

The parish council had requested via the Local Highway & Footpath Improvement Group (LHFIG) the installation of some form of signage to remind/prompt drivers to slow down as they entered the 30mph zone from the 60mph zone. However, this request was turned down by a Highways Officer, as no such signs were available in Wiltshire, and any such signs could invalidate any potential speeding prosecution.

However, it has subsequently been noted by one of our Members, that the exact type of signage requested, is installed at Bathford (picture attached) and has been for some time and understood to be quite effective.

Whilst it is appreciated Bathford comes under the authority of Bath & North East Somerset (BANES), at a recent meeting, it was suggested this information be passed on to yourself, to ascertain if this type of signage would cause the Police any issues, particularly if something similar was installed in Beanacre or elsewhere in the parish.

Looking forward to hearing from you.

Regards

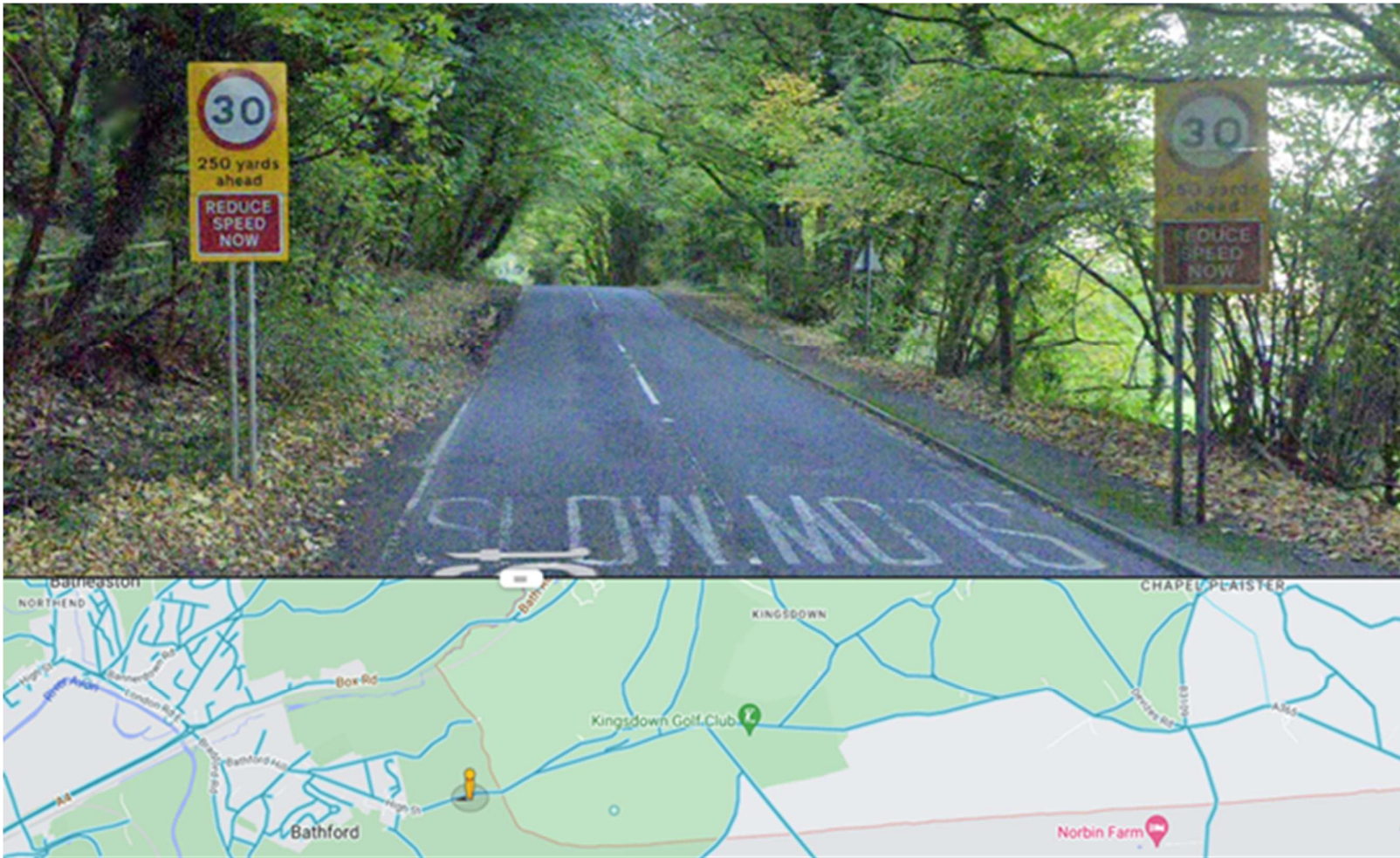
Lorraine McRandle
Parish Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
clerk@melkshamwithout-pc.gov.uk
www.melkshamwithout-pc.gov.uk

Want to keep in touch?

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

On twitter: @melkshamwithout On Instagram: melkshamwithoutpc

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SIGNAGE IN BATHFORD



MELKSHAM WITHOUT PARISH COUNCIL

MEMBERS EMAIL POLICY

Amended following Risk Assessment review Fin Committee 8th March 2021

- (a) E-mails enable clear communication, especially for remote sites, disparate workgroups, flexible working arrangements and interdepartmental / organisational partnerships.
- (b) E-mails should not be used as a deliberate means of avoiding personal contact where one face to face discussion can avoid an exchange of numerous e-mails.
- (c) Limit the number of copies to those that are necessary.
- (d) Do not unnecessarily broadcast information widely. Constant bombardment of individuals by irrelevant or unsolicited e-mail is time wasting.
- (e) E-mails should be checked regularly or where this is not possible arrangements should be made for redirection
- (f) Reply promptly to all e-mail messages requiring a reply. Where a prompt, detailed, response is not possible, send a short e-mail acknowledging receipt and giving an estimate of when you will provide a detailed response.
- (g) Do not unnecessarily print out and store hard copies of e-mails.
- (h) Do not either write in capitals as this can be perceived as shouting, or adopt a more aggressive tone in e-mails than you would in a face to face discussion and abide by the Councils corporate standards for written communication.
- (i) E-mail and the Internet provide an immense and unprecedented way to communicate council messages. It is important to maintain clarity, consistency and integrity of the Council's corporate image and policy.

- (j) Do not attach long files or include graphics and logos if this is not necessary.
- (k) Members should regularly delete or archive files no longer required or needed for immediate access.
- (l) When Members cease to be a Councillor, they must cease to use their Parish Council email address, which will be maintained for a period of time for use by the Officers for continuity of service.*

Councillors should not forward emails from their Melksham Without Parish Council email address to their own personal emails and if this has happened it should be deleted straightaway.*

- (m) Summary checklist

- Is e-mail the best way to communicate this message?
- Think before you write.
- Use the spell check facility
- Think before you print.
- Only copy in people who you would be prepared to talk to about the subject.
- Re-read before you send.
- Delete or electronically file/archive e-mail as soon as it is dealt with.

- (n) All Melksham Without Parish Councillors will be provided with a Melksham Without Parish Council email address, which all Parish Councillors should use for all Council communications* Only instructions from an authorised council email address should be recognised, be careful to check for fake emails purporting to be from the council email address.

**Policy update on November 2019 to include these points.*

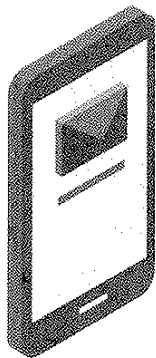
REVIEWED 25TH JULY 2022 FULL COUNCIL MEETING

Fact sheet for councils: the use of personal email addresses and devices

This factsheet has been produced following a series of workshops and discussions with local councils across the UK and will be of interest to parish council clerks looking for steps they can take to improve their council's data protection compliance.

The majority of parish clerks attending the Society of Local Council Clerks (SLCC) Leadership in Action Conference 2019 ranked the use of personal email addresses and devices for council business as their top data protection concern.

The UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) don't say which email systems or devices should be used. But if the use of personal email addresses and devices is something your council does, you should be aware of the risks and the council's data protection obligations and responsibilities.



Fact: Councils must ensure the confidentiality, integrity and availability of all personal data they hold, even if the data is being processed through personal email accounts or is stored on a privately-owned device.

As a data controller, a council has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the council is accountable for any council business conducted involving personal data on any device or through any email account.

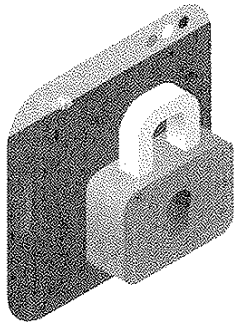
The use of personal devices and email accounts could raise the risk that personal data is processed for different purposes from which it was originally collected. All members of the council should ensure they know their responsibilities in terms of only using personal data for the purposes which the council obtained it.

If copies of data (such as email attachments) are stored on many different devices, there's an increased risk that it'll become out-of-date or inaccurate over time. There's also an increased risk that it'll be retained for longer than necessary, because it's difficult to keep track of copies.

You may also find it difficult to respond on time to a subject access request if you have to search multiple devices or if you aren't aware of all the devices on which personal data may be stored.

Questions to ask:

- What types of devices are in use?
- Who else uses the personal email account or privately-owned device, and who else has access?
- How can you control the data on the personal email account or privately-owned device (eg accuracy and retention)?
- How much consideration has been given to the data on the device being overlooked?



Fact: Councils must process personal data securely – which may be more difficult to achieve if it's being processed through personal email accounts or is stored on privately-owned devices.

Councils must have 'appropriate technical and organisational measures' in place to prevent the personal data it holds being accidentally or deliberately compromised. This includes physical and organisational security measures and also cybersecurity. If data is shared around multiple devices this introduces more points of failure and vulnerability.

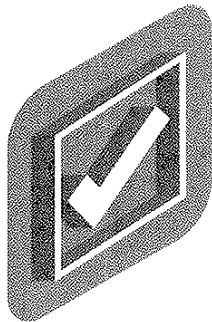
There's no 'one size fits all' solution to information security. The UK GDPR doesn't define the security measures that you should have in place. It requires you to have a level of security that is 'appropriate' to the risks presented by your processing. What's appropriate for your council will depend on your own circumstances, the information you're processing, and the risks it presents.

As the data controller, the council must ensure that all processing of personal data under its control remains compliant, regardless of the ownership of the device used

to carry out the processing. If there's a personal data breach, you must be able to demonstrate that you've secured, controlled or deleted all personal data on a particular device.

Questions to ask:

- How secure are the devices (eg is the device password-protected and what is the risk of malware)?
- What if the device is lost or stolen – can you remotely locate it and wipe the data?
- What operating system is the privately-owned device running?
- How is data transferred to other devices, and how secure are these systems and/or devices?
- Is your council using or considering cloud storage?



Fact: Councils must demonstrate that they are UK GDPR-compliant, and the use of personal email accounts and privately-owned devices may make this more complicated.

The principle of accountability requires you to be able to demonstrate that you are complying with the UK GDPR, and have appropriate policies and processes in place. If personal devices or email accounts are being used, you should have an effective organisational policy in place to ensure that the associated risks are managed.

You'll also need to take steps to make sure your members are aware of the policy and that it is implemented. This could include training, monitoring and audits.

Questions to ask:

- If you're using personal email addresses and/or devices to process data for council business, do you have an acceptable use policy in place to manage this?
- Have you implemented appropriate security measures as outlined above?
- Have you documented the associated risks and subsequent decisions?
- Does your council need to review/update its current approach?

More information

For more information about the accountability principle with the UK GDPR, visit ico.org.uk and search '[accountability principle](#)'.

The challenges of using a personal email system or device are set out in more detail in the ICO's [Bring your own device \(BYOD\)](#) guidance – visit ico.org.uk and search 'BYOD'.

Teresa Strange

From: Patsy Clover <Patsy.Clover@melksham-tc.gov.uk>
Sent: 02 December 2022 10:59
To: Teresa Strange
Subject: RE: MCS Age UK resolution

Hello Teresa

Here it is hot off my typing!!

'The Town Mayor, Councillor S Crundell, explained that there had been an update to the agenda item following discussions with Age UK Wiltshire.

Councillor Hubbard explained that the proposed motion was a joint motion with Melksham Without Parish Council. The legacy from Melksham Community Support (MCS) involved two functions:

- 1. Management of localised emergency situations such as flooding, power cuts, and major incidents where volunteers were needed. The infrastructure is already there to support the emergency plan.*
- 2. The provision of other more practicable support for other wellbeing issues currently hidden in the community for which help is not actually being requested.*

Councillor Hubbard explained that the purpose of the motion was for both the Town Council and the Parish Council to jointly fund a post at Age UK Wiltshire to carry out this service at a maximum cost of £11,500 per annum for each council less any Area Board funding, which would be quantified when the Area Board met in February 2023.

The Clerk from Melksham Without Parish Council advised members that Age UK Wiltshire would monitor, recruit and supervise the postholder. She was aware that the proposal wasn't fully costed and designed but needed to be considered now as both councils were currently budget setting. She confirmed that a local coordinator would reduce duplication of services by signposting users to Age UK Wiltshire's own services or other services elsewhere.

The need to encourage people to become more independent and not rely on MCS was discussed. Councillor Hubbard explained that the current MCS volunteer team would continue in a streamlined, more efficient manner, and would be supported by Age UK Wiltshire.

It was proposed by Councillor Hubbard, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED *that Melksham Town Council agreed to support an ongoing community support model by jointly funding, with Melksham Without Parish Council, the employment of a dedicated officer by Age UK Wiltshire to coordinate and manage the emergency support volunteer team. Year 1 funding would be to a maximum of £11,500 for each council, with funding to be provided in principle for three years. Funding should also be sought from neighbouring parish councils whose residents have been helped and continue to be helped by MCS.'*

Not approved by Linda yet!!

Kind regards

Patsy



Melksham
Town Council

Patsy Clover
Deputy Town Clerk

T: (01225) 704187
E: patsy.clover@melksham-tc.gov.uk
I: www.melksham-tc.gov.uk

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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 02 December 2022 10:25
To: Patsy Clover <Patsy.Clover@melksham-tc.gov.uk>
Subject: MCS Age UK resolution

Morning Patsy

Do you have this bit of your minutes from Monday night typed up at all – would be useful to put in our agenda pack,
Thanks, Teresa

Teresa Strange
Clerk

PLEASE NOTE THE NEW ADDRESS:
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700

Melksham Area Board Health and Wellbeing Group – proposal from offshoot meeting

The following proposal was made at a meeting on 16 November between Melksham Area Board, Age Friendly Melksham, Melksham Town Council, Melksham Without Parish Council, and Melksham Community Support where the future of Melksham Community Support was discussed:

To request that Melksham Town Council and Melksham Without Parish Council agree to support an ongoing community support model by jointly employing a dedicated officer to coordinate and manage the emergency support volunteer team. Year 1 funding would be to a maximum of £9,000 for each council, with funding to be provided in principle for three years.

The role of Melksham Community Support would be streamlined, and its efficiency improved and expanded to include management of localised emergencies such as flooding, power cuts, major incidents plus exploration of how more practicable support could be provided to more vulnerable people.

Funding should also be sought from neighbouring parish councils who have been assisted by Melksham Community Support.

Teresa Strange

From: Teresa Strange
Sent: 28 November 2022 17:11
To: Nick.Holder@wiltshire.gov.uk; Jon.hubbard (Jon.hubbard@melksham-tc.gov.uk); David Pafford; Linda Roberts (linda.roberts@melksham-tc.gov.uk); Chris Pickett
Cc: Patsy Clover (Patsy.Clover@melksham-tc.gov.uk); Rogers, Richard
Subject: Age UK and Melksham Community Support

Importance: High

Hi all

Just reporting back from a follow up Teams meeting I had with Age UK on Friday re the potential of the 0.5FTE employee to run the Melksham Community Support scheme.....

With regards to a more enhanced beefed up service from Age UK in the Melksham area – both Kate Brooks that I spoke to (Deputy CEO and Ops Manager) and Sarah Cardy (CEO) are keen to pursue this further. Any funding would be ringfenced for the Melksham area as identified by us – perhaps by postcodes for reporting?

Obviously the project/service needs to be designed – and we are putting the cart before the horse at this stage – but they would be happy in principle to employ someone for a year’s contract (minimum 6 months) to recruit, train and manage volunteers.

To offer services that they already have in an enhanced way (more, and more in person) – guided conversations with residents (I have asked that’s its proactive so contacting the database of vulnerable people, holding sessions in person in sheltered accommodation) and then signposting them to their own services for advice and information (can include benefit calculations); home shopping – can include putting shopping away if required), befriending phonecalls, collecting prescriptions – or helping to get them delivered from the pharmacy, hot meal service, travel buddy, conversation matching interests with what suitable clubs are available etc. Sometimes signposting to other services if not appropriate for them (Link drivers for example). Benefit calculations particularly need trained volunteers, checks by supervisors, and insurance in place.

They think it would cost **cf£23k** to include on costs for 0.5 FTE employee, volunteer travel expenses, training etc (all in, no extra costs). We were estimating £18k between Town and Without, but with some Health and Wellbeing funding from the Area Board this could be doable.

I think in my head, the Emergency Response bit will still be run by the parish and town council for emergencies only – and the SSEN funding can fund that.

The current MCS service could continue as is, but they have a Manager to report to and be supervised by. Or could be dormant and only used for emergencies?

In terms of next steps, we know that this is “cart before the horse” but because the precept/budget discussions are being held now. So, in my mind, the discussion for tonight is an agreement in principle to provide the service, and to ringfence some budget whilst the scheme is designed – if the scheme is designed and then the ask for money in the New Year, then it will have missed the boat for the budget/precept.

Melksham Town Council meet tonight, its on the agenda (albeit the original motion that we wrote after the meeting) and David and I will go to the town hall once our planning committee meeting tonight has been held and we hope that it can be taken as the next agenda item when we arrive, as discussed.

Melksham Without Parish Council meet next Monday.

The Area Board meet Wednesday next week, but any grant/funding I was advised had to wait until the Feb meeting.

In terms of next steps, I said I would let them know the outcome of tonight's meeting at the Town Hall, and then further next week. I have left the door open for a discussion in designing a service for an X amount of money if the £23K is not a feasible amount.

Hope that helps, sorry I haven't got this through to you before now; was on leave on Friday.
With kind regards, Teresa

Teresa Strange

Clerk

PLEASE NOTE THE NEW ADDRESS:

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

Wiltshire

SN12 6ES

01225 705700

Whitley Stores – Social Media Posts

1st December 2022

Our fabulous volunteers are like family to us now and we love them all. We know our customers do, too. It's our last day in the shop, as sadly we close today, but you can still see many of them if you collect your pre-ordered papers from our newspaper pop-up at the Reading Rooms starting tomorrow. Or join us at the Reading Rooms Warm Space on Saturday mornings 9-11am. And we hope to be back properly with a new shop in a new location very soon. Thank you, team, for all your wonderful work.

30th November 2022

Whitley Stores has been run by Shaw and Whitley Community Hub, with the sole aim of supporting and becoming a hub for our local community. We've really enjoyed involving villagers in the shop's competitions and events, and had enormous fun supporting the CAWS Jubilee Fair with the 'Shaw and Whitley Community Pub' bar tent and PAFOS and Shaw School with the 'Shaw and Whitley Community Grub' barbecue. At the end of our first year, we were able to help local community groups with a total of £1000 in grants and even though we're so sad to be closing the shop on Top Lane we're thrilled to be able to continue our community support by joining the Reading Rooms in providing a Warm Space with hot drinks, biscuits and hopefully some of Ish's cake. Saturday mornings, 9-11am at the Reading Rooms, Middle Lane. Do drop in for a warm welcome.

Teresa Strange

From: Sarah Vibert <ncvouupdate@ncvo.org.uk>
Sent: 24 November 2022 16:15
To: Teresa Strange
Subject: Share the message: Charities need help with energy costs

[Read in your browser](#) | Been forwarded this email? [Join our mailing list](#)



Charities hit hardest by spiralling energy costs are facing a cliff-edge unless the government continues support past March 2023.

Read our call for continuing energy bill support

Dear Teresa,

I wanted to write to you urgently as many of you have contacted us with concerns about the cliff-edge of support you are facing due to rising energy costs.

We have been engaging with the Department for Business, Energy and Industrial Strategy, and today wrote to the Secretary for State, Grant Shapps MP, about this issue. Critical decisions around the Energy Bill Relief Scheme (EBRS) are being made imminently and **we need your help to demonstrate why charities cannot be overlooked.**

Organisations across the sector facing exponentially rising energy costs have told me that without ongoing government support, they will be forced to significantly reduce services, sell essential community buildings or even close completely. This will have a devastating impact on people and communities and can't be an option.

Charities are particularly vulnerable to rising energy costs because of the nature of the services we run and how we generate income. We can't simply put up their prices like a private business might do.

Our urgent message to government

We are [urgently appealing for the government](#) to ensure voluntary organisations that are most vulnerable to energy price rises get continued support once the EBRS comes to an end. Alongside our sector partners, the NCVO team has taken a number of actions:

- [Drafted and co-signed a letter](#), with the Civil Society Group - a coalition of voluntary infrastructure bodies which represent and support 165,758 charities across the UK - to Grant Shapps MP, the Secretary of State for Business, Energy and Industrial Strategy (BEIS) to highlight the cliff edge that charities are facing
- Met with BEIS officials to outline why charities are particularly vulnerable to energy price rises and to make the case for their continued inclusion in the support that replaces the EBRs
- The Civil Society Group has made a submission to the Department for Business, Energy and Industrial Strategy to inform the Treasury's review of the Energy Bill Relief Scheme
- The NCVO media team has contacted press and is encouraging charities to make use of local and national media contacts to outline the situation.

Join us in taking action

We are doing all we can to highlight this issue at national level, but front line and local stories will add further pressure. There are two things you can do:

- Highlight the real-life stories about the impact on communities to constituency MPs. [We have drafted a letter for members to download](#) and use as a framework to write your local MP. Tell them about the impact on your organisation and what it would mean for local people if your services were reduced or stopped all together.
- Tell your story to the media to further raise awareness of the issues. [Contact our media team](#).

Thank you

Sarah Vibert
NCVO

NCVO
Society Building, 8 All Saints Street
London, N1 9RL
[Website](#)
Registered Charity No. 225922

Your organisation:
NCVO member ID: Not a member organisation



We've sent you this email as you are subscribed to our updates.
[Unsubscribe from all NCVO emails](#)

Briefing for Cabinet – 29 November 2022

Cost of Living Update

As detailed in the update to Full Council in October, we are focusing on three principal areas to meet the Cost of Living crisis, namely support for: Businesses, Our Staff and the People in our communities.

As stated in previous updates, this is a rapidly moving situation. For example, the government announced yesterday that under the expanded ECO+ scheme, people whose homes have an energy efficiency rating of D or below, and who have not yet been supported by an existing scheme, will be able to get help whether they are in private, rented or social housing.

The government has [published proposals](#) for consultation with a view to having the appropriate legislation in place after Christmas to allow the scheme to start in the Spring 2023.

Information and Support

To help staff, the public and partners to keep up to date with the latest support, the Council has created an extensive list of resources on our [dedicated Cost of Living page](#). This includes links to information for sources of national and local support.

Additionally, officers have proactively worked with colleagues and community groups, to create an [interactive community directory](#) that allows people find out what warm spaces and community food providers are in their immediate local area.

The directory has been created using information collected by the council to establish what support is already up and running in the county and will be regularly updated.

The directory also includes information on what additional facilities and services are provided at each location with the aim of ensuring people feel welcome and enable more people to overcome barriers to them accessing information and support.

Wiltshire Council libraries will themselves officially become warm spaces for people this winter, providing a warm and friendly welcome to support anyone who needs help. In addition, our dedicated friendly library staff will be working with Warm and Safe Wiltshire and The Rural Communities Energy Support Network to assist residents seeking basic energy advice and make referrals to experienced energy advisors in all but its smallest libraries.

All libraries will be able to signpost people to community partners and agencies that can support people through the rising cost of living. Libraries will also be collection points for Warm Packs, which includes a hot water bottle and blanket, for anyone who would benefit from some free essentials. This is an extension of the crucial role that our librarians already play in helping people access information and services.

As well as existing customer contact channels, the Council is planning how to use the existing Wellbeing Hub line to help people find the right support and will be further promoting this soon.

Support for Businesses and Schools

The Enterprise Network (set up by the Council) is hosting a series of webinars designed to provide start up and small businesses with the right help, support and advice to guide them through the current economic challenges. You can find out more about the Take TEN series and to join the webinars or watch the recordings at their website: www.theenterprisenetwork.co.uk/support/cost-of-doing-business

The Council is working with the Federation of Small Businesses, the Swindon and Wiltshire Local Enterprise Partnership, Business West, local Chambers of Commerce and other business representative groups, to ensure available advice and support is well communicated and aligned. In addition, the Council is continually monitoring the impact of current cost pressures to identify particular sectors or businesses at risk.

The Council has been notified of a further support scheme for residents and businesses that use alternative fuels, such as heating oil. Non-domestic (business) premises will be included, and work is underway to identify where this support may be required.

As part of the carbon reduction work, School Leaders are being encouraged to sign up to the [Energy Sparks](#) programme which can help them get on top of their energy bills and find ways to reduce costs. We are also supporting council-maintained schools with a grant to access their half hourly smart meter data for a year to give them the data they need to make informed choices. This is on top of existing financial and energy efficiency advice we providing to our educational partners

Support for Staff

As well as ensuring staff have access to wellbeing and support resources, including new Mental Health Advocate scheme, the Council will review policies and processes as appropriate, and will consider how staff can be flexibly deployed to meet emerging need.

Targeted Support in the Community

The Council has been administering the Government's national Household Support Grant Scheme (HSF) designed to support those most in need across England, to help with the significantly rising living costs in the period up to the end of March 2023. The money can be used to support households in the most need who would otherwise struggle with energy, food and water bills, particularly those who may not be eligible for the other support that the Government has recently made available but who are nevertheless in need.

The council was awarded £2,728,656 in total and has worked with partner agencies to allocate the money and ensure it gets to those who need it most. Payments began in October and are continuing to be made. People do not need to apply to Wiltshire Council as those eligible will be identified and contacted.

The Council was also award £877,050 for a discretionary energy rebate scheme that ran until November. The number of applications to the scheme was lower than

anticipated, just under 1200 awards were made originally, so officers proactively identified a further 9500+ low-income pensioners who had received the original energy rebate scheme but had not received any additional support e.g. from the HSF. 6500 of these pensioners will be paid £70 direct, as we have their bank account details, and the remaining will receive a credit in their council tax accounts.

The Council has been notified of a further support scheme for residents and businesses that use alternative fuels. We await further details on how this will be implemented.

Wiltshire Council has also provided funding to support Wiltshire Community Foundation and partners to deliver the Surviving Winter campaign which provides practical and financial help for people living in fuel poverty. From 1 November, people who are in receipt of means-tested benefit and are aged over 65 or suffer from a long-term health condition, may be eligible for assistance including fuel vouchers and a range of advice. For more information about eligibility and the help available contact Warm and Safe Wiltshire on 0800 038 5722 email warmandsafe@cse.org.uk

Funding is also being provided to Age UK Wiltshire for provision and delivery of hot meals to isolated elderly residents who are unable to meet the cost of this service themselves; for further information contact Age UK Community Meals on 01793 279606

Support during the holidays

Wiltshire Council will be delivering its successful Holiday Activity and Food (FUEL) programme again this winter. The programme provides children eligible for benefits related free school meals, refugees, those currently in the care system and those referred by a professional service with access to free high quality activities, nutritious meals and food education during the school holidays.

The FUEL programme is delivered with funding from the Department for Education and will run from Monday 19 December – Thursday 22 December. Eligible families will be able to sign up by following the application link listed on our website: [FUEL programme - Wiltshire Council](#)

The application window is open now until December 11, so please sign up early to avoid disappointment.

The camps provide the opportunity for all participants to take part in a range of enriching activities including structured sports, arts and crafts, STEM activities, laser tag, circus skills, robotics and much more. Participants also will take part in nutritional workshops and be provided with a hot lunch each day.

Two FUEL Christmas camps specifically for young people with special educational needs and/or a disability will also place at Springfield Community Campus in Corsham and at Five Rivers Health and Wellbeing Centre in Salisbury and individuals will be able to take part in activities such as dodgeball, dance, new age kurling, cricket and boccia. Further information and sign-up details are also available

on the FUEL webpage. There is more on the council's YouTube page: [HAF summer case study 2022 - YouTube](#)

For further information about the Holiday Activity and Food Programme in Wiltshire please email fuelprogramme@wiltshire.gov.uk

Working with Partners

As part of our continuing work with our Voluntary, Community and Social Enterprise partners, Wiltshire Council is helping to promote the Wiltshire Community Foundation's [Cost of Living Appeal](#) through our networks.

Building on the work of previous appeals where people who can afford to are encouraged to donate any surplus winter fuel allowances, the wider community is being asked to help generate vital funds to help grassroots voluntary groups and charities in Swindon and Wiltshire who are supporting families and individuals in the face of escalating rent, food and energy prices.

The money raised through this joint appeal will fund a new grants programme to support projects which are keeping people fed and warm and provide additional practical support and advice to help people cope throughout this period of great hardship

You can donate to the appeal [here](#) or call the donation line on 01380 738989 from 9am to 5pm, Monday to Friday.

This opportunity came out of dialogue with leaders in the sector, and we will continue to meet with our partners, including through the Wiltshire Public Service Board and the Military Civil Integration Board, to share information with the aim of coordinating our efforts.

Teresa Strange

From: James Twyford <james.twyford@wiltshire.police.uk>
Sent: 26 November 2022 16:21
To: James Twyford
Subject: Police Report - November 2022
Attachments: Melksham - Nov 22.pptx

Follow Up Flag: Follow up
Flag Status: Flagged

Good Afternoon Clerks,

As you'll all probably know, change is the only constant in Policing. Since changes which were imposed due to Budget Cuts in 2016, the landscape changed remarkably and Neighbourhood Teams were disbanded in their former guise. They were reintroduced in a very much 'trimmed down' state in early 2020, since when we've had considerably fewer staff on the team.

With the Retirement of PCSO Janet Gould earlier this year, who we haven't been able to replace yet (*who could ever really fill her shoes anyway*), we've found ourselves in an even more depleted state. The result has been that we've not been able to attend meetings at a Parish Level, simply because the abstraction levels would be unsustainable and it would be an irresponsible way of using my staff, when considering the countless other challenges we have to contend with.

A number of our Parishes go for whole **years** at a time without a single crime being reported, which I think is an incredible achievement that's testament to the hard work and high standards of everyone within those communities. This is a slightly double-edged sword though because it shows lower demand within those areas for our services, which means that the attention shifts elsewhere. To give you an idea of our general demand; over the last 12 months, we've recorded **1596** Crimes and a further **1786** Non-Crime Incidents, in addition to attending another **3019** Miscellaneous jobs, just in the Melksham Area.

We're also becoming more and more Data-Driven in the way we work, with 'progress' being forced from necessity. This means that we look at the Reporting Picture in an area and we focus our priorities accordingly. Regrettably this does drag us into the Town a little more than we'd like, so I'm keen to try and counteract that as best I can, whilst being cognisant of the fact that I have to be pragmatic.

For the last couple of years, we've been producing Monthly Reports at a Hub Level, which in our area means one report to cover Trowbridge, Melksham and Bradford on Avon. The feedback from the Area Boards, has been that the relevance of the Report is fairly diluted at a Town level, with centralised statistics that haven't been deemed overly relevant by you, the end user. I'm also conscious of the fact that some of these reports may not have made their way to the Parish Councils, resulting in damage to some formerly good working relationships.

Whilst I can't guarantee any commitment to attending Parish Meetings; I'm keen to provide you with *something* that's as close to this as we can realistically achieve. To that end; I've created a Monthly Town-Level Report which I'll circulate to you all at the end of each Month. The "First Edition" is attached and it contains an up-to-date list of the Staff on the Team; Local Priorities and Updates relevant to the Melksham Area; an insight into what the Force is focussing on during that Month and some Web Links that help you to find more relevant information should you need it.

Please scan through the Powerpoint, send it to your Parish Councillors, see what you think of it and let me know if there's anything that you'd like included or removed (within reason). I'm keen to make this relevant to you all, as best as possible, in the most efficient way I can. With any luck, I can create something that goes a good way to restoring some previously strong working relationships, moreso for the Rural Parishes perhaps.

Of course, this doesn't preclude any issue-specific attendance. If there's an identifiable issue that needs to be discussed; please get in touch with me and I'll look to either arrange attendance, or some kind of round-the-table discussion with Stakeholders, or advice and support.

Kind Regards,

James Twyford 2448

Police Sergeant

CPT Neighbourhoods – Melksham and Bradford on Avon
Trowbridge Police Station, Polebarn Road, Trowbridge. BA14 7EP

Email: James.twyford@wiltshire.police.uk

Phone: 01722 547242

Mobile: 07833 436039



WILTSHIRE POLICE
Proud to serve and protect our communities

www.wiltshire.police.uk | [Facebook/wiltshirepolice](https://www.facebook.com/wiltshirepolice) | [Twitter @wiltshirepolice](https://twitter.com/wiltshirepolice) | [LinkedIn/company/wiltshirepolice](https://www.linkedin.com/company/wiltshirepolice)

WILTSHIRE POLICE



Community Report

Melksham Community Policing Team

November 2022



Proud to serve and protect our communities

www.wiltshire.police.uk | [Facebook/wiltshirepolice](https://www.facebook.com/wiltshirepolice) | [Twitter @wiltshirepolice](https://twitter.com/wiltshirepolice) | [LinkedIn/company/wiltshirepolice](https://www.linkedin.com/company/wiltshirepolice)

Your CPT – Melksham

Inspector: Andy Lemon

Neighbourhood Sergeant:

James Twyford

Neighbourhood Officers:

PC Al Paterson

PC Jennifer Miller

PCSOs:

Luke Hosken / Melissa Culliford

This Month's Focus

#County Lines and Cuckooing

County Lines is the name given to drug dealing where organised criminal groups (OCG's) use phone lines to move and supply drugs, usually from cities into smaller towns and rural areas.

They exploit vulnerable people, including children and those with mental health or addiction issues, by recruiting them to distribute the drugs, often referred to as drug running.

Signs to look out for

There are several signs to look out for that may indicate someone is involved in County Lines :

- Repeatedly going missing from school or home and being found in other areas
- Having money, new clothes or electronic devices and they can't explain how they paid for them
- Getting high numbers of texts or calls, being secretive about who they're speaking to
- Decline in school or work performance
- Significant changes in emotional or physical well-being

Cuckooing

OCG's often use high levels of violence and intimidation to protect the 'county line' and control them. One of these forms of control exploits vulnerable people by using their home as a base for dealing drugs; a process known as cuckooing. Dealers often convince the vulnerable person to let their home be used for drug dealing by giving them free drugs or offering to pay for food or utilities.

Often OCG's target people who are lonely, isolated, or have addiction issues. It's common for OCG's to use a property for a short amount of time, moving address frequently to reduce the chance of being caught.

There are several signs to look out for that may indicate someone is a victim of cuckooing :

- Frequent visitors at unsociable hours
- Changes in your neighbour's daily routine
- Unusual smells coming from a property
- Suspicious or unfamiliar vehicles outside an address

Crime Exceptions

Crime Exceptions are described as a volume of offences outside of the normal range expected, based on the last two years worth of data.

Melksham Town

There is currently an exceptional low for Violence Against the Person in this area. 20 offences were recorded in a Month. This includes Violence with (9) and Without (8) Injury, plus Stalking and Harassment offences (3). Only 6 occurred in Public Places.

Melksham Rural North

Atworth, Broughton Gifford, Shaw, Whitley, Beanacre, Berryfield and Bowerhill

There is an exceptional High for Drug Offences, albeit only six offences within the Month. 50% of these relate to Drugs found concealed on Prisoners, as Melksham Custody is situated within this Beat Area. The remainder were proactive Drugs Stops.

Melksham Rural South

Semington, Seend, Seend Cleeve, Great Hinton, Keevil, Bulkington, Steeple Ashton and Poulshot

No current exceptions for this area.

Local Priorities & Updates

Priority	Update
Melksham 'Boy Racers'	<p>18 targeted stops have taken place since the last update. Several vehicles have been seized; two Vehicle Defect Rectification Notices and a number of Fixed Penalty Tickets have been issued. The stops also led to the discovery of two Drink / Drug Drivers.</p> <p>We undertook a Day of Action on Wednesday 23rd November, where an uninsured vehicle was seized.</p>
CCTV Working Group	<p>We're providing updated Demand Data to the CCTV and Community Safety Working Group, to inform the ongoing CCTV Project.</p>
ASB in King George V Park	<p>We're working with the Town Council to address an ASB Hotspot at The Pavilion, King George V Playing Field. Our Tactical Crime Prevention Officer will be looking for Target Hardening Opportunities, to compliment the work of the Neighbourhood Team.</p>

Local Priorities & Updates Continued

Priority	Update
Op Elf	In the lead-up to Christmas, we're looking to run Op Elf, to combat Shoplifting in the Town Centre.

Useful Links

For more information on Wiltshire Police's performance please visit:

- PCC's Website - <https://www.wiltshire-pcc.gov.uk/>
- HMICFRS Website - <https://www.justiceinspectorates.gov.uk/hmicfrs/police-forces/wiltshire/>
- For information on what crimes and incidents have been reported in the Trowbridge Community Policing Team area visit <https://www.police.uk/pu/your-area/wiltshire-police/>

Get Involved

Keep up to date with the latest news and alerts in your area by signing up to our **Community Messaging service** – www.wiltsmessaging.co.uk

Follow your CPT on social media

- [Trowbridge Police Facebook](#)
- [Trowbridge Police Twitter](#)
- [Melksham Police Facebook](#)
- [Bradford on Avon Facebook](#)

Find out more information on your CPT area at: www.wiltshire.police.uk and here www.wiltshire-pcc.gov.uk

The screenshot shows the Wiltshire Police website. At the top is a blue header with the Wiltshire Police logo and a search bar. Below the header is a navigation menu with buttons for "Report", "Tell us about", "Apply or register", "Request", and "Feedback". The main content area has a breadcrumb trail: "Home > About us > CPTs". The title "Trowbridge CPT" is displayed in a large font. Below the title, there is a text block that reads: "CPT Trowbridge covers the areas of Trowbridge, Melksham, Bradford-on-Avon and surrounding areas". This is followed by contact information: "To contact your CPT about a community-related matter, such as a school visit, then please email TrowbridgeAreaCPT@wiltshire.pnn.police.uk. Please note that this mailbox is not monitored 24/7." The next paragraph states: "You are unable to report crimes of any type via email and please do not report any situations that require an urgent response. In the case of an emergency please contact 999 and for non-urgent crimes and incidents, please call 101 or [Report a crime here](#)". The final line says: "You see a map of crimes in the Trowbridge area [by visiting www.police.uk](#)".

Wiltshire Association of Local Councils

Unit C2,
Beacon Business Centre
Hopton Park
Devizes
SN10 2EY

22 November 2022

Dear Member Councils

Action Needed

As you are all aware Katie Fielding left at the beginning of this year and I took up employment as County Secretary in April. During the last seven months I have had the opportunity to speak to many of you, either on the telephone or face to face; to renew old, and strike up new, acquaintances.

In my conversations it is very clear that being able to pick up the phone, or write a quick email, and ask for advice or very often just confirmation is welcomed by Members. This service is paid for from part of your yearly subscription. The remaining yearly subscription goes towards subsidised training, access to National advice and updates, representation at meetings with partners within Wiltshire, the South West and Nationally.

Now that budget time has come around again Cllr Scragg has asked me to write to all members. He wishes to invite a representative from each member council to attend a zoom meeting on Wednesday 18th January 2023 at 6.30pm. The WALC Annual Subs for 2023/24 will be set at this meeting. We are, on this occasion, seeking broader representation than is currently facilitated through the Executive Committee as laid down in the Associations constitution. The National Association has already set out their requirements from each County Affiliate.

Cllr Scragg and the very small number of active Executive members hope that they can encourage more people to take a pro-active role in the future of WALC. In discussions with me, Cllr Scragg has said, "I do hope that we can encourage new blood into the Executive Committee." Currently there are many vacancies, some of which have existed for the past two or three years at least. The constitution sets out how the Executive should be constructed, which is a little clumsy and may be the reason for many councils becoming either confused or disheartened with the process.

Cllr Scragg also commented, “WALC is a membership organisation, and therefore we must provide what its members want. Now is the time, with new staff members and [hopefully] new Executive members, to reinvigorate the organisation and offer a more refined service, reflecting the growing professionalism of Town and Parish Councils within Wiltshire.” The Annual General Meeting took place on 10th October 2022 and was very poorly attended. At that meeting members present articulated their frustration at the poor representation and asked that Cllr Scragg and myself take action to reverse this indifference and to rejuvenate interest of your organisation.

Cllr Scragg wished to leave you all with one final thought, “WALC provides a service to those local councils or meetings that choose to join. Joining is a very good first decision to make, build on that initial positive choice and make your second decision one that will influence the management of WALC, become a member of the Executive Committee.”

Repeated for entry into diaries: Wednesday **18th January 2023** at **6.30pm** via the ZOOM platform – link will be sent out in the New Year. I would greatly appreciate a response to indicate your Councils intentions to attend so that appropriate arrangements can be made to manage the meeting.

Yours faithfully

DEBORAH BOURNE CertHE, PSLCC
County Secretary

Lorraine McRandle

Subject: FW: Your Help Required
Attachments: Membership Meeting 18-01-23.docx
Importance: High

From: Deborah Bourne <dbourne@communityfirst.org.uk>
Sent: 22 November 2022 16:48
To: WALCEnquiries <WALCenquiries@communityfirst.org.uk>; John Scragg <cllr.jscragg@chippenham.gov.uk>
Subject: Your Help Required
Importance: High

Dear Council Representatives

You are being sent this email as the designated contact for your council with WALC.

Please could you ensure the attached letter is sent to all members (Councillors *and* Senior Officers) of your organisation. The letter is requesting that all member councils urgently help WALC; member input is needed to set future subscriptions, direction and needs of your membership organisation.

It is very important that each member council is represented on Wednesday 18th January 2023, at the ZOOM meeting. Details of joining will be sent out nearer the time, which again will be sent to the designated contact we hold on file for your council.

Thank you for your help in this matter.

Kind Regards

Deborah Bourne

Deborah Bourne CertHE PSLCC | Local Council Advisor | Wiltshire Association of Local Councils

www.wiltshire-alc.org.uk

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