

24.4.23 Full Council agenda _____	2
AGENDA ITEM 07(a) - 27.3.23 Full Council Minutes FIN _____	6
AGENDA ITEM 08(a) - Annual Parish Minutes 3.4.23 _____	35
AGENDA ITEM 10(a) - ANPR Request on Semington Road - Semington Parish Council _____	37
AGENDA ITEM 10(a) - ANPR Request on Semington Road Request _____	38
AGENDA ITEM 10(b) - Burnt Cottages White Bar Markings Response from Highways _____	41
AGENDA ITEM 10(c) - SID Device Enquiry Email _____	44
AGENDA ITEM 10(c) - SID Device Quotation 9342 _____	49
AGENDA ITEM 10(c) - SID Device Solagen Terms and Conditions _____	50
AGENDA ITEM 10(e) - Trailer Parking on Bowerhill _____	51
AGENDA ITEM 10(f) - Semington Road lighting - response from Lighting Engineer _____	53
AGENDA ITEM 10(g)(i) - Dunch Lane Waiting Restriction Request _____	59
AGENDA ITEM 10(g)(ii) Waiting Restriction Requests response from Highway Engineer _____	61
AGENDA ITEM 11(a) - Receipts and Payments-Cashbook 1 Lloyds Bank _____	64
AGENDA ITEM 11(a) - Receipts and Payments-Cashbook 2 Unity Trust Bank _____	66
AGENDA ITEM 11(a) - Receipts and Payments-Cashbook 3 Fixed Term Deposit _____	69
AGENDA ITEM 11(d)(i) - Quarterly income and expenditure report analysis. docx QTR 4 January, February & March 2023 _____	71
AGENDA ITEM 11(d)(i) Detailed Income & Expenditure by Budget Heading January, February and March 2023 _____	76
AGENDA ITEM 11(d)(ii)Cashbook 1 Bank Reconciliation March 2023 _____	81
AGENDA ITEM 11(d)(ii) - Cashbook 2 Bank Reconciliation March 2023 _____	83
AGENDA ITEM 11(d)(ii) - Cashbook 3 Bank Reconciliation March 2023 _____	85
AGENDA ITEM 11(d)(iii)VAT Reclaim _____	87

AGENDA ITEM 11(d)(iv) - Spend over £500 for Full Council meeting _____	88
AGENDA ITEM 12(a)(i) - Future of Football FC tournament- How much to charge _____	93
AGENDA ITEM 12(a)(ii) - Quote to spike all of pitches _____	95
AGENDA ITEM 12(d) - Shaw Village Hall _____	96
AGENDA ITEM 14(a) - CAWS request for tree planting _____	106
AGENDA ITEM 14(b) - BRAG Garden Licence for Brabazon Way _____	107
AGENDA ITEM 14(b) - Garden Licence Draft Brabazon Way _____	109



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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

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

Tuesday 18 April 2023

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 24 April at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

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

Click link here:

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

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

A handwritten signature in black ink that reads "Strange".

Teresa Strange, Clerk

YOU CAN ACCESS THE AGENDA PACK HERE



Serving rural communities around Melksham

REVISED AGENDA

1. **Welcome, Announcements & Housekeeping**
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
 - d) **Amanda Wilkes**, HELP Counselling services. To receive a grant on behalf of the group.
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 7b**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7.
 - a) To approve the **Minutes of the Full Council** Meeting held on 27 March 2023.
 - b) To approve the **Confidential Notes** to accompany the Full Council meeting minutes of 27 March 2023.
8.
 - a) To approve the **Annual Parish Council** minutes of 3 April 2023 and receive feedback on the event.
 - b) To note the Annual Parish meeting is due to be held on Monday, 15 April 2024 and to agree venue.
 - c) To consider further thoughts on a Parish Award for residents/organisations (deferred from Full Council 27 March 2023).
9. **Planning**
 - a) To approve the **Minutes of the Planning** Committee meeting held on 17 April 2023.
 - b) To approve Confidential Notes to accompany the Planning Committee minutes of 17 April 2023
 - c) To formally approve **Planning Committee recommendations** of 17 April 2023.
 - d) East of Melksham Community Centre: To receive update on progress.
 - e) Update on Community Infrastructure Levy (CIL) Sharing, including provision of real-time information (RTI) on bus shelters following meeting with Melksham Town Council.
 - f) To consider any Neighbourhood Plan Group urgent next steps if required before Steering Group meeting (3 May)
10. **Highways**
 - a) To consider a request from Semington Parish Council for the installation of an ANPR camera at the bus gate on Semington Road.

- b) To note response from the Highway Technician regarding request to install white bar access markings in the layby outside Burnt Cottages, Beanacre in order to stop vehicles blocking their accesses.
- c) To approve quotation from Solagen to re-set the trigger speeds on the Solagen Speed Indicator Device (SID).
- d) **Town Council Roundabout Sponsorship.** To note response from the Town Council regarding sponsoring the former 'Carsons Tyre' roundabout on the A365/A350 and to formally revoke the s96 licence (with possible transfer).
- e) Trailers Parking on Bowerhill Industrial Estate. To consider writing to those businesses parking trailers on Bowerhill Industrial Estate to remind them of their responsibility in adhering to the Highway Code.
- f) **Semington Road Lighting.** To consider dimming options for section of road between Melksham Police Station and Semington Bridge and feedback from Semington Parish Council.
- g) **Waiting Restriction Requests**
 - i) To consider a request for double yellow lines on Dunch Lane.
 - ii) To note response from Highway Engineer regarding outstanding waiting restriction requests for the parish

11. Finance:

- a) To note **Receipts & Payments** reports for March.
- b) To seek **cheque signatories/online authority** for April payments
- c) To approve the Chair's allowance for 2022-23 and 2023-24.
- d) **Quarterly Reports** for Qtr 4 Jan, Feb, Mar)
 - i) To note Budget vs Actual
 - ii) To note Bank Reconciliation
 - iii) To note VAT reclaim submitted
 - iv) To note "Over £500 spend" report to meet Transparency good practice
- e) Age Friendly Project: To approve payment arrangements

12. Asset Management:

- a) **Bowerhill Sports Fields & Pavilion.**
 - i) To note report following meeting with FOF FC regarding their tournament scheduled to be held on 3rd & 4th June and consider any matters arising from this discussion.
 - ii) To approve quotation to spike all pitches at the sports field
- b) **Market Place Toilets.** To receive update following meeting with the Town Council on 18 April and consider next steps.
- c) **Shurnhold Fields.** To receive update following meeting with the Town Council on 18 April and consider next steps.
- d) **Shaw Village Hall.** To note recent damage to the village hall and consider next steps.
- e) **Whitworth Play Area.** To consider any actions as a result of taking ownership of the play area on 18 April 2023.

13. Community Resilience

- a) **Community Resilience.** To receive update on exercise held on 28/29 March and agree next steps.

14. Community projects/partnership organisations:

- a) To approve a request from Community Action Whitley & Shaw (CAWS) for the Council's contractor to plant Jubilee trees which have been donated to the group.

- b) To approve a Garden Licence for land at Brabazon Way, Bowerhill for Bowerhill Residents Action Group (BRAG) to create a rewilding area.

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 27 March 2023 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm

Present: Councillors John Glover (Chair of Council), David Pafford (Vice Chair of Council), Alan Baines, Terry Chivers, John Doel, Mark Harris, Shona Holt, Rob Hoyle; Stefano Patacchiola, Robert Shea-Simonds, Andy Russell, Richard Wood and Peter Richardson

In attendance: Wiltshire Councillor Nick Holder (Bowerhill), 2 Representatives of Friends of Shurnhold and 2 members of public

In attendance via Zoom: 3 Members of Public

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

463/22 Welcome, Announcements & Housekeeping

Councillor Glover as Chairman welcomed everyone to the meeting and made the following announcements:

- The Annual Parish meeting is due to take place on 3 April at Berryfield Village Hall, starting at 7.00pm for networking and refreshments with a 7.30pm start.
- Bowerhill Residents Association Group (BRAG) to hold a meeting the following day via Zoom; all welcome, the zoom link can be forwarded to anyone who wishes to attend.
- A planning application for 650 dwellings at land at Blackmore Farm (east of Melksham) had been submitted to Wiltshire Council and was due to be considered at the Planning Committee meeting on Monday, 17 April.
- Former Councillor Greg Coombes had unfortunately been unwell and in hospital but was now home recuperating. A card was available if anyone wished to sign.
- Congratulations to AFC Melksham (Bowerhill Sports Field home team) who, over the weekend, had won their match 19-0 and had several big matches coming up in April.

464/22 To receive apologies and consider approval of reasons given.

Noting Councillor Patacchiola was running slightly late, all other Members of the Council were present.

465/22 Invited Guests:

a) Wiltshire Councillor Nick Holder (Bowerhill)

Standing Orders were suspended.

Councillor Holder informed the meeting that following the outline planning application for 650 dwellings (PL/2023/01949) on land at Blackmore Farm being submitted to Wiltshire Council, he had written to the Planning Officer with objections, indicating if the application were to be approved that the application be 'called into committee' for consideration.

Councillor Patacchiola arrived at 7.02pm.

With regards to proposals for 210 dwellings and a 70-bed care home on land South of Western Way (PL/2022/08504), Councillor Holder explained he understood a decision was due to be issued shortly and had informed the Planning Officer if the application were to be approved that the application be 'called into' committee for consideration. Several residents of Maitland Place in particular, had raised objections to the planning application, having moved in after the previous planning application had been submitted and subsequently refused by Wiltshire Council. The Spatial Planning Officer had also provided a response highlighting the made Joint Melksham Neighbourhood Plan and the need to protect the green buffer between Melksham and Bowerhill.

Councillor Holder explained at a recent Planning Committee he had highlighted the proposed footpath from the rear of Tedder Gardens to Birch Grove at Pathfinder Place was still to be completed. However, work was now progressing, and a bollard would be installed to deter people from parking on the entrance to the footpath.

Councillor Holder explained the former Christie Miller site would be used as a temporary site for Milestone who had been awarded the Highway contract by Wiltshire Council, taking over from Ringway. It was understood 120 people would be employed altogether. Works were currently taking place with enquiries being made as to whether a planning application was required.

Councillor Holder informed the meeting of a new initiative being implemented at recycling centres, whereby people can now drop off unused paint, which others can then use, which could be of interest to community groups who may only need a little paint for a particular project and therefore save on costs.

Councillor Shea-Simonds enquired how long Milestone were due to be housed at the former Christie Miller site.

Councillor Holder explained Milestone would only be located at the

former Christie Miller site short term and understood Ringway's current premises at Bowerhill were now up for rent.

Councillor Glover enquired if TUPE would apply for current employees of Ringway.

Councillor Holder explained he understood it would be up to everyone currently employed by Ringway to exercise their right to apply for a similar position within Milestone.

Councillor Glover asked if a bollard was due to be installed in Birch Grove similar to the one being installed in Tedder Gardens, with Councillor Holder agreeing to investigate this.

Standing Orders were reinstated.

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

Councillor Alford had tendered his apologies.

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

Councillor Seed had tendered his apologies, providing a report which had been circulated within the agenda pack.

Councillor Glover asked if Members were happy to move public participation further up the agenda, given several people were in attendance to discuss progress on the Shurnhold Fields project.

466/22 Public Participation

A resident and a former member of the Friends of Shurnhold Fields Committee was in attendance, along with two existing members to voice their concerns that no progress was being made to erect 3 information boards, which had been approved in 2020, and despite repeated requests to both the Town and Parish Council, as joint owners of Shurnhold Fields, for these to be installed.

Answers were also requested to the following:

1. Why has it taken 20 months for the boards to be delivered?
2. Has the WWI information board been returned, if so, where is it now?
It was understood it had to be returned as it was incorrect.
3. Can the 'Orchard' information board be erected now?
4. Is this evidence of best practice?

Standing Orders were reinstated.

Councillor Glover asked if Members approved agenda item 11(d) being

moved further up the agenda for discussion, which was agreed

Please see Min 473(d)/22 below regarding Shurnhold Fields.

467/22 a) To receive Declarations of Interests

The following declarations of interests were made regarding grant applications contained within the Finance Committee minutes of 13 March 2023 for approval:

- Councillor Shea-Simonds: Meadowbrook (Wiltshire) CIC), as he used to work with the applicant.
- Councillor Wood: Berryfield Village Hall and Berryfield & Semington Road Action Group (BASRAG) as Chair of Berryfield & Semington Road Action Group (BASRAG) and a member of Berryfield Village Hall Trust respectively.
- Councillor Holt: Berryfield Village Hall and Berryfield & Semington Road Action Group (BASRAG), as Chair of the Berryfield Village Hall Trust and a member of Berryfield & Semington Road Action Group (BASRAG).
- The Clerk, although not a voting member declared an interest in the grant for Melksham Gardeners' Society as she was a cheque signatory for the group and although no longer a trustee of 4youth, for transparency highlighted her name was included in the accounts as a Director (resigned), which accompanied the grant application. Her daughter was also a peer leader for this organisation.

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

No dispensation requests were received for consideration.

468/22 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 item 7b,11a)ii), 15a) 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 items should be held in closed session:

- 7(b) To Approve the Confidential Notes to accompany the Full Council meeting minutes of 20 February 2023 due to contractual/legal proceedings
- 11(a)(ii) To Note Feedback from Meeting with Hirer of Sports Pitches at the Pavilion and to Consider Next Steps due to contractual/legal proceedings
- 15(a) To note the Parish Officer has passed the Certification in Local Council Administration (CILCA) and to consider incremental pay award as a Staffing matter.

Resolved: Items 7(b), 11(a)(ii) and 15(a) be held in closed session for the reasons given by the Clerk.

469/22 a) To approve the Minutes of the Full Council Meeting held on 20 February 2023.

Regarding Min: 418/22, the advice of the contractor was to plant the Jubilee trees in November rather than now.

Resolved: To approve and for the Chair to sign the Full Council minutes of 20 February 2023.

b) To approve the Confidential Notes to accompany the Full Council meeting minutes

Resolved: To approve and for the Chair to sign the Confidential Notes to accompany the Full Council meeting minutes of 20 February 2023.

470/22 Planning

a) To approve the Minutes of the Planning Committee meeting held on 27 February & 20 March.

The meeting thanked the Clerk for collating the comprehensive response to the National Planning Policy Framework (NPPF) consultation on behalf of both the parish council, the town council and the Neighbourhood Plan Steering Group.

Resolved: To approve and for the Chair to sign the Planning Committee minutes of 27 February and 20 March and to formally note the response to the National Planning Policy Framework consultation as discussed at the 27 February 2023 Planning Committee meeting.

b) To formally approve Planning Committee recommendations of 27 February & 20 March

Regarding Min: 450(iii)/22 within the 20 March Planning Committee minutes regarding 1 Eden Grove, Whitley, it was noted the recommendation to ask Planning Enforcement to investigate fell, as notification had been received earlier that day that planning permission for 1 dwelling to be erected on adjacent land had been granted.

The Clerk reminded the meeting a response from Wiltshire Council's Highways Team had been included in the pack, which provided answers to the various queries raised on signage and road markings on the entrances

to Maitland Place and Newall Road on Pathfinder Way and thanked Councillor Harris for providing photos of the various signage.

Regarding Min: 452(c)(ii)/22: Councillor Glover proposed the list of requests for developers at pre app stage be included as part of the Design Code for the Neighbourhood Plan.

Resolved: To recommend the Neighbourhood Plan Steering Group consider the list of requests made by the parish council at pre app meetings as part of the Design Code for the Neighbourhood Plan and to send the list to the Town Council for their information.

c) To consider submitting comments on the Wiltshire School Places Strategy 2023-2027 (Briefing Note No 23-06)

The Clerk provided a suggested draft response to the consultation for Members to consider.

Members queried the figures quoted regarding the number of primary and secondary school places required, given the number of houses currently proposed and those proposed as part of the Local Plan up to 2038 and whether these would be adequate to meet future demand.

Concern was raised there did not seem to be forward planning regarding future secondary school place provision and the possible requirement for an additional secondary school in the future, with the lack of a longer term strategic view linked to new housing growth.

Several inconsistencies were noted within the report regarding parental choice for primary school provision with the reality that places are not necessarily close to new development, meaning parents having to pass their local school to access another which had spaces available.

Regarding post 16 education it was suggested a solution could be to build a sixth form centre elsewhere, which could be a satellite to Melksham Oak, therefore freeing up space at the school to receive additional pupils Years 7-11. However, concern was expressed that even with this solution there would still be no choice for parents, as there would still only be one

secondary school for Melksham and therefore the need for forward planning.

Resolved: To approve the response to the Wiltshire School Places Strategy 2023-2027 consultation drafted by the Clerk for submission to Wiltshire Council.

d) To receive update from the Clerk following meetings with the Football Foundation & the Wiltshire Council Play & Leisure Strategy Officer re the provision of a 3G pitch in Melksham.

Councillor Glover explained the Football Foundation were looking for support towards funding for a 3G pitch in Melksham, to complement their funding, and confirmed Wiltshire Council and the Football Foundation were only interested in supporting such provision for the community and grass roots football and not a big club's first team.

The Clerk confirmed it was understood a 3G pitch would cost in the region of c£800,000 and the Football Foundation were looking for a 30-40% contribution towards these costs and had asked if any Section 106 or CIL funding was available.

The Clerk explained she had met with the Wiltshire Council Play & Leisure Strategy Officer, along with the Clerk to the Town Council, to discuss potential 3G pitch provision and it had been confirmed there was evidence of need for a 3G pitch in the Melksham Community area, including the villages, and it was confirmed that a pitch did not necessarily have to be located at Oakfield Stadium.

Catesby Estates had already met with the parish council for a pre application meeting to discuss proposals for c300 homes on land at Snarlton Farm, a site adjacent to Oakfield Stadium, and at the meeting they had confirmed they had already had discussions with Melksham Town Football Club and Future of Football regarding the provision of a 3G pitch at Oakfields.

The Clerk clarified if the parish council wished to request the provision of a 3G pitch as community benefit as part of the Catesby's application, funding for this would not come out of any Section 106 funding for the NHS or school places, but could come out of any funding for a community facility/benefit the Council may wish to see provided as part of the planning application.

The Clerk clarified whilst the Planning Committee had discussed possible community benefit associated with the Catesby site, it was for the Full Council to make a proposal, bearing in mind funding would unlikely be available for both a 3G pitch and community centre.

The Clerk explained since the agenda had been published, a planning application had been submitted for 650 dwellings to the North of the

Catesby site (Land at Blackmore Farm PL/2023/01949) and was due be considered at the Planning Committee meeting on 17 April. Community benefit for this site/application would also need to be considered, bearing in mind the two sites were adjacent to one another, with both sites together forming two thirds of a larger strategic site put forward in the Local Plan Review.

e) To consider what community benefit to request following a pre application meeting regarding a site to the East of Melksham.

At the pre app meeting with Catesby Estates for land at Snarlton Farm it was felt any suggestions regarding community benefit needed to be discussed by both the parish and town council, bearing in mind the site was wholly in Melksham Without parish.

Clarification was sought on the proposals for a community centre East of Melksham which was to be located to the rear of Spa Medical Centre, requested as part of the Section 106 Agreement for the 450 houses currently being built East of Melksham.

Concern was expressed that a planning application for up to 11 dwellings had recently been submitted for a site adjacent to the proposed community centre to the rear of Spa Medical Centre and the impact this could have on any proposals for the facility, as it would be hemmed in slightly by these dwellings. It was unclear whether a planning application for the community centre had been submitted by the Town Council.

Councillor Pafford felt if a community centre was not viable adjacent to Spa Medical Centre, this needed to be borne in mind as part of community benefit proposals for the c650 and c300 dwellings proposed East of Melksham, which would also have a knock-on effect to any other community gains that could be requested. It was noted these additional homes would have a huge impact on the area, therefore careful consideration needed to be given to what community benefit would best serve the community. Concerns were expressed about the viability of a hall at its proposed location to the rear of Spa Medical Centre and whether this was the best location to serve the whole of the East of Melksham community.

It was noted the Catesby site (c300 dwellings) was more centrally located to the whole of the East of Melksham development and therefore would provide a better site for a community centre facility. It was much closer to the first phase of the East of Melksham development (800 houses), where the community centre had originally been planned for.

Councillor Glover suggested discussions with the Town Council needed to take place, as they would be in receipt of Section 106 funding for the currently planned community centre East of Melksham. The Town Council now had the Community Infrastructure Levy (CIL) reserve from the parish council to be used to top up the Section 106 funds, which could also be

linked with any Section 106 funding coming from the new proposed sites to the East of Melksham to make a bigger, better facility and could also provide space for health facilities for both GP clinics, as well as complimentary services, such as physio, chiropodist, osteopath etc., as well as the 3G pitch and associated changing facilities.

Discussion ensued on potential community benefits, bearing in mind these sites represented piecemeal development, as opposed to a larger strategic site, which could bring with it a coordinated plan for community facilities. Frustration was expressed at the lack of a coherent strategy from Wiltshire Council on the future growth of Melksham. Due to the current piecemeal approach, a request would need to be made for duplicate facilities for each proposal, in case one was approved and not the other, at the planning application stage. Members emphasised that this in no way altered their approach to the planning applications in terms of supporting or objecting to them, but that it was imperative to ask at these early stages for a range of community benefits, to ensure that some/all of them had a chance at being included in the final Section 106 legal agreements.

Resolved: To request the following community benefits for the two current proposed developments East of Melksham:

- Pre application for land at Snarlton Farm, by Catesby Estates (c300 dwellings)
- Planning application for land at Blackmore Farm PL/2023/01949 (c650 dwellings)

A community centre large enough to include additional health facilities (with room for GP clinics as well as complimentary services like physio, chiropodist, osteopath etc) as well as associated facilities to service and provide a 3G pitch.

471/22 Highways

a) To approve the Highways & Streetscene Committee minutes of 20 March 2023

Resolved: To approve and for the Chair to sign the Highways & Streetscene minutes of 20 March 2023.

b) To formally approve the Highway & Streetscene Committee recommendations of 20 March 2023

Regarding Min: 459(c)/22: Westlands Lane, Beanacre and concerns of speeding in the lane. The request for additional signage warning

pedestrians may be in the road now fell, as following investigations, signage was already in place on both sides of Westlands Lane bridge.

Regarding Min: 459(d)/22: Burnt Cottages, Beanacre and to consider a request for 'No HGV parking' on the layby outside Burnt Cottages, it was noted no dropped kerbs may be present outside these properties, meaning residents had no right of access across the footpath onto the public layby.

Therefore, it was agreed to ask Highways if dropped kerbs were present. If this were confirmed to submit a request to the Local Highway & Footway Improvement Group for white line access protection markings to be installed.

Members noted if it was confirmed dropped kerbs were not present outside Burnt Cottages then the request for white line protection markings would fall as such markings can only be used for recognised accesses.

Regarding Min: 459(h)/22: To consider requests from Community Action Whitley & Shaw, Councillor Patacchiola stated he had been approached by several residents regarding the speed of traffic along the A365 from George Ward Gardens to Shaw Hill traffic lights. He had witnessed several near misses and collisions and whilst not being an expert witness had noted speed was a factor in these incidences, with people pulling out onto a much faster road.

Councillor Patacchiola suggested if the parish council were not supporting a request for a reduction in the speed limit on this section of road because it was the belief of the parish council it would not be approved, as it did not meet the criteria, this needed to be made clearer to residents in order for them to understand the reasoning behind the parish council refusing the request.

Councillor Baines clarified the parish council had previously asked for a reduction in the speed limit earlier in the year. Noting, in a response to a report in the Melksham News, that the Portfolio Holder for Transport at Wiltshire Council had stated it would not meet the criteria. The council may need to accept that changing the limit would not make a difference to speed. There had been a review of all 'A' class roads not that long ago, and a recent Traffic Survey undertaken with speeds recorded not exceptional for a 30mph speed limit.

Councillor Baines highlighted concern that long sections of 30mph speed limits tended to reduce compliance to those limits at their outer ends, as drivers often get fed up with going slow. Therefore, adherence to the speed limit travelling North bound could be reduced by having a very

long 30 mph speed limit, suggesting a way forward to be an informal discussion with the Highway Engineer to gain his thoughts on the issue.

Councillor Patacchiola felt road use had changed from a few years ago ie being more residential with new commercial businesses opened along this section of the road, resulting in various vehicles turning into these and was surprised this was not considered a material change, but accepted a wider review of speed limits had been undertaken recently.

Following discussion, it was agreed to not approve Recommendation 1 of Min: 459(h)/22, with the alternative resolution as follows:

Resolved: To support the request for a change in the 40mph speed limit along the A365 from George Ward Gardens to Shaw Hill traffic lights to 30mph. However, given the previous responses from Wiltshire Council if they were minded to reject this request to ask that they provide the relevant criteria which allows a change in a speed limit, given the changes in the amount of traffic and uses in the entrances along this stretch of road and increase in traffic due to the introduction of the Clean Air Zone in Bath.

Regarding Recommendation 2 to request repainting of the 30mph roundel on Corsham Road, Whitley, this had already been submitted to Wiltshire Council, however upon investigation Highways had reported the markings were still clearly visible.

461(a)/22 To note Temporary Traffic Regulations Order (TTRO) for Footpath MELW85 (part) commencing on 24 April to enable rail crossing upgrade to allow for safer use.

It was noted the request for signage warning of potential pedestrians in the road fell, as signage was already in place either side of the bridge.

Resolved: To formally approve the Recommendations contained within the Highway & Streetscene Committee minutes of 20 March 2023 with the exception of Min: 459(h)/22 Recommendation 1.

472/22 Finance:

a) To approve the Finance Committee Minutes of 13 March 2023

Councillor Richardson, as Chair of Community Action Whitley & Shaw (CAWS), declared an interest in Min 436(d)/22 regarding their grant application for £1,120.

Resolved: To approve and for the Chair to sign the Finance Committee minutes of 13 March 2023 and the Confidential Notes to accompany the minutes.

b) To note update on the Melksham Community Hub (Rail Station) and to consider grant application recommendation and possible next steps to assist current users

The Clerk explained that after considering the grants on 13 March 2023, the parish council had been notified that the Melksham Community Hub would be closing their cafe in May. Officers had subsequently queried with them the validity of their grant application and they had responded to say that their site tenancy with Wiltshire Council expired in December. They were hopeful to keep the Glee Club going until that time, and if it continues to be a success they would like to extend it to 2024. They are closing the cafe on 31st May but wish to renovate the kitchen so that they can extend the seating capacity for more Glee Club members. They asked if the parish council were still happy to award funds but to help with the café renovations work and site development to make it more accessible for members.

Resolved: To approve a grant of £1,000 for Melksham Community Hub (Rail Station) and to accept the change in use for the grant funding.

c) To formally approve the Finance Committee recommendations of 13 March 2023

Resolved: To formally approve the Finance Committee recommendations of 13 March 2023.

Those who declared an interest in specific grants did not vote on this item.

d) To consider any grant awards pending awaiting further information

Further information had not yet been received.

e) To note Receipts & Payments reports for February

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

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

The Clerk thanked Councillor Shea-Simonds for approving the pay run and online authority for staff to be paid on 28 March and sought a second volunteer from the Finance Committee

The Clerk also sought two cheque signatories for the grant cheques following approval of the grants.

Resolved: Councillor Baines to approve the pay run and online pay run and for Councillors Pafford and Glover to be cheque signatories.

g) To approve Fixed Term Deposit for March and note update on new Unity Bank Instant Access account

Resolved: To approve moving £64,000 from the Lloyds account to the Fixed Term Deposit account for the month and for Councillors Pafford and Glover to sign the new Unity Bank Instant Access account mandate.

h) To consider anything arising from the Internal Audit visit Friday 24 March

Councillor Glover informed the meeting the Internal Audit visit on 24 March had gone well. It was noted during the visit the Chair's allowance had not been considered in the current financial year.

The Clerk explained whilst the money was in the budget for the Chair's allowance and approved as part of budget setting, the actual payment had not been approved as a separate item.

The Clerk explained the Auditor had highlighted that the Council did not have an Internal Control policy and had agreed to send an example policy.

The Clerk informed the meeting that the Auditor, whilst he could not advise the council on investments, had mentioned that CCLA (Churches, Charities and Local Authorities) Investment were offering a 4% interest bond. The parish council had previously not considered this type of investment as not covered by the FCSC, but as the council's current turnover means that they are not currently eligible for compensation, it was worth investigating along with other options such as the government's National Savings account which had full protection.

i) To consider the changes to the HMRC VAT rating for local authority playing fields and the impact on Bowerhill Sports Field

Members noted the new information received from the Parkinson Partnership via WALC (Wiltshire Association of Local Councils) regarding the HMRC VAT rating for local authority playing fields with a query on the previous advice that the non-business treatment applies to hire by private businesses hiring the sports field facilities. The advice from the Internal Auditor was that although there had been a change due to recent judgements in legal cases, the HMRC had been silent on them, and so it was still not reliably firm enough to use as factual evidence.

Resolved: To note the information received and defer further action until clarification on this matter has been received from the Inland Revenue.

473/22 Asset Management:

a) Bowerhill Sports Fields & Pavilion

i) To note responses from Fields in Trust to queries raised

Resolved: To note the responses from Fields in Trust to various queries raised.

ii)C To note feedback from meeting with hirer of sports pitches at the Pavilion and to consider next steps

This item was held in closed session.

Councillor Glover declared an interest in this item as his grandson worked for a hirer of the sports field.

Resolved: Pitch Hirer 1 to pay for all bookings 7 days in advance, otherwise bookings to be cancelled. Pitch Hirer 2 to continue with standard booking and payment terms.

b) Shaw Village Hall – to note new lease negotiations and how best to proceed

The Clerk sought a steer from the Members on how best to proceed with the new lease negotiations for Shaw Village Hall.

Resolved: For the Clerk, Councillor Glover and Councillor Patacchiola as the parish council's Shaw Village Hall rep (if available, or substitute) to meet with representatives of Shaw Village Hall Committee to discuss new lease arrangements and bring back to Full Council for approval.

c) Whitworth Play Area at Bowood View, Berryfield – to approve the revised land transfer document for adoption

The Clerk confirmed the Practical Completion Certificate from Wiltshire Council had not been received.

Clarification was sought from Councillor Baines whether the clause/addition regarding the tarmac path was included in the documentation received. The Clerk clarified the solicitor would hand write this into the legal documentation.

Resolved: If the Practical Completion Certificate is received from Wiltshire Council, under delegated powers the Clerk seek two

Councillors to sign the Land Transfer document for adoption in the presence of the Clerk.

d) Shurnhold Fields – to consider latest update and approve way forward for installation of interpretation boards and charges for amenities work by Melksham Town Council

Councillor Glover commented that he did not necessarily agree with some aspects of what was raised during the Public Participation section and suggested that some points needed to be dealt with outside the meeting with himself, the Vice Chair and the Clerk and sought a copy of the points raised which was duly handed over.

Councillor Baines clarified that discussions were ongoing between Wiltshire Council and the Environment Agency which had subsequently caused a delay in progressing some of the proposed works to Shurnhold Fields.

In addition, the interpretation boards had not been installed as some were in the vicinity of the planned works.

There had also been a delay in getting consent from Highways regarding the junction onto Dunch Lane from Shurnhold Fields.

Councillor Glover suggested where interpretation boards were not affected by proposed works, they could be passed over to Friends of Shurnhold Fields to install, however, due to the size of the boards, they would require a trailer to transport, a risk assessment would be required, as well as Friends of Shurnhold Fields having public liability insurance in place. Another suggestion could be to ask the Melksham Town Council caretaking team to install them or ask the parish council contractors to undertake the work.

During discussion it was reiterated that it was a joint project with the Town Council and they needed to be onboard with a proposed way forward.

Councillor Patacchiola stated having an information noticeboard at the entrance to Shurnhold Fields would be quite useful and as it was unclear how much longer the dispute between Wiltshire Council and the Environment Agency would last, and sought an understanding of costs involved in erecting the noticeboard with a possibility of maybe having to take it out again at a later day to enable the proposed works to take place.

The Clerk clarified it had been agreed the entrance noticeboard would be installed on the side of a new shed, which could not be erected until the issue had resolved and the Environment Agency approved.

The Clerk clarified the WWI interpretation board required more artwork than the others and whilst this had now been completed it had been not ordered as she wished to install all the notice/interpretation boards at the same time, to save on installation costs. It had also been understood works were due to start on site imminently at the time, however time had moved on.

The Clerk explained the Town Council had increased their maintenance charges some time ago, which had not been discussed or agreed to by the joint Shurnhold Fields Working Group. Therefore, no invoices had been issued recently, with the Town Council maintenance team visiting Shurnhold Fields 3 times a week and drawing down on the maintenance contribution funding.

Resolved 1: To arrange for those information boards not be affected by the proposed works (ie Orchard & WWI) to be installed as soon as possible and to inform the Town Council of this decision and to ask either the Town Council staff or the parish council's contractor to undertake this work, with the involvement of the Friends of Shurnhold Fields.

Resolved 2: To arrange an urgent Shurnhold Fields Working Group Meeting.

f) Market Place Toilets. To consider any requests from joint meeting with Melksham Town Council (possible meeting w/c 20 March)

The Clerk explained that currently there was a dispute regarding recent charges which needed to be resolved and therefore a meeting was due to be held to discuss a way forward, but as yet no date had been arranged.

Resolved: To arrange a Market Place Toilet working group meeting after the Shurnhold Fields meeting with the Town Council, to consider a way forward.

g) Berryfield Village Hall. To note update further to handover to Trust since last meeting

As Chair of the Berryfield Village Hall Committee, Councillor Holt informed the meeting all was going well with the hall accommodating several bookings.

474/22 Policies/Procedures

a) To approve revised meeting dates for 2023/24

The Clerk explained that now the Local Highway & Footpaths Improvement Group (LHFIG) dates had been received this required some of the Highway & Streetscene meeting dates to be rescheduled.

Resolved: To approve the list of dates as circulated prior to the meeting.

b) To note additional meeting scheduled for 2023/24 (Asset Management 17 April)

The Clerk explained the meeting schedule had been re-arranged to accommodate an additional public holiday in May for the King's Coronation, which had had a knock-on effect to the meeting schedule. It was also hoped to hold an Asset Management Committee meeting shortly, therefore, the Highways Committee meeting scheduled for 17 April had been moved forward to 20 March, to enable an Asset Management meeting to take place after the Planning meeting already scheduled for 17 April.

The Clerk explained that since issuing the revised meeting schedule for approval that evening, a planning application for 650 houses had just been submitted and would therefore have to be discussed at the Planning Committee meeting on 17 April and would reduce the time available for an Asset Management Committee meeting to take place afterwards, suggesting it be held on 12 June instead. With regard to a proposed IT Working Party meeting, it was suggested this could take place during the day.

The Clerk sought a steer from Members if they wished the Planning meeting on 17 April to be moved to a location East of Melksham due to the planning application for a large development.

Following discussion, it was agreed to hold the meeting at the council's offices/meeting space at the Melksham Community Campus.

c) To consider further thoughts on a Parish Award for residents/organisations

The Clerk explained that residents of the parish had been nominated for Melksham Town Council Civic Awards presented at the Mayor's Reception, council had previously agreed to consider holding their own Civic Awards, however, a way forward on this proposal was yet to be agreed.

Resolved: To defer this item to enable Members to submit suggestions to the Clerk on how to administer a Parish Award scheme for consideration at a future meeting.

475/22 Community Resilience:

a) To note Community Hub idea proposed by the Wiltshire & Swindon Local Resilience Forum

Members noted the information contained within the documentation provided by the Wiltshire & Swindon Local Resilience Forum regarding a proposed Emergency Community Hub scheme for use in communities.

b) To note Community Resilience exercise planned for 28/29 March and parish council and local group participation

The Clerk explained that the Emergency Community Hub idea for events such as for a prolonged power outage, was being tested over the next two days. One of the venues for the Wiltshire test was in Whitley, with CAWS CEG (Community Action: Whitley & Shaw Community Emergency Group) volunteers taking part. They had been specifically chosen as it was felt that their feedback would be very useful as an example of good practice as flood wardens.

c) To approve the actions to be taken for the Emergency Plan aspects of Melksham Community Support, utilizing the SSEN Community Resilience Funding (parish council to hold the accounts for the 'phone line, email, website, database etc on behalf of the joint partnership with the town council) and issue of promotional materials as part of the original grant application.

The Clerk informed the meeting that Age Friendly UK were ceasing to exist from 31st March 2023; and therefore there was a requirement for a new organisation to host the Melksham Community Support accounts for the telephone number (01225 809265), the Lamplight database licence, the website and to host the email accounts. This was a joint project with the Town Council, but as the SSEN Community Resilience Fund grant funding was in the parish council's bank account, it made sense that the accounts be transferred to the parish council and therefore was seeking approval for these transfers. The funding was in place for 3 years and would cover these costs.

Resolved: To approve that the accounts for the Melksham Community Support telephone number, website, email hosting and Lamplight database be transferred from Age Friendly Melksham to Melksham Without Parish Council for the next 3 years, commencing 1st April 2023, as part of the joint emergency plan response of the parish and town council.

- d) To note request from CAWS CEG to make a case for a parcel of land in Whitley to be graded as Flood Zone 3 and consider supporting their request**

Resolved: To support the request of Community Action: Whitley & Shaw (CAWS CEG) to have the piece of land between Corsham Road and First Lane, Whitley graded as Flood Zone 3.

476/22 Community projects/partnership organisations:

- a) To consider update on partnership project with Age UK & Melksham Town Council**

The Clerk explained the Service Level Agreement had now been agreed and signed, with the post of Melksham Community Support Senior Project Worker currently being advertised. The CEO of Age UK Wiltshire was due to attend the Annual Parish meeting on 3 April to provide an update on the service.

The Clerk informed the meeting a £5,000 grant had been awarded by Melksham Area Board as seed funding for the project, therefore the contribution of both the parish and town Council of £11,500 each for the post of Melksham Community Support Senior Project Worker would now be £9,000 each.

- b) To note draft minutes from latest Melksham Health & Wellbeing meeting**

Members noted the draft minutes of the Melksham Area Board's Health & Wellbeing meeting held on 24 February 2023.

- c) Bee Route proposal from Wilts & Berks Canal**

- i) To consider queries raised by Wiltshire Council regarding request to switch off street lighting along Semington Road at night.**

Members noted the response from the Exterior Lighting Consultant, Atkins, to the parish council's request for the lighting along Semington Road to be switched off between the Police Station and Semington bridge to protect wildlife following a request from the Wilts & Berks Canal Trust.

The Lighting Consultant had responded to explain that whilst they were not adverse to switching out the lighting on a part night basis they sought more information and highlighted bat activity might be affected if the lighting was switched off, as some species used lighting as foraging opportunities to prey on insects. It was also stated the lighting could be dimmed.

Concern was raised that the residents of Semington had not been consulted on this proposal, noting the Somerset Arms pub had now closed, since the council had discussed this issue therefore, more pedestrians from Semington may be walking this route at night to access the New Inn.

The Clerk highlighted a previous decision had been made on 20 February to request the lights be switched off and therefore this was not within the 6 month rule to reverse the decision made on 20 February.

Members felt that given the new information regarding the closure of the Somerset Arms and the potential for more pedestrians to be walking along this route at night; and given the information received from the Lighting Consultant that the lights could be dimmed, the previous resolution could be changed.

Resolved: In light of new information received, to request the lights along Semington Road from Melksham Police Station and Semington bridge be dimmed.

The last remaining member of public left the meeting at this point (9.41pm).

ii) To approve Section 96 licence for Semington Road if Wilts & Berks Canal Trust confirm that appropriate personnel will obtain a Street Works Licence, and noting response on the longevity of the project vs 10-year legal licence

Correspondence had been received from the Wildlife Officer, Wilts & Berks Canal Trust confirming the Wilts & Berks Canal Trust had £5m public liability insurance in place. Regarding the 10-year commitment associated with the parish council taking out a Section 96 licence on the Wilts & Berks Canal Trusts behalf, it was confirmed the Trust were happy to undertake the necessary work for this period to produce a flower rich environment.

It has also been confirmed by Wiltshire Council if the Section 96 Licence were to be surrendered they would normally ask that the verge is reinstated to its original condition, however, there maybe some negotiation with the area engineer at that point especially with established trees.

The Clerk explained the Wilts & Berks Canal Trust did not have the necessary street work licence requested by Wiltshire Council and had felt the costs associated with obtaining a licence were prohibitive, therefore, enquiries were being made of the Council's grass cutting contractors as they had undertake a one day streetworks licence course which would have cost less than the

costs associated with a 5 day streetworks licence course for highway contractors which the canal volunteer had advised. The grass cutting contractor was also being asked if they would be willing to supervise the work of the Wilts & Berks Canal Trust, as an alternative option if the Trust felt the costs associated with a street works licence were still cost prohibitive and Wiltshire Council were happy.

The Clerk sought delegated powers to submit the Section 96 Licence to Wiltshire Council, once confirmation had been sought on the street works licence.

Resolved: To approve the council taking on a Section 96 licence and to give delegated powers to the Clerk to submit the application to Wiltshire Council, once confirmation had been received from the Wilts & Berks Canal Trust on an appropriate street works licence in place.

d) To consider submitting the Whitley Community Hub planning application on their behalf

Correspondence had been received from the Whitley Community Hub stating they proposed to seek pre-application planning advice regarding their proposal for a temporary portacabin for a shop in the car park of The Pear Tree, Top Lane, Whitley and had been advised if the parish council submitted the application on their behalf, they would be exempt from the usual pre-application charges.

The Clerk explained she also understood there was a 50% discount if the parish council submitted a planning application on the group's behalf.

Resolved: To inform the Whitley Hub that once the Planning Committee had had sight of the plans and were happy with the proposal, and provided there were no legal implications for the parish council, that they would be prepared to submit the pre-application on behalf of the group.

477/22 Staffing Matters

a) To note the Parish Officer has passed the CiLCA (Certificate in Local Council Administration) and to consider incremental pay award

HELD IN CLOSED SESSION

Members noted the Parish Officer had passed the Certificate in Local Council Administration (CiLCA) qualification and that this triggered a review in scale point as per appointment letter. Members discussed the parish council's policy to award scale point increases based on

increases in responsibility.

Resolved: The Clerk to agree with the Parish Officer some measurable objectives for increase in responsibility to demonstrate the CiLCA qualification recently awarded had a direct benefit to the parish council. To be reviewed by the council again in October, at appraisal time.

b) To note the Finance & Amenities Officer has commenced the FiLCA (Financial Introduction to Local Council Administration) qualification

Members noted the Finance & Amenities Officer had commenced her FiLCA (Financial Introduction to Local Council Administration).

Date: 01/03/2023

Melksham without Parish Council Current Year

Page: 173

Time: 10:07

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		8,784.65					8,784.65	
V3146-BACS	Banked: 06/02/2023	60.00						
V3146-BACS	FC Box	60.00			1210	210	60.00	Inv.317-Pitch hire 5th Feb 23
V3147-BACS	Banked: 13/02/2023	30.00						
V3147-BACS	Allotment Holder	30.00			1310	310	30.00	Plot 15B Berryfield rent
V3148-BACS	Banked: 14/02/2023	492.64						
V3148-BACS	HM Revenue & Customs	492.64			105		492.64	VAT Refund- January 2023
V3149-BACS	Banked: 14/02/2023	300.00						
V3149-BACS	Future of Football	300.00			1210	210	100.00	Inv.320- 14th Feb Camp
					1210	210	100.00	Inv.320- 15th Feb Camp
					1210	210	100.00	Inv.320- 16th Feb Camp
V3150-BACS	Banked: 14/02/2023	75.00						
V3150-BACS	Redfish Events	75.00			1260	210	75.00	Inv.321- Bowerhill Bomber race
V3151-BACS	Banked: 20/02/2023	120.00						
V3151-BACS	Staverton Rangers	120.00			1210	210	60.00	Inv.319- February 11th Pitch h
					1210	210	60.00	Inv.319- February 18th Pitch
V3153-BACS	Banked: 21/02/2023	830.00						
V3153-BACS	Future of Football	830.00			1210	210	830.00	Part of Inv.297 Aug 22
V3176-BACS	Banked: 22/02/2023	30.00						
	BSF 17A Allotment Holder	30.00			1320	310	30.00	Briansfield 17a Allotment rent
	Banked: 24/02/2023	89,000.00						
M204854020	Fixed Term Deposit	89,000.00			210		89,000.00	V3123- Fixed Term return
V3177-Inte	Banked: 24/02/2023	36.58						
V3177-Inte	Lloyds Bank	36.58			1080	110	36.58	Interest from- Fixed deposit
V3178-BACS	Banked: 24/02/2023	2,233.00						
V3178-BACS	Berryfield Village Hall	2,233.00			1470	142	2,233.00	I.322- Reimburse-Tables/Chairs
V3179-BACS	Banked: 24/02/2023	10.00						
V3179-BACS	Berryfield Village Hall	10.00			1120	110	10.00	Inv.327- Annual rent
Total Receipts for Month		93,217.22	0.00	0.00			93,217.22	
Cashbook Totals		102,001.87	0.00	0.00			102,001.87	

Continued on Page 174

Payments for Month 11				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/02/2023	Grist Environmental	V3143-DD	123.05		20.52	4770	220	102.53	Inv.367- B'hill Waste away
01/02/2023	Water 2 Business	V3144-DD	151.27			4323	320	151.27	Inv.810-Berryfield Allot Water
01/02/2023	Water 2 Business	V3145-DD	158.78			4322	220	158.78	Inv.208-Pavilion water charges
20/02/2023	Plusnet	V3152-DD	36.60		6.10	4190	120	30.50	Inv.008-Office WiFi & Line
23/02/2023	SSE	V3156-6106	316.54		15.07	4582	142	301.47	BYF V Hall elect-5 Sept-8 Nov
23/02/2023	SSE	V3157-6107	1,682.56		80.12	4582	142	1,602.44	BYF V Hall elect-9 Nov-8 Feb
28/02/2023	Suez	V3172-DD	54.98		9.16	4770	220	45.82	Inv.371- Jan B'hill Waste away
Total Payments for Month			2,523.78	0.00	130.97			2,392.81	
Balance Carried Fwd			99,478.09						
Cashbook Totals			102,001.87	0.00	130.97			101,870.90	

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		499,141.47					499,141.47	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>499,141.47</u>	<u>0.00</u>	<u>0.00</u>			<u>499,141.47</u>	

Continued on Page 167

Date: 01/03/2023

Melksham without Parish Council Current Year

Page: 167

Time: 10:07

Cashbook 2

User: MR

Unity Bank

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/02/2023	Berryfield Village Hall	V3174-BACS	4,500.00			4582	142	4,500.00	Start up fund for Trust
09/02/2023	EDF Energy	V3175-DD	294.00		14.00	4302	220	280.00	Pavilion Electricity- Feb 23
13/02/2023	Plusnet	V3154-DD	26.40		4.40	4384	220	22.00	Inv.003-Pavilion WiFi
15/02/2023	Teresa Strange	V3142-BACS	1,970.68		261.22	4680	170	55.00	NHP-Town Centre plan printing
						4680	170	1,654.46	NHP Consultation event printin
16/02/2023	Unity Trust Bank	V3155-DD	306.68		41.43	4120	120	6.20	Postage- Notices & Posters
						4680	170	3.00	NHP Land search
						4680	170	6.00	NHP Land Search
						4680	170	6.00	NHP Land Search
						4680	170	6.00	NHP Land Search
						4680	170	6.00	NHP Land Search
						4680	170	6.00	NHP Land Search
						4680	170	3.00	NHP Land Search
						4175	120	81.00	Office 365 subscription
						4190	120	33.90	Office phone charges
						4120	120	3.30	Full Council agenda pack x1
						4175	120	1.00	Website hosting
						4150	120	7.99	Red Pens
						4150	120	10.82	Wall clock for meeting room
						4150	120	15.00	A3 Paper
						4500	142	32.91	Weedkiller
						4150	120	12.49	Laminating pouches
						4200	120	11.99	Online meeting subscription
						4120	120	3.50	Postage- Notices & Posters
						4120	120	6.15	Postage- Flood letters
						4140	120	3.00	Monthly Fee
27/02/2023	Arien Signs and Graphics	V3158-BACS	66.60		11.10	4490	142	55.50	Inv.8165- Replacement perspex
27/02/2023	Agilico	V3159-BACS	91.80		15.30	4130	120	76.50	Inv.116- Office photocopying
27/02/2023	Aquasafe Environmental Ltd	V3160-BACS	138.00		23.00	4212	220	115.00	Inv.101- Jan 23 PPM Visit
27/02/2023	JH Jones & Sons	V3161-BACS	270.00		45.00	4721	220	225.00	Inv.3248- Unblock drain/ Culve
27/02/2023	JH Jones & Sons	V3162-BACS	1,604.65		267.44	4402	320	60.15	Inv.3267-Allotment grass cutti
						4400	142	221.90	Inv.3267- Play Area Grass cutt
						4780	142	52.50	Inv.3267- Play Area bin emptyi
						4781	220	79.58	Inv.3267- JSF Bin emptying
						4401	220	692.17	Inv.3267- JSF Grass cutting
						4400	142	34.66	Inv.3267- Kestrel Shrub
						4409	142	163.33	Inv.3267- Hornchurch Grass cut
						4820	142	32.92	Inv.3267- January 23 Parish Ma
						347	0	-32.92	Inv.3267- January 23 Parish Ma

Continued on Page 168

Payments for Month 11				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						6000	142	32.92	Inv.3267- January 23 Parish Ma
27/02/2023	Jens Cleaning	V3163-BACS	225.00			4381	220	225.00	Inv.1071- Pavilion Cleaning
27/02/2023	HM Revenue & Customs	V3164-BACS	2,460.02			4041	130	801.98	Period 11- February 2023
						4000	130	494.20	Period 11- February 2023-T
						4000	130	325.85	Period 11- February 2023-NI
						4020	130	188.80	Period 11- February 2023-T
						4020	130	128.12	Period 11- February 2023-NI
						4010	130	193.60	Period 11- February 2023-T
						4010	130	131.07	Period 11- February 2023-NI
						4460	142	164.80	Period 11- February 2023-T
						4800	320	9.20	Period 11- February 2023-T
						4070	120	22.40	Period 11- February 2023-T
27/02/2023	Wiltshire Pension Fund	V3165-BACS	1,991.09			4045	130	1,499.63	Period 11- February 2023
						4000	130	244.62	Period 11- February 2023
						4020	130	122.71	Period 11- February 2023
						4010	130	124.13	Period 11- February 2023
27/02/2023	John Glover	V3171-BACS	33.64			4070	120	33.64	February 2023 Chairs allowance
28/02/2023	Teresa Strange	V3166-BACS	██████████			4000	130	██████████	February 2023 Salary
						4680	170	13.90	Refreshments for NHP event
						4582	142	40.00	Keys for BYF V Hall X 10
28/02/2023	Lorraine McRandle	V3167-BACS	██████████			4020	130	██████████	February 2023 Salary
						4120	120	4.35	Postage for Notices & Posters
						4680	170	2.50	Refreshments for NHP event
									Total Salaries
									February 2023
									£6,714.54
28/02/2023	Marianne Rossi	V3168-BACS	██████████			4010	130	██████████	February 2023 Salary
28/02/2023	Terry Cole	V3169-BACS	██████████			4460	142	██████████	February 2023 Salary
						4050	142	47.50	Travel Allowance- Feb 23
						4051	142	46.80	Mileage x104 miles
28/02/2023	David Cole	V3170-BACS	██████████			4800	320	██████████	February 2023 Salary
28/02/2023	Teresa Strange	V3173-DD	5.30		0.88	4190	120	4.42	730- Reimburse out of hour mob
Total Payments for Month			20,853.45	0.00	683.77			20,169.68	
Balance Carried Fwd			478,288.02						
Cashbook Totals			499,141.47	0.00	683.77			498,457.70	

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		389,000.00					389,000.00	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>389,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>389,000.00</u>	

Continued on Page 94

Date: 01/03/2023

Melksham without Parish Council Current Year

Page: 94

Time: 10:07

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/02/2023	Current Account & Instant Acc	M204854020	89,000.00			200		89,000.00	V3123- Fixed Term return
Total Payments for Month			89,000.00	0.00	0.00			89,000.00	
Balance Carried Fwd			300,000.00						
Cashbook Totals			<u>389,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>389,000.00</u>	

**MINUTES of the Annual Parish Meeting of Melksham Without
Parish Council held on Monday, 3 April 2023 at 7.30pm
at Berryfield Village Hall, Telford Drive**

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

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

In attendance: Wiltshire Councillors Phil Alford (Melksham Without North & Shurnhold), Nick Holder (Bowerhill), Jonathon Seed (Melksham Without West & Rural), Richard Rogers, Community Engagement Manager, Melksham Area Board and Sarah Cardy CEO, Age UK Wiltshire

35 Members of public

1. Welcome, Housekeeping and Apologies

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

Apologies for absence were received from Councillor Patacchiola who was on holiday. It was noted Councillor Terry Chivers and Rob Hoyle were not present.

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

Councillor Glover as Chair reported on the work of the Council during the last year and plans for the next (**Appendix 1**) and on the parish council website.

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

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

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

Councillors Phil Alford, Nick Holder and Jonathan Seed addressed the meeting and provided updates on their reports included within the Annual Parish Booklet.

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

Reports were included in **Appendix 3** of the Annual Parish Booklet.

5. To receive short presentation from guest speaker Sarah Cardy, CEO of Age UK Wiltshire on news of an exciting new partnership with Melksham Without Parish Council and Melksham Town Council for the next generation of Melksham Community Support

Sarah Cardy, CEO of Age UK Wiltshire gave a short presentation on the new partnership with both Melksham Without Parish Council and the Town Council on the next generation of Melksham Community Support and highlighted the support it would provide for the most vulnerable in the community and thanked the parish council and Melksham Area Board for their support.

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

The Landlord of the New Inn raised a concern at recent comments made at a parish council meeting regarding a complaint about noise, rubbish and potential hazards from a proposed pizza oven at his premises and sought an understanding of why the concerns were raised by the Parish Council. His biggest issue was that he had been characterized as unapproachable, which he did not feel was fair.

Councillor Glover clarified concerns had been raised by a member of public and therefore included on an agenda to bring to the council's attention, after the Clerk had advised the resident to contact Wiltshire Council's environmental health team with their concerns.

The Clerk confirmed that following the meeting, she had spoken to a representative from the New Inn to clarify the concerns raised had been made by a resident and not the parish council. It was explained that the parish council were in support of a pub in the village as a welcome community asset, but wished to make sure that they were a good neighbour.

7. To present Grant Aid cheques to local organisations and groups.

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

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

Meeting finished at 8.38pm

Signed
Full Council Meeting, 24 April 2023

Lorraine McRandle

From: mspnsmith <pnmssmith@mspnsmith.plus.com>
Sent: 11 April 2023 16:06
To: Teresa Strange
Cc: clerksemingtonparishcouncil@gmail.com; Lorraine McRandle; Alan Baines
Subject: Re: SEMINGTON BUS GATE ANPR CAMERA

Hi Teresa,

Thanks for your email about the bus gate and ANPR camera. Here is some context and rationale, but please let me know if you'd like anything further.

You are probably aware that the no entry signs at the bus gate, on the Semington Road and in Melksham Without parish, are routinely ignored by prohibited vehicles. This has been the case for many years.

In 2015, for a period of 3 years, Semington parish, with support from Melksham Without PC, ran a "No Entry Watch" (NEW) where a rota of village volunteers doing 1.5 hour shifts recorded traffic behaviour at the gate.

This scheme was backed by the Melksham Community Police and recorded data (people turning at the gate due to being observed as well as the registrations of those going through) was sent in to the police. The police issued warning letters and, where people repeatedly offended, a police visit was arranged

Teresa Strange

From: Teresa Strange
Sent: 11 April 2023 12:41
To: Peter Smith; clerksemingtonparishcouncil@gmail.com
Cc: Lorraine McRandle; Councillor Alan Baines (alan.baines@melkshamwithout-pc.gov.uk)
Subject: FW: SEMINGTON BUS GATE ANPR CAMERA

Dear Cllr Smith & Roger

I wonder if you can let us know some details/context/reason of the request for the ANPR camera to be positioned at the bus gate please, so that the Melksham Without Parish Council can consider their request for the next LHFIG meeting.

Our next Highways Committee is not until 5th June, to feed into the summer LHFIG meetings but we do have a full council meeting on Monday 24th April, so this could just squeeze through for Mark Stansby's deadline.

Cllr Seed has mentioned this to me, and said that Peter would be the best person to start with!

All the best, Teresa

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

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](#)

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk. Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#). We do not guarantee that any email is free of viruses or other malware.

From: Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>
Sent: 06 April 2023 21:06
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: FW: SEMINGTON BUS GATE ANPR CAMERA

Teresa

Info – can you get this raised as an issue and coordinate with Semington?

Jonathon

From: Stansby, Mark <mark.stansby@wiltshire.gov.uk>
Sent: 27 March 2023 08:14
To: Thomas, Dave <Dave.Thomas@wiltshire.gov.uk>; Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>
Cc: Roberts, Noreen <Noreen.Roberts@wiltshire.gov.uk>; Thomas, Caroline <Caroline.Thomas@wiltshire.gov.uk>
Subject: RE: SEMINGTON BUS GATE ANPR CAMERA

Jonathon,

The Bus Gate is situated within Melksham Without and they will need to raise the Issue with LHFIG.

The deadline for the next meeting is 25th April – so plenty of time.

Thanks.

Mark.

Mark Stansby
Senior Traffic Engineer
Highways

Wiltshire Council

Tel: 01225 713367
Email: mark.stansby@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
Follow Wiltshire Council



[Sign up](#) to Wiltshire Council's email news service

From: Thomas, Dave <Dave.Thomas@wiltshire.gov.uk>
Sent: 26 March 2023 12:07
To: Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>
Cc: Roberts, Noreen <Noreen.Roberts@wiltshire.gov.uk>; Stansby, Mark <mark.stansby@wiltshire.gov.uk>; Thomas, Caroline <Caroline.Thomas@wiltshire.gov.uk>
Subject: FW: SEMINGTON BUS GATE ANPR CAMERA

Jonathon,

Your e mail has been passed to me for response. I understand that Caroline advised that this request be delivered through the LHFIG process. As such your contact would be Mark Stansby. Mark will be able to coordinate other officer / consultant support to allow the project to be delivered.

Regards

David M Thomas IEng MICE
Head of Highways Asset Management & Commissioning

Wiltshire Council

Tel: 01225 713312
Email: dave.thomas@wiltshire.gov.uk
Website: www.wiltshire.gov.uk

From: Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>
Sent: 23 March 2023 08:18
To: Khansari, Parvis <Parvis.Khansari@wiltshire.gov.uk>
Cc: Thomas, Caroline <Caroline.Thomas@wiltshire.gov.uk>; Peter Smith <pnmssmith@mispnsmith.plus.com>
Subject: SEMINGTON BUS GATE ANPR CAMERA

Dear Parvis

Cllr Thomas recently gave approval for an ANPR camera owned by the Council to be deployed to the Semington Bus Gate.

Please could I liaise with the relevant officer about how we take this forward?

Regards

Jonathon

Jonathon Seed
Wiltshire Councillor for Melksham Without West and Rural
07770774463

This email originates from Wiltshire Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of the email is strictly prohibited. Email content may be monitored by Wiltshire Council to ensure compliance with its policies and procedures. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Wiltshire Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Wiltshire Council.

Lorraine McRandle

From: Renfrew, Stuart <Stuart.Renfrew@wiltshire.gov.uk>
Sent: 13 April 2023 16:36
To: Lorraine McRandle
Subject: RE: Driveways and access blocked at Burnt Cottages, Beanacre

Hi Lorraine,

I would say that none of the kerb lines in this lay-by have been lowered though they are so low at the access crossover for the rear of these properties as to be, effectively, dropped. The only access onto the lay-by proper is at No.3 and they are not dropped kerbs and neither do our access team have any record of an official access at this address.

Again, I cannot believe this is a routine occurrence deserving of a white bar marking and, critically, Melksham Without's support for the LHFIG application. Also it is important to know that even if LHFIG have it installed, there is no budget for it (or any others across the County) to be refreshed when it fades.....

On a separate matter, please could I ask if you could place the following task on any upcoming parish Steward programme, dependant of course on your priorities :

- (1) Scrub the ten white plastic verge markers around the green space opposite No.19 Ashley Close, Whitley, Wiltshire, SN12 8RJ.

Thanks and best wishes,

Stuart.

Stuart Renfrew
Technician

Local Highways | Highways & Transport
Wiltshire Council | 24 Hercules Way | Bowerhill | Melksham
Wiltshire | SN12 6TS

T. 01225 712814 | 07867 504803
E-Mail : stuart.renfrew@wiltshire.gov.uk
Web : www.wiltshire.gov.uk

Wiltshire Council



From: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Sent: 13 April 2023 10:03

To: Renfrew, Stuart <Stuart.Renfrew@wiltshire.gov.uk>

Subject: Driveways and access blocked at Burnt Cottages, Beanacre

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

Hi Stuart

When you popped in the other day I mentioned residents in Burnt Cottages had raised concerns at vehicles, particularly HGVs parking in the layby outside Burnt Cottages meaning residents cannot get off or access their driveways. There is also an access at the beginning of the layby which goes to the rear of Burnt Cottages (photo attached of blocked access).

Apologies in the delay in formally writing to you about this request, as only just getting around to undertaking actions from various recent meetings.

Originally a request had been made by residents for the reinstatement of a No HGV parking sign, however, on putting through on the Wiltshire Council App the following was received:

We have no record of any parking restriction sign being installed, being present or recently removed from the Burnt Cottages slip road. Additionally there is no traffic order restricting parking for any vehicles, HGV or otherwise, within the public highway of this slip road. In order to prevent HGV's ONLY from parking then such an order would need to be created and implemented with attendant bespoke signage. As MWPC will be aware this is costly and time consuming and its dubious merits at this specific location would likely make it not cost effective. If MWPC or the residents wish to continue this venture then an application to the LHFIFG will be required.

Therefore, the issue was raised at a recent Highways meeting and it was agreed to make a request to the Local Highway & Footpath Improvement Group (LHFIFG) for the installation of white line access protection markings in the layby, to deter vehicles blocking their access.

However, at a Full Council meeting on 27 March, it was noted there was possibly no dropped kerbs outside properties in Burnt Cottages meaning residents had no right of access across the footpath onto the layby.

Therefore, are you able to clarify if dropped kerbs are present in order a request for highways access protection markings can be made to LHFIFG.

Look forward to hearing from you.

Lorraine

Lorraine McRandle
Parish Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
office@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

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk

Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#). We do not guarantee that any email is free of viruses or other malware.

This email originates from Wiltshire Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of the email is strictly prohibited. Email content may be monitored by Wiltshire Council to ensure compliance with its policies and procedures. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Wiltshire Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Wiltshire Council.

Lorraine McRandle

From: Solagen Enquiry <enquiry@solagen.com>
Sent: 04 April 2023 16:39
To: Lorraine McRandle
Subject: RE: Speed Indicator Device query
Attachments: Solagen Terms and Conditions.pdf; Quotation 9342.pdf

Hi Lorraine,

I hope you had a lovely weekend,

We can change the software on the SID; however, this would be chargeable as we would have to collect the SID, do the relevant modification and then bring it back to you,

Please see quotation 9342 to complete the works attached,

If you need any additional information, please let me know,

Kind regards,

Jasmine Deere
Sales and Marketing
Customer Services Executive

t +44 (0) 1454 318 260
f +44 (0) 1454 324 960
e technical@solagen.com
a Unit 8 Easter Court
Westerleigh Business Park
Woodward Avenue
Yate
Bristol
BS37 5YS



Registration Number: 4186408

CONFIDENTIALITY: This e-mail and any attachments are confidential and may be privileged. If you are not a named recipient, please notify the sender immediately. Contents of this email are only to be used by the intended recipient.

 Please consider the environment before printing this e-mail.

Please see attached Quotation

From: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Sent: Friday, March 31, 2023 3:03 PM
To: Solagen Enquiry <enquiry@solagen.com>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Speed Indicator Device query

Hi Jasmine

Lovely to speak to you earlier, please see the guidance from Wiltshire Council:

Trigger Speeds of the device should be set to match the Police threshold levels for prosecution and as such should not be altered. In a 20mph limit the trigger speed is 24mph, in a 30mph it is 35mph and in a 40mph it is 46mph.

Our device is only erected within speed limits of 30mph. The dial is currently set on 30mph.

What this Council is trying to achieve is the device flashing at vehicles between 35mph-40mph with the speed and Slow Down and flash slow down at anything above 40mph rather than the speed, as this would encourage boy racers.

I hope this makes sense, if not, please do not hesitate to contact me.

Thank you

Lorraine

Lorraine McRandle
Parish Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
office@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

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk

Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#).

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

From: Solagen Enquiry <enquiry@solagen.com>

Sent: 30 March 2023 11:47

To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>

Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Subject: RE: Speed Indicator Device query

Hi Lorraine and Marianne,

Thank you for your email,

Could you confirm is the speed flashing with the slow down on speeds of 27/28mph?

Kind regards,

Jasmine Deere
Sales and Marketing
Customer Services Executive

t +44 (0) 1454 318 260
f +44 (0) 1454 324 960
e technical@solagen.com
a Unit 8 Easter Court
Westerleigh Business Park
Woodward Avenue
Yate
Bristol
BS37 5YS



Registration Number: 4186408

CONFIDENTIALITY: This e-mail and any attachments are confidential and may be privileged. If you are not a named recipient, please notify the sender immediately. Contents of this email are only to be used by the intended recipient.

Please consider the environment before printing this e-mail.

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Sent: Wednesday, March 29, 2023 5:40 PM

To: Solagen Enquiry <enquiry@solagen.com>

Cc: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>

Subject: RE: Speed Indicator Device query

Dear Jasmine,

I wonder whether you can help?

We have set the speed indicator device at 30mph, however it seems to be flashing people at 27/28mph. Is there a way that we can set it so that its not flashing people at these speeds and only if they are going over 30mph?

I have copied in my colleague Lorraine as I am on leave tomorrow, so would be grateful if you could come back to us on this query please.

Many thanks

Kind Regards,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700
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

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk
Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#).
We do not guarantee that any email is free of viruses or other malware.

From: Solagen Enquiry <enquiry@solagen.com>
Sent: 07 February 2023 16:31
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Speed Indicator Device query

Hi Marianne,

Access to speed threshold is via a door on the front of your unit, upon opening you will find a dial located on the left-hand side from which you can set to 20/30/40mph,
Just to confirm the 50mph setting is only for use for speed traffic control manual operation.

I hope this meets your requirements, please don't hesitate to contact me if you need any additional information.

Kind regards,

Jasmine Deere
Sales and Marketing
Customer Services Executive

t +44 (0) 1454 318 260
f +44 (0) 1454 324 960
e technical@solagen.com
a Unit 8 Easter Court
Westerleigh Business Park
Woodward Avenue
Yate
Bristol
BS37 5YS



Registration Number: 4186408

CONFIDENTIALITY: This e-mail and any attachments are confidential and may be privileged. If you are not a named recipient, please notify the sender immediately. Contents of this email are only to be used by the intended recipient.

 Please consider the environment before printing this e-mail.

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 07 February 2023 09:59
To: Solagen Enquiry <enquiry@solagen.com>
Cc: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Speed Indicator Device query

Good morning,

I wonder whether you can help me, we have previously purchased the SAS300 - Mobile 'SID' with Slow Down (battery powered from you) and need to change the threshold points on the device. Are you able to provide me with some instructions on how we can do this please?

Many thanks

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700
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](#)

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk
Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#).
We do not guarantee that any email is free of viruses or other malware.

QUOTATION

Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
Bowerhill
Melksham, Wiltshire
SN12 6TL

QUOTE REF:	9342
ACCOUNT REF:	MEL002
QUOTE DATE:	04/04/2023
EXPIRY DATE:	03/05/2023
CURRENCY:	Pound Sterling
REPRESENTATIVE	Solagen Sales Team

F.A.O	Lorraine McRandle
--------------	-------------------

Qty	Product Description	£ Unit Price	£ Discount	£ Net Amount
	This quotation relates to enquiry dated 31/03/2023 For software change to SID			
1.00	Collection of SID Call Out & Labour Charge	363.00	0.00	363.00
1.00	Return of SID Call Out & Labour Charge	363.00	0.00	363.00

Should you have any enquires concerning this quote or require further information. Please contact your sales representative:

Mobile: 07930 345633
Tel: 01454 318260
email: sales@solagen.com

DISCOUNT	0.00
CARRIAGE	0.00
NET AMOUNT	726.00
VAT AMOUNT	145.20
GROSS AMOUNT	871.20

SOLAGEN LIMITED TERMS AND CONDITIONS OF GOODS AND SERVICES

GENERAL

The acceptance of our offer includes your acceptance of all these Terms without modification. This constitutes a legal agreement between you and us. These terms are not variable unless expressed and by mutual agreement in writing and signed by a Director. Varied terms are not permanent and only apply to the order expressed. If you do not accept these Terms and Conditions in their entirety, you will not qualify to become one of our customers.

OUR OFFER

Unless previously agreed in writing and signed by a Director or General Manager, our offer is open to acceptance within thirty days of the date of the offer. After this time the quotation will expire and a new quotation must be requested. On requesting a new quotation you are continuing to agree to the entirety of our Terms and Conditions. Oral representations do not constitute part of our offer and liability for them is excluded.

YOUR ACCEPTANCE

Your acceptance of our offer must be by written order within our thirty day terms. A verbal order cannot be accepted as an official order. For orders placed by fax or email, the original official paper copy must be supplied. The order must contain sufficient and relevant information including your official order number and our quotation reference.

CANCELLATION OF ORDERS

Any orders placed with us may be cancelled within thirty days. If you place an order for any of our standard products and you cancel after thirty days it is at company discretion whether you will incur charges. If you place an order for a bespoke product (designed to fit your requirements) and you cancel after thirty days you will incur charges to cover the cost of any products ordered that cannot be used with any of our standard products.

LEAD TIMES

Our lead times will always be expressed in our quotation and product description. We reserve the right to change these times as they are an estimate and may vary. However, if at the date specified for delivery you delay acceptance of the goods for reasons outside our control, additional charges may apply. The goods will be stored by us for ninety days once you are informed of the completion of your product. After 90 days you are liable to pay for 90 percent of your products. We will invoice you for this amount and your normal credit terms will apply. We will either deliver the products to you with which additional delivery charges may be incurred or we can hold the products at our depot until you are ready to receive your product. It is at company's discretion whether you will be liable to pay any additional handling and transportation costs.

DELIVERY

Deliveries to a destination within the United Kingdom mainland will not be charged delivery unless specified in our official offer. Delivery charges will also not apply to delivery of replacement products that are covered by warranty. However, if the product is no longer covered by warranty or you are outside the United Kingdom mainland, delivery charges may be incurred. Quotations include full delivery charge information.

SITE SURVEYS

Before we install any product it is our requirement that we conduct a site survey. This is carried out to assess the feasibility and suitability of a site before installation is carried out. You will not be charged for this service. You must arrange this with our customer service team prior to scheduled installation. Any traffic management, other than what is quoted, will be your responsibility to arrange. We reserve the right to withdraw from a contractual agreement where health and safety measures, arranged by you, are deemed insufficient.

INSTALLATION

All details of our post requirements are included in our product description letter. This is provided with your initial quotation. Please note that the post dimensions are recommendations, however the customer is advised to carry out wind loading calculations to confirm suitability. Please inform Solagen Limited of any changes to the post sizes prior to ordering this sign. If, when we reach the site for installation of the product and the incorrect post has been installed, additional charges will be incurred.

LOSS OR DAMAGE IN TRANSIT

Goods delivered to and accepted by you are non-returnable. In signing our delivery note you are accepting the goods having checked for any loss, shortage or damage.

LIABILITY

Once you receive your product it is your responsibility to report any failures or damages to the sign. We will then generate a non-conformance against your report. No claims shall be made against us unless in the case of death or personal injury due to gross negligence after you report your non-conformance.

RETURN OF GOODS

Once Solagen have installed your product you will receive your invoice. You have thirty days from date of invoice to contact us regarding any issues with your product. It is your responsibility to check you are happy with the product and it is to your satisfaction. After the thirty days we reserve the right to charge you any additional costs incurred.

PRICES

Unless previously expressed, we reserve the right to invoice at prices ruling at the time of despatch. All quoted prices are exclusive of VAT. For Republic of Ireland customers VAT will be charged at the UK standard rate unless an Irish VAT number is supplied prior to invoicing.

TITLE

We retain legal and beneficiary title to the goods and services provided until full payment is received. This will still be the case even in the event of receivership, liquidation or other such events of your company. In the event of full payment not being received we may enter your property and re-possess the goods.

CREDIT

To allow you to obtain a credit facility with us you must provide us with sufficient information to obtain two credit references. This does not apply to local authorities. Provided your credit references are to our satisfactory standards, we will, at the company's discretion, provide you with a credit account. Our credit terms are strictly thirty days from date of invoice. If this facility is not available to you, your account will be strictly Pro-Forma and all payments must be received in full prior to delivery of goods or services.

INTEREST

Failure to produce outstanding monies within your payment terms may result in your account being placed on hold and/or being converted to a strictly Pro-Forma only account. Should you not adhere to our credit terms, you may be charged interest on your outstanding invoices. This will be calculated at 7% at thirty day intervals until full payment is received. We are able to charge interest due to the Late Payment of Commercial Debts (Interest) Act 1998.

WARRANTY

As of 8th July, 2011: Customers within the UK mainland are supplied products with a five year parts and labour warranty if installed by Solagen*. If products are offered on a supply only basis – UK mainland customer's products are supplied with a parts only 5 year warranty option. All other customers outside the UK mainland are supplied products with twelve months part replacements warranty only*. However vandalism damage is not covered under our warranty.

*Solagen Distributors should note distributor agreements for warranty details. Innovation customers should note their options form.

SENTIENT PRODUCTS

All Sentient products remain the property of SOLAGEN LTD due to the nature of the rental agreement. The initial cost of sentient hardware is a one off rental fee for the product for the first year. After the first year, a rental charge will not be incurred as long as you continue with your subscription. However if you do not continue with the annual subscription, after we offer an extension, we reserve the right to collect the Sentient hardware. This will not affect the basic operation of your product.

Solagen makes no guarantee as to the accuracy of the data provided on the Sentient web page. In particular, we cannot be held responsible for any event that may occur due to the use of data.

If, for a reason outside our control, we are no longer able to provide our services, for instance, due to SIM card failures or network shutdown, we will not be held liable. If the SIM cards are withdrawn, cancelled or re-called by the network provider, we reserve the right to charge any additional cost incurred to further provide you with our services. Should we not be in a position to keep supplying an already paid service, this is at company discretion; we will indemnify the customer to a value that is deemed reasonable. The indemnity will not in any case exceed the value of outstanding service.

WAIVER

If you are in breach of any of these conditions and we do not bring such breach (whether known to us at the time or not) to your attention, this shall under no circumstances constitute a waiver of our rights under these terms and conditions and we shall be empowered to enforce those rights and all other rights contained in them regardless of any previous concession to you.

ACT OF GOD

We may without notice suspend or curtail performance of our obligations hereunder in the case of Act of God, war, strike or lock-out, fire, flood, drought, tempest or any other occurrence which is not within our control.

Lorraine McRandle

Subject: FW: Lancaster Road - Lorry Trailers

From: Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>

Sent: 17 April 2023 10:07

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

Subject: Re: Lancaster Road - Lorry Trailers

Fine with me - thank you.

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

Sent: 17 April 2023 09:59

To: Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>

Subject: RE: Lancaster Road - Lorry Trailers

As a council we have already reported to the Traffic Commissioner.

I think to individual businesses then from the council.....

From: Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>

Sent: 17 April 2023 09:39

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

Subject: Re: Lancaster Road - Lorry Trailers

Morning Teresa,

I'm happy to do it either way - which do you think will carry more weight?

Mark.

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

Sent: 17 April 2023 09:28

To: Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>

Subject: RE: Lancaster Road - Lorry Trailers

Morning Mark

Are you contacting the companies as an individual?

It needs to come from the officers if its from the council – which hasn't been agreed yet?

Thanks!

Teresa

From: Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>

Sent: 17 April 2023 09:22

To: Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>

Cc: David Pafford <david.pafford@melkshamwithout-pc.gov.uk>; Robert Shea-Simonds <robert.shea-simonds@melkshamwithout-pc.gov.uk>; Stefano Patacchiola <stefano.patacchiola@melkshamwithout-pc.gov.uk>; Terrence Chivers <terry.chivers@melkshamwithout-pc.gov.uk>; John Glover <john.glover@melkshamwithout-pc.gov.uk>

Subject: Re: Lancaster Road - Lorry Trailers

Update Monday 17th April

Fewer trailers this weekend though the low-loader was there again - minus its load this time and a bit further down the road. Most of the other trailers were the same ones that were there last weekend. I shall be making contact with these companies this week. I shall also be passing this information on to Sgt Twyford and the Traffic Commissioners Office with a request for some enforcement action. I will also be making some enquiries at the commercial garage as I didn't get round to it last week.

Trailers 160423

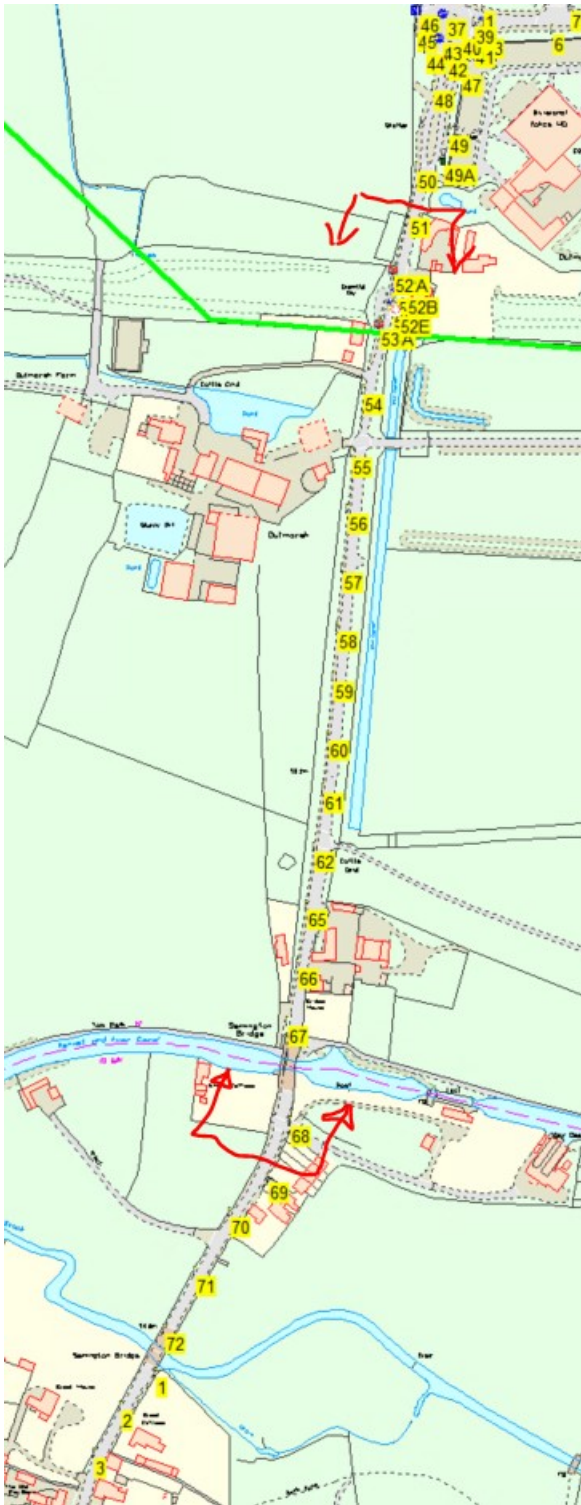
Mark.

Lorraine McRandle

From: Brown, Stuart L <Stuart.L.Brown@atkinsglobal.com>
Sent: 17 April 2023 19:49
To: Teresa Strange; clerksemingtonparishcouncil@gmail.com
Cc: Lorraine McRandle; Peter Smith; Thomas, Dave
Subject: RE: Request for Street Lighting to be turned off at night

Hi Teresa,

Further to email below; I have considered the extent of request to be within the section as shown below; These are the taller and higher output assets in the area and away from the roundabout conflict area to the north and not directly adjacent the police station. Please advise if the area of proposed changes is different.



Original Design / Target Class = P3 Class (6.05lux Average, 1.21lux Minimum – accounting for white light sources).

Installed equipment = D.4-3K (6400 lumens, 3000K LED)
 Average spacing = 40m
 Average Road Width = 9m
 Unit Height = 10m
 Resulting light levels = 7.2lux Average, 2.84lux Minimum

This would result in a reduction down to maximum output of 85% (with dimming down to 64% and 42% later in evening)

This is based upon 6.05 lux target divided by 7.2 lux actual = 84%

Given the rural nature, low usage I would be happy to reduce levels to a P4 Class (3.83lux Average, 0.78lux minimum) in this section only.

This would allow for a theoretical reduction of maximum down to 53% and still meet requirement.

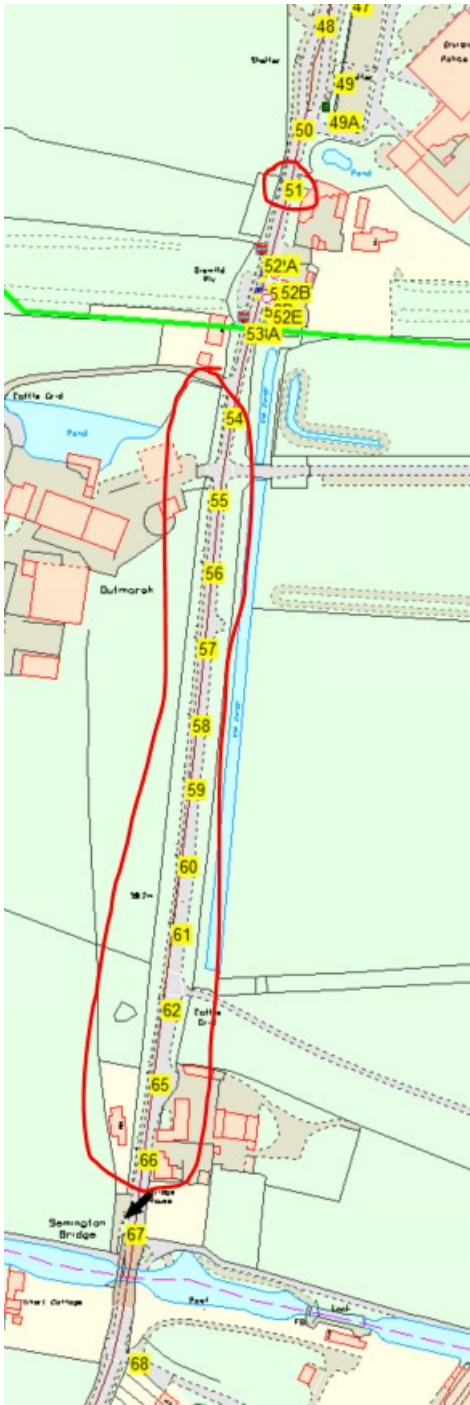
This is based upon 3.83 lux target divided by 7.2 lux actual = 53%

We would therefore propose a reduction to maximum output of 60% to allow for tolerances, minor changes in spacing and road widths greater than the average.

The resultant dimming would be as follows.

- 1) 60% output – dusk to 8pm
- 2) 40% output – 8pm to 11pm
- 3) 30% output – 11pm to 6am
- 4) 60% output - 6am to dawn

This would be applied to units 51 to 66, excluding units 52 and 53 which are adjacent the physical bus gate. 67 and 68 are widely spaced and span the canal bridge, no reduction can be applied.



If you are happy to proceed on this basis, please advise and we can make the change.

Please note that changes to operation may be subject to reversal due to any emerging concerns, issues raised etc.

Best regards

Stuart Brown BEng (Hons)
Exterior Lighting Consultant
UK & Europe
Engineering, Design and Project Management

☎ 01225 730367 📞 07912 562481

From: Brown, Stuart L
Sent: 17 April 2023 19:09
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; clerksemingtonparishcouncil@gmail.com
Cc: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Peter Smith <pnmssmith@mspnsmith.plus.com>; 'Thomas, Dave' <dave.thomas@wiltshire.gov.uk>
Subject: RE: Request for Street Lighting to be turned off at night

Hi Teresa,

The dimming request doesn't quite have the same impact on residents and road users as switching off.... But please note that all lighting is currently set to dim as below;

- 1) 100% output – dusk to 8pm
- 2) 75% output – 8pm
- 3) 50% output – 11pm to 6am
- 4) 100% output – 6am to dawn

We are happy to review for more appropriate light levels for this stretch of road based on its current usage, and therefore set the maximum outputs for 1 and 4 above to a lower level, but also ensuring the later evening dimming still applies at a relative level.

e.g. (N.B. example only and the final outputs are subject to the review)

- 1) 60% output – dusk to 8pm
- 2) 40% output – 8pm to 11pm
- 3) 30% output – 11pm to 6am
- 4) 60% output - 6am to dawn

The units either side of the bus gate will operate as current to ensure visibility of the bus gate.

I am due to go on leave as of Thursday for two weeks, so apologies if this review and instigation of change doesn't happen before then, but will look to do review tonight and advise the dimming values for an agreed decision by the Parish Council

Regards

Stuart Brown *BEng (Hons)*
Exterior Lighting Consultant
UK & Europe
Engineering, Design and Project Management

 01225 730367  07912 562481

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 17 April 2023 17:14

To: Brown, Stuart L <Stuart.L.Brown@atkinsglobal.com>; clerksemingtonparishcouncil@gmail.com
Cc: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Peter Smith <pnmssmith@mospnsmith.plus.com>
Subject: FW: Request for Street Lighting to be turned off at night

Subject: RE: Request for Street Lighting to be turned off at night

Hi Stuart

Just to say that the parish council would now like these to be dimmed at night and not turned off – now that they know that this is an option, and as we have just learnt that the Somerset Arms pub in Semington has closed, and so likely to be more Semington residents walking the route to the New Inn or Milk Churn pub further in towards Berryfield on and just off Semington Road respectively.

I have copied in the Chair and Clerk of Semington Parish Council too.....

Do we still need to give you some maps etc as per the below?

With regard to the ecology benefits, this is from the email I sent back in March.

Just to add to this request, that the road mentioned is on the line of the historic Wilts & Berks Canal and is still a wildlife corridor.

We are working on a project with the Wilts & Berks Canal Trust to turn all of the verges on this stretch into a “Bee Route” and so there will be improved biodiversity and wildlife opportunity on this route, hence the request below.

More details on the larger project of the 70 mile bee route here <https://www.wbct.org.uk/news-plans/wiltshire/675-bee-route-en-route>

We look forward to hearing from you...

Kind regards, Teresa

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

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](#)

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk
Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#).
We do not guarantee that any email is free of viruses or other malware.

From: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Sent: 17 April 2023 17:08
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: FW: Request for Street Lighting to be turned off at night

Lorraine McRandle

Subject: FW: Parking on Dunch Lane

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Monday, April 17, 2023 5:34 PM
To: Alford, Phil <Phil.Alford@wiltshire.gov.uk>
Cc: Linda Roberts <linda.roberts@melksham-tc.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: RE: Parking on Dunch Lane

Hi Phil

This is the whole reason for a car park there of course.....

All double yellow line requests have to be submitted by the end of April for next year, so we will put on our full council agenda next week. They only take the requests annually now (although ours have been on a list for 3 years now!)

All the best, Teresa

From: Alford, Phil <Phil.Alford@wiltshire.gov.uk>
Sent: 17 April 2023 17:02
To: Linda Roberts <linda.roberts@melksham-tc.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: FW: Parking on Dunch Lane

Hi,

I am emailing as I think this might be one we have looked at before and if not could we consider doing so via the highways committees for LHFIG?

I know it sits within the MTC but it looks like the problem is being generated by Shurnhold Fields that is a joint project.

Is it possible for us to look at this one please?

Thanks,

Phil

From: [REDACTED] >
Sent: 14 April 2023 19:08
To: Alford, Phil <Phil.Alford@wiltshire.gov.uk>
Subject: Parking on Dunch Lane

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

Good Evening

I have a bug bare about the amount of people who drive to walk their dogs at the playing fields on Dunch Lane and park on the bend

I live on Southbrook Road and constantly have to dodge cars on my side of the road, who have had to go around the parked cars, when I drive to work to get out onto the Bath Road, and on my return journey, I am the one on the wrong side of the road.

This week I came face to face with a bus who was having to navigate around a parked car. It is an accident waiting to happen.

I attach a photo taken today of a car that was parked on the pavement on the bend. This was taken at 3pm, so any parents that walk to collect children from Shaw School would of had to go into the road especially if they had prams etc. Good job its half term!

I propose that double yellow lines on this bend would alleviate the problem. Is this something you could help with suggesting to the council?

I look forward to your response on this matter

[REDACTED]

Sent from Samsung Mobile on O2

This email originates from Wiltshire Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of the email is strictly prohibited. Email content may be monitored by Wiltshire Council to ensure compliance with its policies and procedures. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Wiltshire Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Wiltshire Council.

Lorraine McRandle

From: Stansby, Mark <mark.stansby@wiltshire.gov.uk>
Sent: 31 March 2023 10:45
To: Lorraine McRandle
Cc: Alford, Phil; Holder, Nick; Seed, Jonathon; Teresa Strange; Alan Baines
Subject: RE: Waiting Restriction Requests

Lorraine,

To be fair, all on this list were submitted to the LHFIG in July of 2022 and notwithstanding the desire to include Melksham Town requests for sound economic reasons, we have simply not had staff resources available to commence work on this.

I have now seen a list of sites from Melksham Town, and their request should be submitted formally in time for discussion at the next LHFIG meeting.

With other projects in the Melksham area coming to an end, we should be able to commence work on this later in the Spring.

Your new requests listed below can be submitted on one Highway Improvement Form for inclusion within this same project.

Thanks.

Mark.

Mark Stansby
Senior Traffic Engineer
Highways

Wiltshire Council

Tel: 01225 713367
Email: mark.stansby@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
Follow Wiltshire Council



[Sign up](#) to Wiltshire Council's email news service

From: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Sent: 30 March 2023 11:39
To: Stansby, Mark <mark.stansby@wiltshire.gov.uk>
Cc: Alford, Phil <Phil.Alford@wiltshire.gov.uk>; Holder, Nick <Nick.Holder@wiltshire.gov.uk>; Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>
Subject: Waiting Restriction Requests

Hi Mark

At a Highways & Streetscene meeting on Monday, 20 March, members considered new waiting restriction requests to submit to LHFIG for consideration.

At the meeting, frustration was expressed at the delay in our previous requests being considered and made a recommendation, which was subsequently approved at Full Council on 27 March to ask that LHFIFG progress this council's requests as soon as possible without having to wait for Melksham Town Council to submit their requests to enable one overall Traffic Order. We have tried both formally and informally to urge the Town Council to submit any requests they may have.

Requests currently awaiting consideration are:

- Semington Canal Bridge (**Submitted 2020**)
- Lancaster Road, Bowerhill (**Submitted 2020**)
- Avro Way, Bowerhill (**Submitted 2020**)
- Merlin Way, Bowerhill (**Submitted 2022**)
- Mitchell Drive, Bowerhill (**Submitted 2022**)
- Westlands Lane, Beanacre (Wessex Water request)

We also have the following new requests (Highway Improvement Request Forms to follow):

- Pathfinder Way (including entrances to Newall Road, Maitland Place and the proposed school access road)
- Westinghouse Way either side of the entrance to Bowerhill Sports Pavilion
- Lancaster Road (updated request intermittent double yellow lines to enable passing places and break up the continuous parking; as well as double yellow lines opposite the entrances to the old hangars to enable easy access for HGVs in particular.

Best regards

Lorraine

Lorraine McRandle
Parish Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
office@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

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk

Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#). We do not guarantee that any email is free of viruses or other malware.

This email originates from Wiltshire Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of the email is strictly prohibited. Email content may be monitored by Wiltshire Council to ensure compliance with its policies and procedures. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Wiltshire Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Wiltshire Council.

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		99,478.09					99,478.09	
V3180-BACS	Banked: 06/03/2023	1,170.00						
V3180-BACS	Future of Football	1,170.00			1210	210	1,170.00	Part of Inv.297 Aug 22
V3181-FC B	Banked: 06/03/2023	60.00						
V3181-BACS	FC Box	60.00			1210	210	60.00	Inv.328- 5th March pitch hire
V3182-VAT	Banked: 09/03/2023	814.74						
V3182-VAT	HM Revenue & Customs	814.74			105		814.74	VAT Refund February 23
V3183-BACS	Banked: 09/03/2023	500.00						
V3183-BACS	FOF FC	100.00			1210	210	100.00	Inv.323- Pitch 28 & 29 Jan
V3183-BACS	FOF FC	400.00			1210	210	100.00	Inv. 330- 4th & 5th Feb
					1210	210	100.00	Inv. 330- 11th & 12th Feb
					1210	210	100.00	Inv. 330- 18th & 19th Feb
					1210	210	100.00	Inv. 330- 25th & 26th Feb
V3184-BACS	Banked: 20/03/2023	4.47						
V3184-BACS	J Glover (British Girlguiding)	4.47			1130	110	4.47	Inv.331- Photocopying
V3185-BACS	Banked: 21/03/2023	21.17						
V3185-BACS	J Glover (British Girlguiding)	21.17			1130	110	21.17	Inv.329- Photocopying
500172-CHQ	Banked: 24/03/2023	244.00						
V3215-CHQ	HM Revenue & Customs	4.00			4250	120	4.00	Land Registry reimburse
V3216-AFC	AFC Melksham	60.00			1210	210	60.00	Inv.318- 12th Feb Pitch hire
V3217-AFC	AFC Melksham	180.00			1210	210	60.00	Inv.325- Pitch hire 5th March
					1210	210	60.00	Inv.325- 12th March pitch hire
					1210	210	60.00	Inv.325-26th March pitch hire
V2318-BACS	Banked: 27/03/2023	120.00						
V2318-BACS	Staverton Rangers	120.00			1210	210	60.00	Inv.324- Pitch hire 11th March
					1210	210	60.00	Inv.324- Pitch hire 25th March
V3219-BACS	Banked: 27/03/2023	500.00						
V3219-BACS	Future of Football	500.00			1210	210	70.00	Inv. 297- Aug 22 Summer camps
					1210	210	115.00	Reimburse Council for SCC Fee
					1210	210	315.00	Towards Easter camps April
Total Receipts for Month		3,434.38	0.00	0.00			3,434.38	
Cashbook Totals		102,912.47	0.00	0.00			102,912.47	

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20/03/2023	Plusnet	V3186-DD	36.60		6.10	4190	120	30.50	Inv.009- Office Line & Broadba
24/03/2023	HM Land Registry	V3212-6108	4.00			4250	120	4.00	Land Registry search Ashley CI
31/03/2023	Suez	V3190-DD	54.98		9.16	4770	220	45.82	Inv.971- B'hill Waste away
Total Payments for Month			95.58	0.00	15.26			80.32	
Balance Carried Fwd			102,816.89						
Cashbook Totals			102,912.47	0.00	15.26			102,897.21	

Receipts for Month 12**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		478,288.02					478,288.02	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>478,288.02</u>	<u>0.00</u>	<u>0.00</u>			<u>478,288.02</u>	

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/03/2023	Dale Raine (Steeple Ashton)	V3211-BACS	50.00			550		50.00	Refundable deposit return
13/03/2023	Plusnet	V3187-DD	26.40		4.40	4384	220	22.00	Inv.004- Pavilion line & WIFI
16/03/2023	Unity Trust Bank	V3188-DD	567.72		64.60	4055	130	120.00	FILCA Finance & Amenities Offi
						4120	120	7.25	Planning & Asset Agenda packs
						4150	120	6.65	Wireless Mouse-Cllr Richardson
						4150	120	1.81	Blue Tac
						4150	120	8.32	Envelopes
						4150	120	29.16	A4 Copier Paper
						4150	120	29.16	A4 Copier Paper
						4155	120	25.98	Biscuits for meetings
						4120	120	8.45	Notices & Posters
						4120	120	4.70	Full Council agenda pack x1
						4175	120	81.00	Office 365 subscription
						4190	120	33.90	Office phone charges
						4721	220	115.00	Small Claims Court fee
						4175	120	1.00	Website hosting
						4120	120	15.75	Notices & Posters
						4200	120	11.99	Online meeting subscription
						4140	120	3.00	Monthly fee
23/03/2023	Public Works Loan Board	V3189-DD	51,975.00			4583	142	49,500.00	PWL repayment- CAPITAL
						4584	142	2,475.00	PWL Interest
28/03/2023	Wiltshire Publication	V3192-BACS	594.00		99.00	4240	120	495.00	Inv.478- Winter newsletter
28/03/2023	Agilico	V3193-BACS	195.35		32.56	4130	120	162.79	Inv.431- Office photocopying
28/03/2023	Melksham Town Council	V3194-BACS	4,670.71			4680	170	4,670.71	Inv.44- 30% expenditure-NHP
28/03/2023	JH Jones & Sons	V3195-BACS	132.00		22.00	4490	142	110.00	Inv.3316- Carson R'about maint
28/03/2023	JH Jones & Sons	V3196-BACS	1,604.65		267.44	4402	320	60.15	Inv.3302-Allotment grass cutti
						4400	142	221.90	Inv.Play Area grass cut
						4780	142	52.50	Inv.3302-Play Area bin empty
						4781	220	79.58	Inv.3302-JSF Bin emptying
						4401	220	692.17	Inv.3302-JSF Grass cutting
						4400	142	34.66	Inv.3302-Kestrel shrub mainten
						4409	142	163.33	Inv.3302-Hornchurch grass cutt
						4820	142	32.92	Inv.3302-Shurnhold Field cut
						347	0	-32.92	Inv.3302-Shurnhold Field cut
						6000	142	32.92	Inv.3302-Shurnhold Field cut
28/03/2023	JH Jones & Sons	V3197-BACS	90.00		15.00	4490	142	75.00	Various noticeboard tasks
28/03/2023	Aquasafe Environmental Ltd	V3198-BACS	138.00		23.00	4212	220	115.00	Inv.202- February PPM Visit

Continued on Page 171

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/03/2023	Aquasafe Environmental Ltd	V3199-BACS	138.00		23.00	4212	220	115.00	Inv.306- March PPM Visit
28/03/2023	JH Jones & Sons	V3200-BACS	84.00		14.00	4721	220	35.00	Pitch inspection 10th March
						4721	220	35.00	Pitch inspections 17th March
28/03/2023	Berryfield Village Hall	V3201-BACS	52.50			4200	120	52.50	Annual Parish meeting
28/03/2023	Berryfield Village Hall	V3202-BACS	45.00			4200	120	45.00	Hall hire Energy Cafe
28/03/2023	HM Revenue & Customs	V3203-BACS	2,306.90			4041	130	787.42	Period 12- March 2023
						4000	130	466.20	Period 12- March 2023-T
						4000	130	307.94	Period 12- March 2023-NI
						4020	130	187.20	Period 12- March 2023-T
						4020	130	127.02	Period 12- March 2023-NI
						4010	130	167.00	Period 12- March 2023-T
						4010	130	114.12	Period 12- March 2023-NI
						4460	142	203.60	Period 12- March 2023-T
						4800	320	21.60	Period 12- March 2023-T
						4070	120	-75.20	Period 12- March 2023-T
28/03/2023	Wiltshire Pension Fund	V3204-BACS	1,916.63			4000	130	234.92	Period 12- March 2023
						4020	130	122.18	Period 12- March 2023
						4010	130	115.94	Period 12- March 2023
						4045	130	1,443.59	Period 12- March 2023
28/03/2023	Teresa Strange	V3205-BACS	██████████		9.75	4000	130	██████████	March 2023 Salary
						4680	170	48.75	NHP Printing for Area Board
						4120	120	95.00	Purchase of 1st Class stamps
28/03/2023	Lorraine McRandle	V3206-BACS	██████████			4020	130	██████████	March 2023 Salary
28/03/2023	Marianne Rossi	V3207-BACS	██████████			4010	130	██████████	March 2023 Salary
						4582	142	20.00	Cutting of keys BYF Entrance
						4250	120	6.00	Land registry search
						4120	120	3.45	Postage- BYF V Hall lease
						4120	120	47.60	Purchase of 2nd class stamps
28/03/2023	Terry Cole	V3208-BACS	██████████			4460	142	██████████	March 2023 Salary
						4050	142	47.50	Travel Allowance March 23
						4051	142	63.45	Mileage x141 miles
28/03/2023	David Cole	V3209-BACS	██████████			4800	320	██████████	March 2023 Salary
28/03/2023	John Glover	V3210-BACS	131.24			4070	120	131.24	Chairs Allowance- March 23
31/03/2023	Teresa Strange	V3191-S/O	5.30		0.88	4190	120	4.42	Reinburse- Out of hours mob
31/03/2023	Unity Trust Bank	V3213	0.30			4140	120	0.30	Manual handling charge
31/03/2023	Unity Trust Bank	V3214	28.20			4140	120	28.20	Service Charge
Total Payments for Month			71,824.59	0.00	575.63			71,248.96	
Balance Carried Fwd			406,463.43						
Cashbook Totals			478,288.02	0.00	575.63			477,712.39	

Total Salaries
March 2023

£6,731.19

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		300,000.00					300,000.00	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>300,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>300,000.00</u>	

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		300,000.00						
	Cashbook Totals		<u>300,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>300,000.00</u>	

AGENDA ITEM

Quarterly income and expenditure report analysis for Qtr4

January, February, March 2023

1. **(1120) Shaw VH & Playing Field rent-** Just to note really that this includes the annual rent for Berryfield Village Hall. Moving forward to the next financial year this cost code will be renamed, so that it takes into account rent received from both Shaw and Berryfield Village Halls.
2. **(1130) Photocopying income-** Always difficult to anticipate how much photocopying we will be asked to do so hard to estimate how much we will receive. This financial year we have received slightly more income from this than budgeted.
3. **(1140) Solar Farm-** We received more solar farm funding than budgeted in this financial year. It is always difficult to budget how much the council will receive from the Sandridge Solar Farm each year due to different factors which can make the amount received fluctuate each year. The income is calculated proportionately between the eligible parishes and on the number of dwellings within the radius of the Solar Farm. As there is no way of knowing exactly how much will be received you took the cautious approach at budget setting when estimating the amount that would be received.
4. **(4070) Chairmans Allowance-** The total amount of Chairs Allowance in this financial year was £816 which is slightly less than budgeted. Whilst the chairs allowance was looked at, it is normally put up by the staff increase percentage. This was slightly difficult this year due to the fact that all staff members received a flat rate amount, therefore some staff members received a higher percentage increase than others. We will need to look at this in the next financial year as this was picked up on by the Internal Auditor on his 2nd visit as we need to ensure that we note the approved amount in the minutes.
5. **(4100) Audit fees-** First internal audit of the financial year was in December 22 and the 2nd was in March but yet to invoice for this so will need to be an accrual at year end. Also, we will need to account for the External Auditor in accruals.
6. **(4120) Postage-** Postage for this financial year was budgeted based on the council agenda packs going paperless, therefore much less post going out. From October 2022 onwards, most agenda packs are now going paperless, with the exception of some big spreadsheets, such as the

budget being sent out in paper form as much easier to see than on a big screen. Postage is still going out for notices and poster each week, so there is still some cost for postage. As paper agenda packs were being sent out during the first half of the financial year, this has resulted in a much higher postage costs than originally anticipated for this year.

7. **(4130) Photocopying-** This is higher than anticipated at budget setting as stated above (under postage) agenda packs were going paperless, however this only started half way through the financial year, therefore these costs are much higher than originally anticipated.
8. **(4175) Email & Cloud hosting-** This is slightly higher due to the council moving to a gov.uk domain. There was a cost for the registration fee as well as a monthly hosting fee.
9. **(4185) Accountancy support-** % spent low, however the majority of this budget heading is for the year end closedown which will be accounted for in accruals.
10. **(4190) Telephone/Broadband/Line Rent-** The spend from this cost code is lower than budgeted, which was due to the council changing phone systems to a much cheaper way of working.
11. **(4200) Room Hire-** These costs were a lot more than anticipated due to the fact that in April/ May time alternative meeting room accommodation had to be arrange before the eventual move to the Campus in July. Costs for Zoom also come out of this cost code.
12. **(4210)- Safety/PAT Check-** The annual PAT testing was done in December 2022.
13. **(4220) Chairmans Board/ Chain of Office-** The chain of office still needs to be engraved. Has been taken to Coppins of Corsham, however needed to be collected again before it could be engraved as Chairman needed it for Christmas message photo. Due to various other events that required the Chain of Office it hasn't been taken back to Coppins yet.
14. **(4230) Advertising-** This is lower than budgeted as a parish council we haven't really done much advertising in this financial year (quarterly newsletter under separate cost code). 2x grant award adverts and an annual parish advert still to be accounted for in accruals as invoice for this on April payment run.
15. **(4240) Quarterly Newsletter-** We budgeted for a newsletter to be produced once every quarter, however we only did two in this financial year.

- 16. (4352) Office Relocation-** The spend under this cost code is to come from the Office accommodation reserve.
- 17. (4380)- Cleaning Contractor-** This cost code is for the office and was really for when the council offices were at the pavilion. Now the office has re-located to the Campus cleaning is in the terms of the lease, therefore we no longer need this cost code.
- 18. (4390)- Professional Services-** This code includes the costs for the Campus lease with part of the expense coming from the rest of the money in the office relocation reserve. The left-over amount of spend in this code will come from the legal fees reserve.
- 19. Staffing:** Although one member of staff's salary is slightly over the budgeted amount the overall expenditure under this cost centre is 99.6%, therefore the council is not over budget under the overall 'staffing' heading. At budget setting it was not known what the percentage increase in staff salaries would be, therefore this was estimated.
- 20. (4055) Staff Training-** Majority of this is the ROSPA training for the Allotment Warden. This was budgeted in the last financial year and although this was booked in good time, the council wasn't invoiced until the training was attended. As per above the overall 'staffing' expenditure is within the overall budget for the year.
- 21. (4281) Insurance-** This has been split between the sports field.
- 22. (4385) Play Area Safety Surfacing Clean-** Although, the council had budgeted to undertake two lots of safety surfacing cleaning in this financial year, members decided that only one clean was required therefore the spend under this code is largely under budget.
- 23. (4410) ROSPA Inspections-** There is a -£ in this cost code this is due to an accrual being made at year end 21/22. This is for the quarterly inspections undertaken by Id Verde; however, the council have never been invoiced for this despite continuously asking for a bill. I have spoken to ID Verde again regarding this and they have advised that we should received a bill for year end, however still yet to receive one.
- 24. (4460) Caretaker Salary-** The council are slightly over budget in this cost code, this is due to the fact that all staff were given a flat rate pay increase which was more than was anticipate at budget setting. Although we are over budget for parish amenities this is due to the fact that we transferred over the £315k to MTC which had been budgeted to be transferred across in the previous financial year. This money was held in a reserve so the necessary amendments will be done at year end close down.

- 25. (4490) Repairs and Maintenance Parish-** This is over budget as the council are paying for the maintenance of the former Carson's Tyre roundabout until a sponsor can be found. This charge was not anticipated at budget setting. This is charged at £110 per time which has had a large effect on the overall spend under this heading. At January 2023 budget setting it was decided that the spend for the grass cutting on the former Carson Roundabout should come from Sandridge Solar Farm.
- 26. (4510) LHFIFG Contributions-** No spend in this financial year.
- 27. (4540) Speed Indicator Device-** The parish council have purchased a 2nd defib. Just to note that ID Verde have not ever charged for erecting the SID fortnightly.
- 28. (4575) Village Halls & Play Areas-** Not much spend under this code in this year. Any works associated with Whitworth Play Area will be in the next financial year.
- 29. (4590) Street furniture-** Replacement noticeboards for outside Shaw Village Hall and Pilot Pub and replacement of board opposite Shaw School.
- 30. (4785) Replacement Wiltshire Council bins-** Replacement bins for outside Burnt Cottages, Beanacre and near Shaw dog kennels. Overspend under this cost heading to come from CIL
- 31. (4820) Shurnhold Fields-** There is a minus under this heading which is due to the caretaking duties for the last financial year at Shurnhold Fields. We are still awaiting bills for these from MTC but need to have a Shurnhold Fields meeting to agree increase in Caretaking rate.
- 32. (4670) Melksham Public Toilets-** The council still wish for some clarification over the some of the discrepancies around water and electricity charges.
- 33. (4680) Neighbourhood Plan-** As per a previous Internal Auditor report any income from MTC for the Neighbourhood Plan could not be netted off against the expenditure code. You will see in the income for the Neighbourhood Plan that none has been received as of yet. MTC have been invoice for their share of the expenditure. The overspend to come from general contingency reserve
- 34. (4282) Insurance Sports Field-** This was split 50% with the insurance for the parish.

- 35. (4312) Pavilion Gas-** The parish council are invoiced quarterly for the gas, note that we are over budget for this due to the current cost of energy prices. The council to virer the amount budgeted in the rates relief heading to this budget heading with any other overspend to come from the Bowerhill Sports Field maintenance reserve.
- 36. (4405) JSF Hedge Maintenance-** The higher amount under this cost heading was for the hedge cut last year as this was only recently invoiced. This also includes the hedge maintenance undertaken for this financial year.
- 37. (4721) Repairs and Maintenance JSF-** A lot of this cost is for the fallen elm removal and fence panel repair on the boundary with Great Bear as well as the replacement CCTV at the pavilion. The cost for the CCTV will come from the Bowerhill Maintenance reserve.
- 38. (4770) Waste Collection-** Slightly higher than anticipated, it is difficult to estimate because it depends on how many additional to contract waste collections are required. The council have recently changed contractor for this service at a much cheaper price than before.
- 39. Allotment income (1310 & 1320)-** Due to the allotment year being between two difference financial years, 50% of income received in the last financial year was transferred over to this year. Therefore, this is not a true reflection of income received for this financial year. 50% of income under these headings will be transferred over to the 2023/24 financial year.
- 40. (4722) Repairs & Maintenance allotments-** Minimal amount budgeted under this section but the majority of expenditure was to cut back the brambles down the side of Briansfield allotments. **Suggest that this over spend comes from a reserve? General contingency?**
- 41. (4800) Allotment Warden Salary-** Over budget but costs for this include times when Allotment Warden has provided holiday cover for the Caretaker. Overspend to come from Staffing contingency reserve.

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110</u> <u>General Account Income</u>								
1076 Precept	217,977	235,689	235,689	(0)			100.0%	
1080 Bank Interest Received	0	37	0	(37)			0.0%	
1100 Grants and Donations RCVD	2,338	8,361	10,000	1,639			83.6%	8,361
1120 Shaw VH and Playing Field-Rent	10	20	10	(10)			200.0%	
1130 Photocopying and YE Account Sa	55	70	50	(20)			141.0%	
1140 Solar Farm Community Fund	14,850	16,119	5,000	(11,119)			322.4%	
1150 Covid-19 Grants	934	0	0	0			0.0%	
General Account Income :- Income	236,164	260,296	250,749	(9,547)			103.8%	8,361
Net Income	236,164	260,296	250,749	(9,547)				
6001 less Transfer to EMR	0	8,361						
Movement to/(from) Gen Reserve	236,164	251,935						
<u>120</u> <u>Administration costs</u>								
4070 Chairs Allowance	816	816	835	19		19	97.7%	
4080 Members Training	455	0	560	560		560	0.0%	
4090 Members Expenses	0	0	25	25		25	0.0%	
4100 Audit Fees	1,950	695	2,500	1,805		1,805	27.8%	
4120 Postage	751	992	500	(492)		(492)	198.5%	
4130 Photocopying	2,014	2,298	1,500	(798)		(798)	153.2%	
4140 Bank Charges	153	161	175	14		14	92.0%	
4150 Admin and Stationery	1,128	817	1,000	183		183	81.7%	
4155 Refreshments Comm Events	20	136	150	14		14	90.8%	
4160 Minute Books Binding	410	0	225	225		225	0.0%	
4175 Email & Cloud hosting	948	1,087	1,000	(87)		(87)	108.7%	
4180 IT Support	0	140	300	160		160	46.7%	
4185 Accountancy Support	818	270	850	580		580	31.8%	
4190 Telephone/Broadband/Line Rent	4,191	1,644	2,500	856		856	65.7%	
4200 Room Hire/Zoom	535	789	380	(409)		(409)	207.7%	
4210 Safety/PAT Check	195	57	150	93		93	38.1%	
4220 Chairman's Brd/Chain of Office	62	0	100	100		100	0.0%	
4230 Advertising	499	93	500	407		407	18.6%	
4240 Quarterly Newsletter	495	990	2,100	1,110		1,110	47.1%	
4250 Land Search Fee	51	20	50	30		30	40.0%	
4271 Office Utilities	1,500	0	0	0		0	0.0%	
4351 New Equip & Furniture	3,296	5,132	5,700	568		568	90.0%	
4352 Office Relocation	0	1,800	1,000	(800)		(800)	180.0%	
4370 Cleaning Materials	5	33	50	17		17	66.5%	
4372 Covid-19	913	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4380 Cleaning - Contractor	147	0	350	350		350	0.0%	
4390 Professional Services	0	1,250	300	(950)		(950)	416.7%	
4391 GDPR Compliance	35	35	110	75		75	31.8%	
4720 Repairs & Maintenance - Office	0	21	50	29		29	41.6%	
Administration costs :- Indirect Expenditure	21,388	19,277	23,460	4,183	0	4,183	82.2%	0
Net Expenditure	(21,388)	(19,277)	(23,460)	(4,183)				
130 Staffing								
4000 Clerk's Salary							105.0%	
4010 Finance & Amenities Officer Sa							96.2%	
4020 Parish Officer Salary							97.8%	
4041 NI - EmployER	7,763	9,564	10,000	436		436	95.6%	
4045 Superannuation - EmployER	16,057	17,201	18,207	1,006		1,006	94.5%	
4048 Office Staff Mileage & Parking	34	140	100	(40)		(40)	139.9%	
4055 Staff Training	950	905	350	(555)		(555)	258.6%	
4060 Staff DBS	111	0	60	60		60	0.0%	
Staffing :- Indirect Expenditure	106,424	119,803	120,272	469	0	469	99.6%	0
Net Expenditure	(106,424)	(119,803)	(120,272)	(469)				
140 Council Office Costs								
4270 Office Rent - Campus	0	6,920	7,779	859		859	89.0%	
Council Office Costs :- Indirect Expenditure	0	6,920	7,779	859	0	859	89.0%	0
Net Expenditure	0	(6,920)	(7,779)	(859)				
142 Parish Amenities								
1440 Shurnhold Fields Income	952	0	0	0			0.0%	
1450 Berryfield Village Hall PWL	494,827	0	0	0			0.0%	
1460 Insurance Claim	1,750	0	0	0			0.0%	
1470 Berryfield Village Hall Reimbu	0	2,233	0	(2,233)			0.0%	
Parish Amenities :- Income	497,529	2,233	0	(2,233)				0
1190 Defibrillator	1,397	979	1,035	56		56	94.6%	
4050 Caretaker Travel Allowance	570	570	570	0		0	100.0%	
4051 Caretaker Mileage & Parking	554	578	500	(78)		(78)	115.7%	
4281 Insurance	4,268	4,694	4,500	(194)		(194)	104.3%	
4385 Play Area Safety Surface Clean	2,930	3,300	8,821	5,521		5,521	37.4%	
4400 Play Area - Grass Cutting	3,079	2,822	3,969	1,147		1,147	71.1%	
4409 Hornchurch Road Public Open Sp	1,960	1,797	1,960	163		163	91.7%	

**Total Actual last year
on all salaries
£91,785**

**Total Actual Year to
date on all salaries
£103,066**

**Current budget for
all salaries
£101,582.00**

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4410 ROSPA Inspections	1,641	(119)	775	894		894	(15.4%)	
4420 St Barnabas Annual Rent	10	10	10	0		0	100.0%	
4460 Caretaker Salary							107.0%	
4490 Repair & Maintenance - Parish	1,610	3,215	300	(2,915)		(2,915)	1071.6%	
4500 Weedspraying	2,760	2,473	2,900	427		427	85.3%	
4510 CATG Contributions	0	0	5,500	5,500		5,500	0.0%	
4540 Speed Indicator Device	2,600	1,611	1,300	(311)		(311)	123.9%	
4560 Shaw & Whitley Flood Resource	493	268	500	232		232	53.6%	
4575 Village Halls & Play Areas (Ne	31,287	480	15,000	14,520		14,520	3.2%	
4576 Drinking Water Fountains	3,088	0	0	0		0	0.0%	
4582 New Berryfield Village Hall Pr	236,723	572,007	755,000	182,993		182,993	75.8%	
4583 PWL Capital Payment	49,500	99,000	99,000	0		0	100.0%	
4584 PWL Interest Payment	3,094	5,259	5,259	(0)		(0)	100.0%	
4585 East of Melksham Community Cen	0	315,030	0	(315,030)		(315,030)	0.0%	
4590 Street Furniture	3,069	2,611	2,500	(111)		(111)	104.4%	
4600 Bus Shelters Cleaning	450	0	840	840		840	0.0%	
4780 Play Area - Bin Emptying	630	578	840	263		263	68.8%	
4785 Replacing Wiltshire Council bi	1,172	1,134	1,000	(134)		(134)	113.4%	
4820 Shurnhold Fields Project	2,931	(159)	1,700	1,859		1,859	(9.3%)	543
4825 Shurnhold Fields CAPITAL Expen	1,904	0	0	0		0	0.0%	
Parish Amenities :- Indirect Expenditure	367,267	1,028,165	923,146	(105,019)	0	(105,019)	111.4%	543
Net Income over Expenditure	130,262	(1,025,932)	(923,146)	102,786				
6000 plus Transfer from EMR	312,454	543						
6001 less Transfer to EMR	494,827	0						
Movement to/(from) Gen Reserve	(52,111)	(1,025,389)						
170 Community Support								
1480 Neighbourhood Plan Income	2,736	0	500	500			0.0%	
Community Support :- Income	2,736	0	500	500			0.0%	0
4451 Young Melksham	2,500	0	0	0		0	0.0%	
4610 Section 137 Grant	9,200	13,850	15,000	1,150		1,150	92.3%	
4620 Village Hall Grants	9,250	14,700	15,000	300		300	98.0%	
4630 Other Grants (TIC - Section 14	600	600	800	200		200	75.0%	
4650 Subscriptions	1,218	1,552	1,750	198		198	88.7%	
4670 Melks Public Toilets Contrib	5,519	(7,500)	7,500	15,000		15,000	(100.0%)	
4680 Neighbourhood Plan	4,194	7,644	2,000	(5,644)		(5,644)	382.2%	
4685 Melksham Community Response	0	0	200	200		200	0.0%	
Community Support :- Indirect Expenditure	32,480	30,846	42,250	11,404	0	11,404	73.0%	0
Net Income over Expenditure	(29,745)	(30,846)	(41,750)	(10,904)				

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
180 Joint Ventures								
4690 New Train Station Contrib	3,000	0	0	0		0	0.0%	
4695 Art Contribution Bowerhill	50	0	0	0		0	0.0%	
Joint Ventures :- Indirect Expenditure	3,050	0	0	0	0	0		0
Net Expenditure	(3,050)	0	0	0				
210 Jubilee Sports Field Income								
1210 Football Bookings	9,518	11,150	9,000	(2,150)			123.9%	
1260 Hire of Lounge/Kitchen Area un	75	75	150	75			50.0%	
Jubilee Sports Field Income :- Income	9,593	11,225	9,150	(2,075)			122.7%	0
Net Income	9,593	11,225	9,150	(2,075)				
220 Jubilee Sports Field Expenditu								
4212 Safety/PAT Check - % JSF Use	2,757	3,463	3,200	(263)		(263)	108.2%	
4282 Insurance - % JSF Use	3,949	4,312	4,100	(212)		(212)	105.2%	
4302 Electricity - % JSF Use	1,043	1,571	2,100	529		529	74.8%	
4312 Gas - % JSF Use	1,630	1,665	1,100	(565)		(565)	151.3%	
4322 Water and Sewage - % JSF Use	358	360	900	540		540	40.0%	
4381 Cleaning Contractor - % JSF Us	1,701	1,453	3,000	1,547		1,547	48.4%	
4384 WiFi & Line- Pavilion	0	65	0	(65)		(65)	0.0%	
4401 JSF Grass Cutting/Line Marking	8,558	7,614	8,432	818		818	90.3%	
4405 JSF Hedge Maintenance	2,189	1,050	550	(500)		(500)	190.9%	
4430 Rates - % JSF Use	0	0	835	835		835	0.0%	
4700 Grass Cutting extra to Cntrct	101	(101)	0	101		101	0.0%	
4721 Repairs & Maintennce - JSF	14,411	4,899	1,500	(3,399)		(3,399)	326.6%	
4740 JSF Spiking	280	0	500	500		500	0.0%	
4750 Deep Clean	40	300	0	(300)		(300)	0.0%	
4770 Waste Collection - %JSF Use	810	1,238	980	(258)		(258)	126.4%	
4781 JSF Bin Emptying	955	875	955	80		80	91.7%	
4791 Boiler Servicing - % JSF Use	0	400	600	200		200	66.7%	
Jubilee Sports Field Expenditu :- Indirect Expenditure	38,781	29,165	28,752	(413)	0	(413)	101.4%	0
Net Expenditure	(38,781)	(29,165)	(28,752)	413				
6000 plus Transfer from EMR	2,189	0						
Movement to/(from) Gen Reserve	(36,592)	(29,165)						

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 Allotment Income</u>								
1310 Berryfield Allotment Rents - C	1,283	2,596	1,343	(1,253)			193.3%	
1320 Briansfield Allotment Rent - C	1,122	2,397	1,140	(1,257)			210.3%	
Allotment Income :- Income	<u>2,405</u>	<u>4,993</u>	<u>2,483</u>	<u>(2,510)</u>			<u>201.1%</u>	<u>0</u>
Net Income	<u>2,405</u>	<u>4,993</u>	<u>2,483</u>	<u>(2,510)</u>				
<u>320 Allotment Expenditure</u>								
4323 Water - Allotments	306	373	580	207		207	64.4%	
4402 Allotment Grass Cutting	722	662	722	60		60	91.6%	
4722 Repairs & Maintenance - Allotm	14	830	50	(780)		(780)	1660.0%	
4800 Allotment Warden Salary	█	█	█	█		█	158.6%	
Allotment Expenditure :- Indirect Expenditure	<u>1,770</u>	<u>2,912</u>	<u>2,012</u>	<u>(900)</u>	<u>0</u>	<u>(900)</u>	<u>144.7%</u>	<u>0</u>
Net Expenditure	<u>(1,770)</u>	<u>(2,912)</u>	<u>(2,012)</u>	<u>900</u>				
<u>350 CIL</u>								
1420 Community Infrastructure Levy	6,414	12,014	50,000	37,986			24.0%	
CIL :- Income	<u>6,414</u>	<u>12,014</u>	<u>50,000</u>	<u>37,986</u>			<u>24.0%</u>	<u>0</u>
Net Income	<u>6,414</u>	<u>12,014</u>	<u>50,000</u>	<u>37,986</u>				
<u>400 S106</u>								
1170 Wiltshire Council Contribution	136,450	425,998	0	(425,998)			0.0%	
S106 :- Income	<u>136,450</u>	<u>425,998</u>	<u>0</u>	<u>(425,998)</u>				<u>0</u>
Net Income	<u>136,450</u>	<u>425,998</u>	<u>0</u>	<u>(425,998)</u>				
Grand Totals:- Income	<u>891,292</u>	<u>716,759</u>	<u>312,882</u>	<u>(403,877)</u>			<u>229.1%</u>	
Expenditure	<u>571,159</u>	<u>1,237,088</u>	<u>1,147,671</u>	<u>(89,417)</u>	<u>0</u>	<u>(89,417)</u>	<u>107.8%</u>	
Net Income over Expenditure	<u>320,133</u>	<u>(520,329)</u>	<u>(834,789)</u>	<u>(314,460)</u>				
plus Transfer from EMR	<u>314,642</u>	<u>543</u>						
less Transfer to EMR	<u>494,827</u>	<u>8,361</u>						
Movement to/(from) Gen Reserve	<u>139,948</u>	<u>(528,147)</u>						

**Bank Reconciliation Statement as at 31/03/2023
for Cashbook 1 - Current Account & Instant Acc**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 02027655	31/03/2023		102,820.89
			<u>102,820.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
24/03/2023 V3212-6108 HM Land Registry		4.00	
			<u>4.00</u>
			102,816.89
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			102,816.89
		Balance per Cash Book is :-	102,816.89
		Difference is :-	0.00

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

Your Account

Sort Code 30-98-75
 Account Number 02027655

TREASURERS ACCOUNT

01 March 2023 to 31 March 2023

Money In	£3,434.38	Balance on 01 March 2023	£101,477.19
Money Out	£2,090.68	Balance on 31 March 2023	£102,820.89

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
06 Mar 23	FUTURE OF FOOTBALL AUGUST 300000001095035580	FPI	✓ 1,170.00	03180	102,647.19
06 Mar 23	DONNELLY S N INV:328- MR240223	FPI	✓ 60.00	03181	102,707.19
07 Mar 23	006106	CHQ		✓ 316.54	102,390.65
07 Mar 23	006107	CHQ		✓ 1,682.56	100,708.09
09 Mar 23	HMRC VTR XDV126000100456	BGC	✓ 814.74	03182	101,522.83
09 Mar 23	FOF FC PITCH HIRE JAN/FEB RP4679961478549100 206815	FPI	✓ 500.00	03183	102,022.83
20 Mar 23	PNET5057509-1 PNET5057509- 1	DD	03186	✓ 36.60	101,986.23
20 Mar 23	GLOVER J & C 331-MR170323 11092219838779000N 010832	FPI	✓ 4.47	03184	101,990.70
21 Mar 23	GLOVER J & C 329-MR270223 59104058987797000N 010832	FPI	✓ 21.17	03185	102,011.87
24 Mar 23	500172 - 03215 - 03216	DEP	✓ 244.00		102,255.87
27 Mar 23	KEITH DYCKES INV324- MR220223	FPI	✓ 120.00	03218	102,375.87
* 27 Mar 23	FUTURE OF FOOTBALL AUG/ FEB HALF TERM	FPI	✓ 500.00	03219	102,875.87
31 Mar 23 (Continued on next page)	SUEZ R&R 0089051833	DD	03190	✓ 54.98	102,820.89

* [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Bank Reconciliation Statement as at 31/03/2023
for Cashbook 2 - Unity Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	31/03/2023	108	406,463.43
			<u>406,463.43</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			406,463.43
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			406,463.43
		Balance per Cash Book is :-	406,463.43
		Difference is :-	0.00



Customer: Melksham Without Parish Council
 Account: 60-83-01 20371502

Statement 108 from 05 Mar 2023 to 31 Mar 2023

Date	Description	Serial No	Debits	Credits	Balance
05Mar2023	Brought forward balance			478,288.02	478,288.02
13Mar2023	Direct Debit (PNET5138509-1) -03187		(26.40) ✓		478,261.62
16Mar2023	Direct Debit (LLOYDS BANK PLC) -03188		(567.72) ✓		477,693.90
23Mar2023	Direct Debit (PUBLIC WORKS LOANS) -03189		(51,975.00) ✓		425,718.90
28Mar2023	B/P to: Dale Raine -03211		(50.00) ✓		425,668.90
28Mar2023	B/P to: Wiltshire Publicat -03192		(594.00) ✓		425,074.90
28Mar2023	B/P to: Agilico -03193		(195.35) ✓		424,879.55
28Mar2023	B/P to: Melksham Town Coun -03194		(4,670.71) ✓		420,208.84
28Mar2023	B/P to: JH Jones & Sons -03195		(132.00) ✓		420,076.84
28Mar2023	B/P to: JH Jones & Sons -03196		(1,604.65) ✓		418,472.19
28Mar2023	B/P to: JH Jones & Sons -03197		(90.00) ✓		418,382.19
28Mar2023	B/P to: Aquasafe -03198		(138.00) ✓		418,244.19
28Mar2023	B/P to: Aquasafe -03199		(138.00) ✓		418,106.19
28Mar2023	B/P to: JH Jones & Sons -03200		(84.00) ✓		418,022.19
28Mar2023	B/P to: Berryfield Village -03201		(52.50) ✓		417,969.69
28Mar2023	B/P to: Berryfield Village -03202		(45.00) ✓		417,924.69
28Mar2023	B/P to: HMRC Cumbernauld -03203		(2,306.90) ✓		415,617.79
28Mar2023	B/P to: Wiltshire Pension -03204		(1,916.63) ✓		413,701.16
28Mar2023	B/P to: TERESA STRANGE -03205		██████████ ✓		██████████
28Mar2023	B/P to: Lorraine McRandle -03206		██████████ ✓		██████████
28Mar2023	B/P to: MARIANNE ROSSI -03207		██████████ ✓		██████████
28Mar2023	B/P to: TERRY COLE -03208		██████████ ✓		██████████
28Mar2023	B/P to: DAVID COLE -03209		██████████ ✓		██████████
28Mar2023	B/P to: John Glover -03210		(131.24) ✓		406,497.23
31Mar2023	S/O to: Teresa Strange -03191		(5.30) ✓		406,491.93
31Mar2023	Manual Credit - Handling Charge -03213		(0.30) ✓		406,491.63
31Mar2023	Service Charge -03214		(28.20) ✓		406,463.43

Page Generated at 09:21 on 03 Apr 2023

**Bank Reconciliation Statement as at 31/03/2023
for Cashbook 3 - Fixed Term Deposit**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Fixed Term Deposit	31/03/2023		300,000.00
			<u>300,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			300,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			300,000.00
		Balance per Cash Book is :-	300,000.00
		Difference is :-	0.00



Miss M. Rossi

Last logged on 05 April 23 at 09:16 AM

Settings

Log off

FIXED TERM DEPOSIT 18851046LS

£ 300,000.00 Balance

2.70 % Gross p.a. (fixed)

Nominated Account

30-98-75

02027655

31/07/2023 Maturity date

Gross basic tax rate status

Deposit details

ACCOUNT OPENED ON

30/01/2023

ACCOUNT MATURES ON

31/07/2023

DAYS TO MATURITY

117 days

Auto Pay

30/01/2023

Current maturity instruction

Date instruction received

£4,038.90

Estimated gross interest for term of deposit

Chat to us

VAT Reclaim

Due to the large amount of VAT that the council are claiming back from the village hall build it was resolved at the Full Council meeting on Monday 25th April 2022 (min. 544/21giii) to submit a VAT claim once every month for this financial year.

For the fourth quarter we have submitted the following claims:

January 2023- £492.64- In bank 14th February 2023

February 2023- £814.74- In bank 9th March 2023

March 2023- (NO claim has been made yet as advice from Rialtas last year was to do it upon year end closedown)

Spend over £500

Under the Local Government Transparency Code 2015 part 2.1 (28 & 29) local authorities on a quarterly basis must publish details of each individual item of expenditure that exceeds £500 (The threshold should be, where possible, the net amount excluding recoverable Value Added Tax).

This includes items of expenditure, consistent with Local Government Association guidance, such as:

- individual invoices
- grant payments
- expense payments
- payments for goods and services
- grants
- grant in aid
- rent
- credit notes over £500, and
- transactions with other public bodies.

Please note: Salary payments to staff normally employed by the local authority should not be included. However, local authorities should publish details of payments to individual contractors (e.g., individuals from consultancy firms, employment agencies, direct personal contracts, personal service companies etc) either here or under contract information.

For each individual item of expenditure, the following information must be published:

- date the expenditure was incurred
- local authority department which incurred the expenditure
- beneficiary
- summary of the purpose of the expenditure
- amount
- Value Added Tax that cannot be recovered, and
- merchant category (e.g., computers, software etc)

The parish council do publish their spend over £500 as per the above criteria, however this is normally done on an annual basis rather than quarterly and is produced with the transparency code document. As the transparency act says that this should be published on a quarterly basis, moving forward to comply with the act we will be publishing on our website each quarter as well as providing a copy to Full Council along with the normal quarterly reports.

Spend over £500 during the 2022/23 Financial Year- 1st April 2022- 31st March 2023

Reference Number	Payee Name	Transaction Detail	Date Paid	Net Amount
V2601-BACS	Bowerhill Village Hall Trust	Grant Award-22/23	01/04/2022	£5,000.00
V2602-6055	Shaw Village Hall	Grant Award CHQ 2022/23	01/04/2022	£7,000.00
V2603-6056	Berryfield Village Hall	Grant Award CHQ 2022/23	01/04/2022	£500.00
V2604-6057	Whitley Reading Rooms	Grant Award CHQ 2022/23	01/04/2022	£1,700.00
V2606-6059	BASRAG	Grant Award CHQ 2022/23	01/04/2022	£500.00
V2607-6060	CAWS	Grant Award CHQ 2022/23	01/04/2022	£500.00
V2609-6062	4 Youth	Grant Award CHQ 2022/23	01/04/2022	£2,800.00
V2616-6069	Wiltshire Air Ambulance	Grant Award CHQ 2022/23	01/04/2022	£500.00
V2619-6072	Splitz Support Service	Grant Award CHQ 2022/23	01/04/2022	£500.00
V2627-6080	TransWilts CIC	Grant Award CHQ 2022/23	01/04/2022	£2,000.00
V2636-6089	Wiltshire Youth Canoe Club	Grant Award CHQ 2022/23	01/04/2022	£500.00
V2638-6091	Melksham Tourist Info Centre	Grant Award CHQ 2022/23	01/04/2022	£600.00
V2814-DD	SSE	In.0001-Pavilion gas- 26 Feb-18 May	18/07/2022	£678.72
V2908-DD	SSE	Inv.0002-Pavilion gas-19 May-22 Aug	09/09/2022	£691.74
V3039-DD	SSE	Pavilion Gas-23 Aug-4 Nov 22	24/11/2022	£534.19
V3157-6107	SSE	Berryfield Village Hall electricity-9 Nov-8 Feb	23/02/2023	£1,602.44
V2673-BACS	Rigg Construction	Inv.049/22- Certificate 3- Berryfield Village Hall construction	07/04/2022	£73,736.34
V2676-BACS	JH Jones & Sons	2733- Parish Maintenance	03/05/2022	£1,337.21
V2681-BACS	WALC	Inv.163-WALC	03/05/2022	£1,114.17
V2681-BACS	WALC	Inv.163- NALC	03/05/2022	
V2684-BACS	Vita Play Ltd	Inv.3378- Shaw Play Area	03/05/2022	£3,300.00
V2684-BACS	Vita Play Ltd	Inv.3378- Sports Field MUGA	03/05/2022	
V2684-BACS	Vita Play Ltd	Inv.3378- Beanacre Play Area	03/05/2022	
V2684-BACS	Vita Play Ltd	Inv.3378- Kestrel Court Play	03/05/2022	
V2684-BACS	Vita Play Ltd	Inv.3378-Hornchurch Road Play	03/05/2022	
V2684-BACS	Vita Play Ltd	Inv.3378- Berryfield Play Area	03/05/2022	
V2687-BACS	JH Jones & Sons	2766- Elm removal & fence replacement	03/05/2022	£686.95
V2688-BACS	Wellers Hedley	Land transfer fees Berryfield Village Hall	03/05/2022	£940.00
V2689-BACS	Shaw Village Hall	Grant payment- roof repairs	03/05/2022	£500.00

V2699-BACS	Arian design	Inv.7557-Replacement Pilot Pub Noticeboard	03/05/2022	
				£1,424.00
V2699-BACS	Arian design	Inv.7557-Replacement Shaw Village Hall noticeboard	03/05/2022	
V2709-BACS	Rigg Construction	Inv.22- Certificate 4- Berryfield Village Hall Construction	06/05/2022	£58,098.49
V2720-BACS	JH Jones & Sons	Inv.2788-Parish Maintenance	20/05/2022	£1,337.21
V2724-BACS	Rialtas Business Solutions Ltd	Inv.660-21/22 Year end closedo	20/05/2022	£558.00
V2738-BACS	Arthur J Gallagher	Inv.235-Parish insurance	30/05/2022	
V2738-BACS	Arthur J Gallagher	Inv.235-Sports Field Insurance	30/05/2022	£8,750.50
V2740-BACS	Rigg Construction	In067-BYF V Hall-Certificate 5	30/05/2022	£117,517.84
V2753-BACS	Wiltshire Publication	Inv.109-Quarterly Newsletter	28/06/2022	£495.00
V2756-BACS	JH Jones & Sons	Inv.2836-Parish Maintenance	28/06/2022	£1,337.21
V2762-BACS	ROSPA Play Safety	63488- Allotment Warden ROSPA	28/06/2022	£695.00
V2781A	Rigg Construction	Inv.079 part-Certifivate 6 BYF	04/07/2022	£125,000.00
V2783-BACS	Martin Pickard	Inv.475/04-QS Services BYF V H	26/07/2022	£1,200.00
V2785-BACS	JH Jones & Sons	Inv.2900-Parish Maintenance	26/07/2022	£1,337.21
V2792-BACS	Complete Weed Control	Inv.573-Spring weedspray	26/07/2022	£1,384.00
V2803-BACS	Teresa Strange	Beko Dishwasher	27/07/2022	
V2803-BACS	Teresa Strange	Bosch Fridge	27/07/2022	
V2803-BACS	Teresa Strange	Gov.uk registration	27/07/2022	£2,605.66
V2803-BACS	Teresa Strange	2x Tv brakets	27/07/2022	
V2803-BACS	Teresa Strange	2x Samsung TV Screens	27/07/2022	
V2802-BACS	Best4Systems	Jabra PanCast 50 remote control	28/07/2022	£850.00
V2802-BACS	Best4Systems	Jabra Pancast 50 conference bar	28/07/2022	
V2806-BACS	Best 4 Systems	Yealink IP Phones	28/07/2022	£500.00
V2823A-BAC	Rigg Construction	Inv.698000709222- BYF V Hall b	03/08/2022	£125,000.00
V2824-BACS	Wansbroughs	Inv.145479-Fees for Campus Lease	03/08/2022	£1,220.00
V2823B-BAC	Rigg Construction	Inv.698000709222-Berryfield Village Hall Construction	05/08/2022	£12,765.11
V2841-BACS	Community Heartbeat Trust	Inv.13296- Annual Support fee for all defibrillators	26/08/2022	£756.00
V2842-BACS	Elan City	New Speed Indicator device	26/08/2022	£2,296.12
V2845-BACS	Aquasafe Environmental Ltd	Pavilion Clean & Chlorination	26/08/2022	
V2845-BACS	Aquasafe Environmental Ltd	Pavilion Legionella Risk assessment	26/08/2022	£885.00
V2845-BACS	Aquasafe Environmental Ltd	Inv.220802-Aug PPM Visit	26/08/2022	

V2846-BACS	Arien Signs and Graphics	7840-New noticeboard Berryfield Village Hall	26/08/2022	£627.00
V2849-BACS	JH Jones & Sons	Inv.2978-Noticeboard installation	26/08/2022	£420.00
V2850-BACS	JH Jones & Sons	Inv.2960-Parish Maintenance	26/08/2022	£1,337.21
V2852-BACS	JH Jones & Sons	Inv.2489-Bowerhill Sports Field hedge cutting	26/08/2022	£525.00
V2856-BACS	Wiltshire Council	Office rent-1.8.22-30.9.22	26/08/2022	£1,733.57
V2865-BACS	Office Right Business Solution	Office move	30/08/2022	£860.00
V2865-BACS	Office Right Business Solution	2x Whiteboards	30/08/2022	
V2865-BACS	Office Right Business Solution	4x pop up data power points	30/08/2022	
V2874-BACS	Rigg Construction	Inv.103- Certificate 8-Berryfield Village Hall construction	06/09/2022	£74,898.03
V2876-BACS	Kanconnections	Part-inv.1499-Pavilion CCTV	06/09/2022	£2,125.00
V2877-BACS	Community Heartbeat Trust	Inv.13785-New defibrillator Berryfield Village Hall	06/09/2022	£2,540.00
V2878-BACS	Arthur J Gallagher	Berryfield Village Hall insurance	06/09/2022	£3,849.18
V2903-DD	Public Works Loan	Public Works Loan Interest	23/09/2022	£52,284.38
V2903-DD	Public Works Loan	Public Works Loan repayment	23/09/2022	
V2882-BACS	JH Jones & Sons	Inv.3005-Parish Maintenance	27/09/2022	£1,337.21
V2884-BACS	Pope Consulting	Inv.4362-5- M&E BYF V Hall	27/09/2022	£1,775.00
V2889-BACS	JH Jones & Sons	Inv.3029-Crack fill-Youth pitc	27/09/2022	£567.50
V2900-BACS	PKF Littlejohn LLP	732-External Auditor fee 21/22	27/09/2022	£1,600.00
V2901-BACS	Wiltshire Council	Office rent-1.10.22-31.12.22	27/09/2022	£2,593.25
V2939-BACS	Rigg Construction	Inv.113-Certificate 9 BYF V Ha	07/10/2022	£19,406.88
V2940-BACS	Office Right Business Solution	Inv.97220- Tables & Chairs BYF	19/10/2022	£4,189.20
V2942-BACS	JH Jones & Sons	Inv.3058-Parish Maintenance	28/10/2022	£1,337.21
V2946-BACS	Playsafety Ltd	Annual ROSPA Inspection on all play areas	28/10/2022	£791.00
V2947-BACS	Tollgate Security Ltd	Inv.49792- Annual intruder alarm maintenance	28/10/2022	£634.00
V2948-BACS	Complete Weed Control	Inv.222-Parish weedspraying	28/10/2022	£1,023.00
V2997-BACS	Pope Consulting	Inv.4362-6 M&E Berryfield Village Hall build	28/11/2022	£887.50
V2998-BACS	JH Jones & Sons	3118-Parish Maintenance	28/11/2022	£1,337.21
V3000-BACS	DS Securities	77730-BYF Alarm Monitor & Main	28/11/2022	£790.00
V3001-BACS	T W Landscapes	Inv.22733-Landscaping BYF V HA	28/11/2022	£2,780.00
V3003-BACS	Office Right Business Solution	Inv.97131-BYF Moving furniture	28/11/2022	£500.00
V3006-BACS	JH Jones & Sons	3140-Cut back brambles allotme	28/11/2022	£785.00
V3010-BACS	JH Jones & Sons	Inv.3153-Shaw bus shelter repa	28/11/2022	£645.00
V3017-BACS	Martin Pickard	Inv.05-QS Services BYF V Hall	28/11/2022	£1,900.00

V3018-BACS	JH Jones & Sons	Inv.3157-JSF Hedge cut	28/11/2022	£525.00
V3029-BACS	JH Jones & Sons	Inv.3158- Fertilise Junior pit	28/11/2022	£467.20
V3030-BACS	Arien Signs and Graphics	Inv.7973-BYF V Hall NB	28/11/2022	£672.00
V3062-BACS	JH Jones & Sons	Inv.3177- Parish Maintenance	22/12/2022	£1,337.21
V3068-BACS	Rigg Construction	Demolition of BYF Village Hall	22/12/2022	£7,018.72
V3069-BACS	Melksham Town Council	1st Installment of CIL- East of Melksham	22/12/2022	£150,000.00
V3081-BACS	Kerry Lemon	Inv.590-BYF V Hall- Artwork	22/12/2022	£547.88
V3096-BACS	Melksham Town Council	2 of 3 CIL Payment-East of Melksham	10/01/2023	£150,000.00
V3097-BACS	Melksham Town Council	3 of 3- CIL Payment-East Spa R	13/01/2023	£15,029.94
V3099-BACS	Wiltshire Council	961 Office rent-1.1.23-31.3.23	27/01/2023	£2,593.25
V3103-BACS	JH Jones & Sons	Inv.3207-Parish Maintenance	27/01/2023	£1,337.21
V3174-BACS	Berryfield Village Hall	Start up fund for Trust	06/02/2023	£4,500.00
V3142-BACS	Teresa Strange	Reimburse NHP-Town Centre plan printing	15/02/2023	£1,709.46
V3142-BACS	Teresa Strange	Reimburse NHP Consultation event printing	15/02/2023	
V3162-BACS	JH Jones & Sons	Inv.3267- Parish Maintenance	27/02/2023	£1,337.21
V3189-DD	Public Works Loan Board	PWL Interest	23/03/2023	£51,975.00
V3189-DD	Public Works Loan Board	PWL repayment- CAPITAL	23/03/2023	
V3192-BACS	Wiltshire Publication	Inv.478- Winter newsletter	28/03/2023	£495.00
V3194-BACS	Melksham Town Council	Inv.44- 30% expenditure-NHP	28/03/2023	£4,670.71
V3196-BACS	JH Jones & Sons	Inv. 3302 Parish Maintenance	28/03/2023	£1,337.21

Future of Football FC tournament- 3rd & 4th June 2023

A meeting took place with Dan from Future of Football FC detailing their plans for the weekend tournament, which is scheduled to take place across the weekend of 3rd & 4th June. I have asked them to provide us with a risk assessment for the event.

We discussed the following things:

- They are looking to make full use of the field over the weekend and require specific pitches to be marked out (The football season would have ended by this time). I am awaiting a layout plan from them, so that I can get a price from JH Jones to do this. FOF FC will be charged back this fee.
- As per last time they will be setting up on the Friday before and will be camping at the field overnight.
- They would like to charge an entrance fee for members attending the tournament only, not to the wider public. There are set times between each session and they plan to have members at the entrance gates for half an hour before each session starts (not the whole time). I have discussed with them that the field is a public open space, so they are unable to restrict anyone from entering the field and must be open to everyone who wishes to access. To note that at their last tournament there had been some confusion on social media as there was an in gate and an out gate (for covid reasons, so they didn't do anything wrong) and some members of the public felt that they were unable to attend the field. This is my concern with them doing this, as we don't want there to be a misunderstanding with members of the public who are not part of the tournament and just want to have a walk around the field.

They explained that this would be good income for the club and tried to do this last time in the designated car parks, however this didn't really work and instead of parking in the car parks people parked on the side of the industrial estate roads. They felt that advertising the event was key as well and social media was a good way to get the message across, so that the public know that it's still accessible and people wishing to have a walk around would not need to pay an entrance fee. – **Are you happy that they do this? I have expressed my concerns about them doing this, however Dan assured that they wouldn't stop anyone from entering the field and would know the difference between someone attending the tournament and someone wanting to have a walk around the field.**

- They would like to hire out the kitchen facilities to serve teas and coffees only and will be using their tea hut to serve cold drinks. I have asked that anything they bring in to the pavilion that they need to plug in needs to be PAT tested and I will need to see evidence of this.

- They will not be having a BBQ this time and instead will be arranging for a burger van and ice cream van to come on to the field to serve food across the weekend of the event. (They hired an ice cream van that came onto the field for their last tournament).
- As per last time they will be hiring porta loos again, so will not need to use the changing room facilities.
- They have got parking sorted out for the event with neighbouring businesses, so that the industrial estate roads are not congested.
- They have a new sponsor who is going to bring some sports cars over to the event, they are not going to be driven onto the field, only in the car park.

Question: How much do we charge for the tournament? Last time we charged £100 as well as the fee for marking out the pitches, which was their blanket booking fee, but they didn't have use of the kitchen facilities then. We have a separate charging schedule for the hire of the kitchen (below) but did we want to come up with a special one-off fee for this use? Bearing in mind that this is the community part of the organisation and not business side.

Hire of Kitchen and games room <i>*As set out by Full Council 25th July 2022 min. 140/22iv</i>	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

J H JONES & SONS LIMITED

BUILDING CONTRACTORS

PARK FARM, BATH ROAD, ATWORTH, WILTSHIRE. SN12 8HT

• 01225 703295 •

TONY.JONES@JONESDEVELOPMENTS.CO.UK

Teresa Strange – Clerk
Melksham without Parish Council
Sports Pavilion
Westinghouse Way
Bowerhill,
Melksham
Wiltshire,
SN12 6TL

22nd March, 2023

QUOTATION 1105

Reference – Bowerhill Sports Field - Spiking

- To spike playing field with 10” spiker to reduce compaction and help with water dispersal

Total - £ 745.50 + VAT

Yours faithfully,

Tony Jones
J H Jones & Sons Limited
If tender is accepted please sign below and return one copy.

Signature..... Date.....

PERIOD PROPERTIES • RESTORATION • REFURBISHMENTS • NEW BUILD
VAT NUMBER 923424246 COMPANY REG 6260416

Lorraine McRandle

Subject: FW: SVH Gable end wall damage

Lorraine McRandle
Parish Officer
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
Bowerhill, Melksham
Wiltshire, SN12 6TL
01225 705700
clerk@melkshamwithout.co.uk
www.melkshamwithout.co.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

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout.co.uk. Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#). We do not guarantee that any email is free of viruses or other malware.

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

Sent: Tuesday, April 18, 2023 10:03 AM

To: Mike Booth <chairofshawvillagehall@gmail.com>; Joan Boorer <[REDACTED]>; Patrick Hunt <secretaryofshawvillagehall@gmail.com>; Ian Beveridge <[REDACTED]>; Bea Bean <[REDACTED]>; Stefano Patacchiola <stefano.patacchiola@melkshamwithout-pc.gov.uk>; Jo Bishop <[REDACTED]>

Cc: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>

Subject: RE: SVH Gable end wall damage

Good morning all

I am just running out of the door to a meeting, but did have a call from Dianne Briggs from the Pre School last night....

I have put a very tentative, hypothetical call into the manager at Boomerang in Bowerhill as their Little Joeys pre school closed down about a couple of months ago. The facilities are still in tact and they are thinking over if they could be rented for a temporary solution pending what you find out. I will keep you posted.

Will put on the agenda for the full council on Monday evening, in case there is anything that arises that needs a decision of the parish council.

With kind regards

Teresa

Teresa Strange

Clerk & Responsible Financial Officer

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

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](#)

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk. Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#). We do not guarantee that any email is free of viruses or other malware.

From: Mike Booth <chairofshawvillagehall@gmail.com>

Sent: 18 April 2023 09:59

To: Joan Boorer <[REDACTED]>; Patrick Hunt <secretaryofshawvillagehall@gmail.com>; [REDACTED]
[REDACTED]; Stefano Patacchiola
<stefano.patacchiola@melkshamwithout-pc.gov.uk>; [REDACTED]>

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

Subject: SVH Gable end wall damage

Here we go again!

Unfortunately someone has over the last few days driven their vehicle into the car park facing gable end wall of the hall causing significant damage to the outer block work, pushing some blocks in around 3" (see pictures attached). Jo reported this to me yesterday and as the damage included wide cracks running floor to gutter level we took the decision to cancel the pilates class last night on safety grounds.

I called Rigg Construction and Ben came over to have a look around 4.30pm, thankfully he believes the damage is largely limited to the none structural external block work but as a precaution they are erecting Heras fencing around the area this morning. I am on the phone to Zurich insurance now lodging a claim.

Jo did investigate relocating the pre-school to another venue but failed to find anywhere so in the interests of allowing them to continue we have made the decision to empty all of their equipment from the cupboard at the damaged end of the building and seal that door. As this equipment will now be stored in the main hall, all other users have been advised that the hall will be out of use for at least this week until we have had an inspection by the insurers who will hopefully be able to advise if we can use the building whilst awaiting repair.

I will keep you all updated...

Best regards

Mike Booth

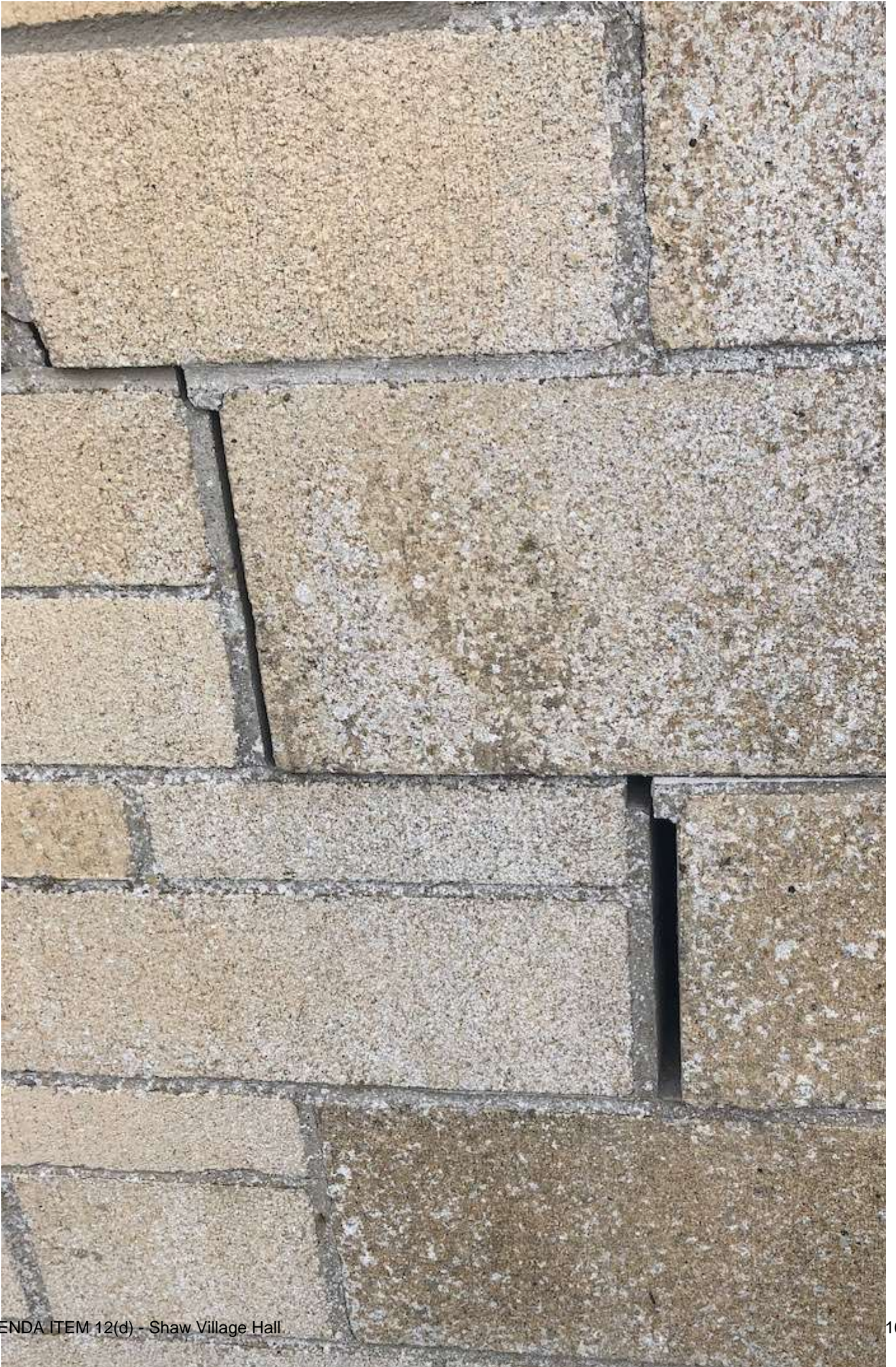
Chair - Shaw Hill Playing Field and Village Hall Trust Committee

[E-mail: chairofshawvillagehall@gmail.com](mailto:chairofshawvillagehall@gmail.com)

Mobile: 07765 070027

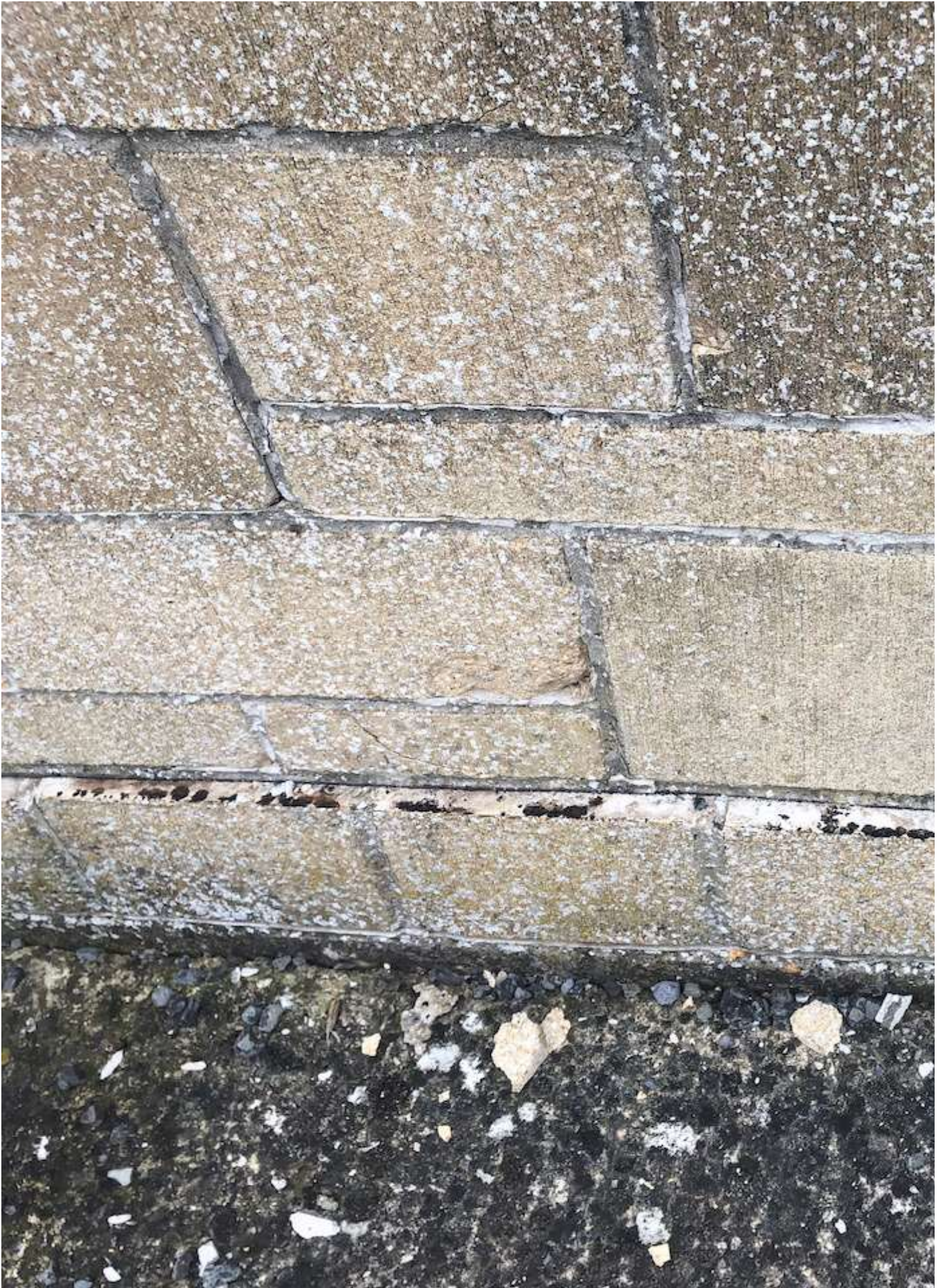
















Teresa Strange

From: Peter Richardson
Sent: 06 March 2023 15:42
To: Teresa Strange
Subject: Tree Planting in Shaw and Whitley

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Teresa

The CAWS Jubilee Trees donated by Lowdens have now been delivered to my house ready for planting in the Autumn.

Can I make a formal request that the council's contractor plant these for CAWS so that we can be confident that the work is undertaken properly and that the trees will have the best possible chance of survival.

I hope that this is a reasonable request given there will be no other costs for MWPC.

Many thanks.

Peter

Lorraine McRandle

Subject: FW: Draft Garden Licence
Attachments: Garden Licence Draft Brabazon Way.pdf; SnipImage (003).JPG

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 04 April 2023 15:45
To: Blackham, Mark [REDACTED];
[REDACTED]
Cc: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: FW: Draft Garden Licence

Hi Mark and Sue

Just to confirm that grass cutting at your Brabazon Way site has been stopped completely.

The parish council need to undertake a garden licence, we did look at this before, and I think the one that needs changing is 4.2, to reflect that you will not be grasscutting, but rewilding.

And the obvious thing that it needs to say Melksham Without and not Melksham Town as the council!

Other than that, are you happy with it?

The licence is between MWPC and WC but I envisage something that BRAG would agree to meet the conditions of the licence..... and sign something?

The blue bit on the map is the bit that IDVerde are NOT cutting.

I would like to get this approved at our April meeting, which is Monday 24th April. If we can get through the WC legal team that quickly.

Good to see you last night, thanks for your kind words on facebook 😊

All the best, Teresa

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

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](#)

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk
Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#).
We do not guarantee that any email is free of viruses or other malware.

From: Waind, Fiona <Fiona.Waind@wiltshire.gov.uk>
Sent: 04 April 2023 10:53
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Draft Garden Licence

Morning Teresa

Managed to find the original draft for Barbizon Way. I can only see 1 amendment to make 4.2. Let me know how much time you will need to consider this licence ?

Hope you are well.

Kindest Regards
Fee

Fiona Waind
Streetscene Engineer
Highway Operations

Wiltshire Council

Telephone 0300 456 0105
Mobile : 07920 206683
Email: Fiona.Waind@wiltshire.gov.uk
<http://www.wiltshire.gov.uk/mywiltshire-online-reporting>

This email originates from Wiltshire Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of the email is strictly prohibited. Email content may be monitored by Wiltshire Council to ensure compliance with its policies and procedures. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Wiltshire Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Wiltshire Council.

DATED

2021

WILTSHIRE COUNCIL (1)

to

Melksham Town Council (2)

**GARDEN LICENCE FOR USE OF LAND
AT BRABAZON WAY, BOWERHILL, MELKSHAM,
WILTSHIRE**

Wiltshire Council
County Hall
Bythesea road
Trowbridge
Wiltshire
BA14 8JN

THIS AGREEMENT is made the

day of

2021

BETWEEN:

- (1) **WILTSHIRE COUNCIL** of County Hall Bythesea Road Trowbridge Wiltshire BA14 8JN ('the Licensor') and
- (2) **Name of Address**('the Licensee')

NOW IT IS AGREED as follows:

1. DEFINITIONS AND INTERPRETATION

In this Licence the following expression have the meaning given in this clause

1.1. 'Commencement Date'

1.1.1. 'Commencement Date' is the **Day Month** 2021

1.2.1. **'Land'** 'Land' means the area shown for the purpose of identification only edged red on the Plan annexed hereto

1.2. 'Licence Fee'

'Licence Fee' means a peppercorn (if demanded) paid yearly in advance or such sum as shall be determined under clause 6

1.3. 'Termination Date'

'Termination Date' means 5 years from the commencement date.

1.4. 'Review Date'

'Review Date' is the anniversary of the date of this Licence

1.5. 'Legal Fees'

'Legal Fees' means the total sum of £150 (One Hundred and Fifty Pounds)

1.6. Words importing one gender include all other genders; words importing the singular include the plural and vice versa

1.7. The clause paragraph and schedule headings do not form part of this document and are not to be taken into account in its construction or interpretation

2. THE LICENCE

In consideration of the Licence Fee the Licensor gives the Licensee permission commencing on the Commencement Date to use the Land subject to clause 4 and clause 5

3. PAYMENT

The Licensee shall pay to the Licensor the Licence Fee the first payment having been made prior to the date hereof and thereafter on the Payment Date in each year that this Licence remains in force or such other yearly sums as may be agreed as hereinafter provided

4. LICENSEE'S UNDERTAKINGS

The Licensee agrees and undertakes as set out in this clause 4

4.1. Licence fee and outgoings

4.1.1. To pay the Licence Fee whether formally demanded or not without any deduction on the days and in the manner herein contained

4.1.2. To pay the Legal Fees to the Licensor on the date hereof

4.2. Condition of Land

4.2.1. To use the land for planting bulbs, small shrubs wildflowers only

4.2.2. Not to erect any building or structure on the Land without the prior written consent of the Licensor

4.2.3. Not to plant any trees on the land

4.2.4. The Licensee shall keep the Land clean and tidy and clear of rubbish and leave it in a clean and tidy condition

4.2.5. Not to keep any livestock fowls or other animals etc. on the Land

→ 4.2.6. To ensure the land is maintained by regularly cutting grass, hedges and shrubs

4.2.7. To obtain (if necessary) planning and any other consents required in respect of the proposed use of the Land

4.2.8. Upon the termination of this Licence to reinstate the Land to its former condition, removing any fences and gates, re-seeding or laying of turf as

appropriate having removed all things used in the cultivation of the garden and any rubbish or debris to the reasonable satisfaction of the Licensor

4.2.9. To notify the Licensor in advance of any sale or proposed sale of the Licensee's Adjoining Property

4.2.10. Not to take or sell or carry away any mineral gravel sand earth or clay

4.3. Nuisance

4.3.1. The Licensee shall not use the Land in such a way as to cause any nuisance damage disturbance annoyance inconvenience or interference to adjoining or neighbouring property or to the owners occupiers or users of any adjoining or neighbouring property

4.4. Statutory requirements and insurance

4.4.1. The Licensee shall not do anything that will or might constitute a breach of any statutory requirement affecting the Land or that will or might wholly or partly vitiate any insurance effected in respect of the Land from time to time

4.4.2. The Licensee will notify their insurers of this Licensee

4.5. Indemnity

The Licensee shall indemnify the Licensor and keep the Licensor indemnified against all losses claims demands actions proceedings damages costs or expenses or other liability arising in any way from this Licence any breach of any of the Licensee's undertakings contained in this clause or the exercise or purported exercise of any of the rights given in clause 2

4.6. Rules and regulations

The Licensee shall observe any reasonable rules and regulations the Licensor makes and notifies to the Licensee from time to time governing the Licensee's use of the Land

4.7. Owner's rights

The Licensee shall not in any way impede the Licensor or its officers servants or agents in the exercise of its rights of possession and control of the Land

5. LICENSOR'S LIABILITY

5.1. The Licensee shall exercise the rights and liberties hereby granted at their own risk and the Licensor shall be under no liability to the Licensee their family guests servants or visitors in respect of any loss or damage costs claims or expenses howsoever caused

6. REVIEW OF LICENCE FEE

6.1. The Licence Fee payable in respect of this Licence shall be reviewed and settled on or before the Review Date and thereafter every three years in accordance with the Licensor's policy applicable at the time of each Review Date provided that if the Licence Fee cannot be agreed between the parties then this Licence shall be terminated in accordance with clause 7

7. GENERAL

7.1. Termination

This Licence will terminate:

7.1.1. Immediately on written notice given by the Licensor at any time following any breach by the Licensee of their undertakings contained in this Licence or

7.1.2. Immediately upon the Licensee ceasing to be the owner or occupier of the Licensee's Adjoining Property or

7.1.3. On not less than one months prior written notice given by either party to the other party

7.2. Assignment prohibited

The benefit of this Licence is personal to the Licensee and not assignable

7.3. Warranty excluded

The Licensor gives no warranty that the Land is legally or physically fit for the purposes specified in clause 4.2.1

7.4. Notices

All notices given by either party pursuant to the provisions of this Licence shall be in writing and are to be sufficiently served if delivered by hand or sent by registered

post or recorded delivery or sent by fax provided that a confirmation copy is delivered by hand to the other party

AS WITNESS the hands of those authorised on behalf of the parties hereto the day and year first before written

Signed by

Name

in the presence of:

Witness Signature:.....

Witness Name:.....

Witness Address:.....

Witness Occupation:.....

Signed by:.....

Jenny Rowe – Senior Estates Manager

on behalf of: **WILTSHIRE COUNCIL**