

|   |     |
|---|-----|
| 29 July Full Council agenda _____   | 3   |
| AGENDA ITEM 01)c) ANNOUNCEMENT A36 Limpley Stoke carriageway<br>repairs and stabilisation - National Highways _____ | 7   |
| AGENDA ITEM 07 - Standing Order - 18(a)(v) _____  | 9   |
| AGENDA ITEM 08(a) - 17 June 2024 Full Council Minutes FIN _____   | 10  |
| AGENDA ITEM 09(a) - 8 July 2024 Planning Minutes FIN _____  | 38  |
| AGENDA ITEM 09(d) Planning Inspectorate Email re EIA Scoping<br>Document _____                                      | 64  |
| AGENDA ITEM 09d) Response to consultation on Lime Down - Environme-<br>ntal highlighted for scoping document _____  | 67  |
| AGENDA ITEM 10(a) - Cashbook 1 Receipts and Payments Lloyds _____   | 75  |
| AGENDA ITEM 10(a) - Cashbook 2 Receipts and Payments-Unity Trust<br>Bank _____                                      | 77  |
| AGENDA ITEM 10(a) - Cashbook 3 Receipts and Payments-Fixed Term<br>Deposit _____                                    | 80  |
| AGENDA ITEM 10(a) - Cashbook 4 Receipts and Payments-Unity Trust<br>Bank Instant Access account _____               | 82  |
| AGENDA ITEM 10(a) Cashbook 5 - Receipts & Payments CCLA Public<br>Sector Deposit Fund _____                         | 84  |
| AGENDA ITEM 10(d) - Quarterly Report _____  | 86  |
| AGENDA ITEM 10(d)(i) - Quarterly income and expenditure report analysis<br>QTR 1 April, May & June 2024 _____       | 91  |
| AGENDA ITEM 10(d)(ii) - Bank Reconciliation- Cashbook 1 _____   | 93  |
| AGENDA ITEM 10(d)(ii) - Bank Reconciliation Cashbook 2 _____  | 95  |
| AGENDA ITEM 10(d)(ii) - Bank Reconciliation Cashbook 3 _____  | 98  |
| AGENDA ITEM 10(d)(ii) - Bank Reconciliation Cashbook 4 _____  | 99  |
| AGENDA ITEM 10(d)(ii) - Bank Reconciliation- Cashbook 5 _____   | 101 |
| AGENDA ITEM 11(a) - Asset Management Minutes 1st July 2024 FIN _____  | 104 |
| AGENDA ITEM 11(b)(i) - Springer replacement design- Shaw Pre-School _____   | 135 |

|   |     |
|---|-----|
| AGENDA ITEM 11(b)(ii) - To follow asset management recommendations-<br>finance advice _____       | 138 |
| AGENDA ITEM 11(b)(iii) - Answer Re 11 aside pitch being marked around<br>the two 9 asides _____   | 143 |
| AGENDA ITEM 11(b)(iv) - RE Pavilion ventilation system _____                                      | 144 |
| AGENDA ITEM 11(b)(v) - RE defibrillator inside of Bowerhill Village Hall ____                     | 145 |
| AGENDA ITEM 11(e) - Shurnhold Fields latest update _____  | 146 |
| AGENDA ITEM 11(e) - Shurnhold Fields latest update - sketch detail _____                          | 148 |
| AGENDA ITEM 11(e) - Shurnhold Fields latest update - revised sketch ____                          | 149 |
| AGENDA ITEM 11(g) - Request to put chickens on vacant plot _____                                  | 150 |
| AGENDA ITEM 12(d) - Proposed Traffic Order Various Roads response<br>from Wiltshire Council _____ | 152 |
| AGENDA ITEM 13(a) - MCS project report Q1 2024-25 _____   | 155 |
| AGENDA ITEM 13(a) - Info Sessions - funded by Area Board _____                                    | 159 |
| AGENDA ITEM 13(c) - Response from St Barnabas Church _____  | 160 |
| AGENDA ITEM 13(d) - PCC survey _____  | 161 |
| AGENDA ITEM 13(e) - Safety of Lithium ion batteries Email _____                                   | 165 |
| AGENDA ITEM 13(e) Safety of Lithium ion batteries - the-safety-bill-<br>updated ESF _____         | 167 |
| AGENDA ITEM 14(a) Email to accompany Briefing No 24-15, Local Nature<br>Recovery Strategy 2 _____ | 170 |
| AGENDA ITEM 14(a) Briefing Note 24-15_Local_Nature_Recovery_Strateg-<br>y_2 _____                 | 171 |
| AGENDA ITEM 14(a) Local Nature Recovery Webinar and Survey invitation .                           | 174 |



## 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](mailto:clerk@melkshamwithout-pc.gov.uk)  
Web: [www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

Tuesday 23 July 2024

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 29 July 2024 at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

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

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09&omn=82099861508>

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

Yours sincerely

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

Teresa Strange, Clerk

Serving rural communities around Melksham

## AGENDA

1. **Welcome, Announcements & Housekeeping**
  - a) Following the results of the General Election to consider writing a letter of thanks to Michelle Donelan and arrange a meeting with Brian Mathew MP.
  - b) To move the Planning Meeting on 12 August to 19 August 2024.
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).
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 (8(b), 9(b), 11(c), 11(d)(i) & 15) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7. **Standing Orders:** To approve changes following adoption by Full Council on 17 June 2024.
8.
  - a) To approve the **Minutes of the Full Council Meeting** held on 17 June 2024.
  - b) To approve the **Confidential Notes** to accompany the Full Council minutes of 17 June 2024.
9. **Planning**
  - a) To approve the **Planning Committee Minutes** of 8 July and 22 July 2024.
  - b) To approve the Confidential Notes to accompany the Planning Committee minutes of 8 July 2024 and 22 July 2024.
  - b) To formally approve the **Planning Committee** recommendations of 8 July and 22 July 2024.
  - c) To approve the recording of the **Planning Committee** meeting of 8 July being kept as evidence.
  - d) **Lime Down Solar** proposal. As a statutory consultee, to approve a response to Planning Inspectorate on the Scoping Document for the Environmental Impact Assessment (**Deadline 14 August**)

## 10. Finance

- a) To note **Receipts & Payments** reports for June.
- b) To seek **cheque signatories/online authority** for August payments.
- c) To approve Bank Account and Fund Transfers.
- d) **Quarterly Reports** for Quarter 1 April, May, June)
  - i) To note Budget vs Actual
  - ii) To note Bank Reconciliation
  - iii) To note VAT reclaim submitted
- e) To note if any members of public have exercised their right to inspect accounts (none to date), close of public rights 2 August

## 11. Asset Management

- a) To approve the **Asset Management Committee** minutes of 1 July 2024.
- b) To formally approve the **Asset Management Committee** recommendations of 1 July 2024.
  - i) To note response from Shaw & Whitley Pre School on replacement of the springer play equipment at Shaw Play area (Min 85/24).
  - ii) To note response from the Wiltshire Association of Local Councils (WALC) re clarification on procurement procedures in relation to Contract Finder (Min 86(b)(ii)/24).
  - iii) To note response from Youth Football Organisation re additional marking out of 11 aside pitch. (Min 87(a)/24)
  - iv) To note response from Wiltshire Air Conditioning Services re Legionnaires query about the ventilation system in the games room in Bowerhill Pavilion (Min 87(f)/24).
  - v) **Defibrillator inside Bowerhill Village Hall.** To consider taking this device off-line (Min 92(b)/24).
- c) To receive update on **play area** legal transfers and approve if received (Pathfinder Place, Berryfield, Kestrel Court).
- d) **Bowerhill Sports Field.**
  - i) To consider correspondence from youth organisation on booking arrangements.
  - ii) To note the parish council have been unsuccessful in their grant application to SUEZ and consider a way forward.
- e) **Shurnhold Fields.** To receive update on car park/entrance improvement project and flood alleviation scheme and consider a way forward.
- f) **Community Action Whitley & Shaw Community Emergency Group (CAWS CEG).** To consider donating the parish council's sack truck to CAWS CEG.
- g) **Allotments** To consider a request to put chickens on a vacant allotment at Berryfield allotments.

## 12. Highways

- a) To approve the **Highway & Streetscene Committee** minutes of 22 July 2024.
- b) To formally approve the recommendations of the **Highway & Streetscene Committee** minutes of 22 July 2024.
- c) **Local Cycling and Walking Infrastructure Plan (LCWIP).** To approve the

response to the consultation on improved networks.

- d) **Proposed Traffic Regulation Order Various Roads, Melksham & Melksham Without (40mph Speed Limit) Order 2024.** To note reply from Wiltshire Council (Full Council 17 June (Min 76(a)/24)).

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

- a) **Age UK.** To receive update and consider Quarter 1 Report for 2024/25.
- b) **Wiltshire Explore App.** To receive update following recent meetings.
- c) **Future Cemetery provision.** To receive responses from Wiltshire Council (if received) and churches within the parish and consider invitation from Melksham Town Council to join a Future Cemetery Provision Working Group.
- d) **Wiltshire Police & Crime Commissioner** Shaping Future Policing in Wiltshire. To consider a response to the survey (closing date 2 August).
- e) **Safety of Lithium ion batteries and e-bikes and scooters.** To consider supporting House of Lords Bill on safety of lithium ion batteries and their disposal.

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

- a) **Briefing Note 24-15, Local Nature Recovery Strategy 2.** To consider a response to the on-line interactive survey (available until 9 August)



[Home](#) > [Our roads](#) > [South West](#) > A36 Limpley Stoke carriageway repairs and stabilisation

# A36 Limpley Stoke carriageway repairs and stabilisation

We're carrying out essential safety improvements on the A36 Warminster Road near Limpley Stoke to stabilise the embankment and keep the carriageway safe.

**Start date** August 2024

**End date** Spring 2025

**Cost**

[Latest updates](#)

[Overview](#)



## Latest updates

11 July 2024

### Work to start in August

The A36 Warminster Road will be fully closed between Limpley Stoke and Monkton Coombe from **Monday 12 August 2024 til spring 2025**.

Please plan ahead, follow the signed diversions, and leave plenty of time for your journeys.



Access to properties within the closure will be maintained, and our traffic marshals will be there to help out and make sure things run smoothly.

## What we're doing

We'll be working to stabilise the embankment by the southbound carriageway. By taking care of this now, we're preventing further issues and keep the main carriageway safe.

We understand that road closures are frustrating. By fully closing the road, we can get this scheme done safely and quickly, causing less disruption overall.

## Project information

### + [Overview](#)

### + [Benefits](#)

### — [Diversions and access](#)

The A36 Warminster Road will be fully closed between Limpley Stoke and Monkton Coombe from Monday 12 August 2024 to spring 2025.

A diversion will be in place for northbound traffic via the A350 and A4. For taller vehicles, please use the A350, M4, M32, A4174, A4 and A36. Southbound traffic should follow the same routes in reverse. *(Please note this has been updated).*

[A36 Limpley Stoke – northbound diversion](#)

[A36 Limpley Stoke – southbound diversion](#)

[A36 Limpley Stoke – HGV diversion](#)

While work is carried out, access will be maintained to properties within the closure, with traffic marshals on hand to help. We'll be unable to allow vehicles to pass through our working area, so for access to properties south of Chatleigh House, please approach from Limpley Stoke, and for properties north of Waterhouse Lane, please approach from the Claverton direction.



## [Traffic information](#)

Information about scheduled roadworks and events on our motorways and major roads.

## Contact us

[info@nationalhighways.co.uk](mailto:info@nationalhighways.co.uk)

[0300 123 5000](tel:03001235000)



[View X profile for - @HighwaysSWest](#)

[Manage your cookie preferences](#) to view the content on this page

## EXTRACT FROM MODEL STANDING ORDERS

### 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£40,000 excluding VAT** due to special circumstances are exempt from a tendering process or procurement exercise.

**MINUTES of the Full Council Meeting of Melksham Without  
Parish Council held on Monday 17 June 2024 at Melksham Without Parish  
Council Offices, Melksham Community Campus (First Floor), Market  
Place, Melksham, SN12 6ES at 7.00pm**

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

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

**In attendance:** Wiltshire Council Nick Holder (Bowerhill) (for part of meeting) and 5 members of public

**63/24 Welcome, Announcements & Housekeeping**

Councillor Glover welcomed everyone to the meeting and informed those present of the evacuation procedures in the event of a fire and that the meeting was being recorded and would be published on YouTube but deleted once the minutes were approved. The following announcements were made:

- a) Following the announcement of a General Election on 4 July, Councillors were reminded of a period of political heightened sensitivity before the election.
- b) To note that following the resignation of Councillor Andy Russell, as 10 electors did not come forward requesting an election by 17 May, the Parish Council will co-opt to fill a casual vacancy in Bowerhill Ward later in the meeting.
- c) Catesby Estates have informed the parish council they are resubmitting their planning application for 300 dwellings at Snarleton Farm later in the Summer. Leaflets will be going out to residents this Friday advertising their pre application consultation.
- d) The Asset Management Committee meeting and site visit will now take place on Monday 1 July, with the Planning Committee now moved to 8 July from 1 July as previously notified.

**64/24 a) To receive apologies and consider approval of reasons given**

Apologies were received from Councillor Chivers who had a hospital appointment and Councillor Doel who was feeling unwell.

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

**65/24 Invited Guests:**

Standing Orders were suspended to allow Wiltshire Councillor Holder to

address the Council.

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

Wiltshire Councillor Holder informed the meeting he had written to Catesby Estates regarding their proposal to re-submit plans for 300 dwellings at Snarlton Farm highlighting that the site had not been allocated in the draft Local Plan or the reviewed draft neighbourhood plan (JMNP2). As Catesby Estates had previously stated they had withdrawn their application due to changes to the National Planning Policy Framework (NPPF) with regard to the land supply figure coming down from 5 years to 4 years he had highlighted in his response that Wiltshire Council can demonstrate they have a 4.2-year land supply and expressed disappointment this application had come forward at this particular time.

Wiltshire Councillor Holder congratulated the parish council on their perseverance in getting real-time information (RTI) installed on bus shelters and was delighted to see it installed on the bus shelter on Mitchell Drive, Bowerhill and was informed RTI was due to be installed on 2 other bus shelters in Bowerhill shortly.

Councillor Pafford sought guidance from Wiltshire Councillor Holder when the new roundabout on Spa Road was due to be completed.

Wiltshire Councillor Holder explained he understood works were still on schedule with some night time closures and diversions taking place in the next couple of weeks as well as off-peak day time traffic lights in order to complete the works.

Standing Orders were reinstated.

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

Wiltshire Councillor Alford was assumed to be attending the Full Council meeting of Melksham Town Council.

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

Wiltshire Councillor Seed had submitted a report, which Members noted.

**66/24 a) To receive Declarations of Interests**

As Chair and member of Berryfield Village Hall Trust respectively, Councillors Holt and Wood declared an interest in item 13b regarding

Berryfield Village Hall Section 106 Side Agreement relating to funding for the maintenance of the public art work.

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

None received.

**67/24** 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 (10d, 12b, 13a, 13b, 13d)) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

10(d): Suggested draft to Wiltshire Council re s106 funding for Buckley Gardens. Reason: beginnings of a legal agreement.

12(b): Staffing.

13(a): Legal agreements for play area transfers. However not received yet, therefore, this item is deferred.

13(b): Berryfield Village Hall. Reason: Legal agreement for transfer of s106 funds from Wiltshire Council to the parish council.

13(d): Bowerhill Sports Field. Reason: Contractual agreement.

**Resolved:** For items 10(d), 12(b), 13(b) and 13(d) to be held in closed session for the reasons given.

**68/24 Public Participation**

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

**Chris Griffiths**

Chris explained he had moved to the parish 3 months ago and had previously stood as a town and parish councillor elsewhere and felt it was important to put your name forward if these opportunities arose and to get involved in the community and serve the council.

Councillor Glover invited questions from Members.

Q: Apart from previous experience what skills could you bring to the council?

A: Work for a facilities management company in a national role and learnt a lot about working with key stakeholders, been in finance and looked after green spaces.

Q: What is your work life balance?

A: Have a national contract to look after and whilst away can be at home often and therefore flexible.

Q: How much do you know about the parish?

A: As only just moved in, will be honest and do not know that much at present, but did watch recent meeting on Zoom.

Q: Whilst vacancy may be in Bowerhill ward, aware will be making decisions about other areas?

A: Yes, aware of larger parish area.

### **Anne Sullivan**

Anne explained she was originally from Worrall, Merseyside and moved to Bowerhill in 2003. Has done a lot of volunteer work locally. Work as senior manager at Ministry of Defence and aware of challenges of handling tax payers' money and all the resources which goes with this. Worked in several roles such as operational HR, specialist HR, project management, IT security, data protection, strategy, ran sites and infrastructure, safety, managed PFI contracts. Have a high level of security and used to working in a confidential environment. Quite outgoing and likes to get involved in the community.

Councillor Glover invited questions from Members.

Q: What is your work life balance?

A: Whilst have a full-time job, I am quite flexible and have looked at times of meetings and can work around them and not away that often.

Councillor Glover informed the meeting Jacqui Shearing was away on holiday and therefore could not attend the meeting. Alex Jones whilst on her way to the meeting had not yet arrived and sought a steer from the Clerk how to proceed, with the Clerk informing the meeting that was a decision for themselves at which point Alex Jones arrived and apologised for her lateness to the meeting.

### **Alex Jones**

Alex explained she was new to the parish, a business owner and mum and wanted to make the parish a really good place for her son to grow up in.

Councillor Glover invited questions from Members.

Q: What is work life balance and how would it fit in with the council?

A: Husband works from home and can provide support, I also have plans to scale back work.

Q: What skills can you bring to the council?

A: I am very organised and set up Residents Association for Pathfinder Place.

Standing Orders were reinstated.

## **69/24 Co-option of new Member for Bowerhill Ward Casual Vacancy**

### **a) To note procedure for co-option**

Councillor Glover reminded Members of the voting procedure, in that a candidate needed to receive over 50% of the votes with Members taking a vote on all candidates in the first instance and if there were no candidates with over 50% majority, the candidate with the lowest votes would be removed from the list and voting would start again.

### **b) To consider applications for co-option of new Councillor and Appoint**

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

|                  |          |
|------------------|----------|
| Chris Griffiths: | No Votes |
| Alex Jones:      | No votes |
| Jacqui Shearing: | No votes |
| Anne Sullivan:   | 9 Votes  |

Councillor Glover thanked those who had come forward for co-option.

**Resolved:** To duly appoint Anne Sullivan as Councillor for the Bowerhill Ward.

3 members of public left the meeting at this point.

### **c) The newly appointed Councillor to sign a declaration of office and join the meeting.**

**Resolved:** Councillor Anne Sullivan signed her declaration of office form, which was countersigned by the Clerk.

### **d) To appoint newly appointed Councillor to vacancies on committees and working parties**

**Resolved:** Councillor Sullivan to be appointed to the Staffing Committee and Road Safety Working Group.

## 70/24 Standing Orders

The Clerk advised that the Finance Committee who met on 20 May, had reviewed the new model National Association of Local Councils (NALC) Financial Regulations and tailored them to reflect the practice of the parish council. NALC had not updated their model Standing Orders to suit, and therefore the Standing Order 18(a)(v) needed to be amended to align with the proposed financial regulation 5.7

**18. Financial Controls and Procurement** a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangement in respect of the following:  
v) whether contracts with an estimated value below £30,000 due to special circumstances are exempt from a tendering process or procurement exercise

**Resolved:** To amend the value in Standing Order 18(a)(v) from £30,000 to £40,000 excluding VAT to match Financial Regulation 5.7.

To adopt the Melksham Without Parish Council Standing Orders stood down from the Annual Council meeting on 13 May 2024 following amendments.

## 71/24 To approve the Minutes of the Annual Council Meeting held on 13 May 2024.

A few minor typing errors had been noted, but did not change the context of the minutes.

The Clerk noted Councillor Pafford was listed as a Melksham Oak representative on the Governing Body, however, this had been disbanded and sought a steer if Members wish this to be taken out of the minutes.

Councillor Wood queried if at the time of the meeting, Councillor Pafford was in post and suggested if not to amend the minutes accordingly.

**Resolved:** To approve and for the Chair to sign the Annual Council minutes of 13 May 2024.

## 72/24 Planning

**a) To approve the Planning Committee Minutes of 10 June 2024 and Confidential Notes to accompany the minutes.**

The Clerk, having only just had an opportunity to read the minutes as she had been off sick, noted the trees relating to the Tree Preservation order for land off Beanacre Road (Min 55(b)/24) had been listed in the minutes, however, Members had highlighted at the meeting this information was not available and therefore sought a steer from Members if they were happy

for this information to be included in the minutes as it provided a record of what was included in the Tree Preservation Order.

As Chair of the Planning Committee, Councillor Wood informed the meeting he was happy for this information to remain in the minutes.

The Clerk also noted the resolution under Min 61(b)/24 should be a recommendation, there was also one minor typing error.

**Resolved:** With the suggested amendment above, to approve and for the Chair to sign the Planning Committee minutes of 10 June 2024 and Confidential Notes to accompany the minutes.

**b) To formally approve the Planning Committee recommendations of 10 June 2024**

With regard to minute 58(c)/24 re cumulative effect of solar farms whilst Members approved the recommendation, in light of recent planning applications for battery storage facilities, it was asked if this could also be included within policy 2 of the revised draft Neighbourhood Plan (JMNP#2) relating to Local Renewable and Low Carbon Energy. Following debate, it was:

**Resolved:** To approve the recommendations of the Planning Committee of 10 June 2024 and as part of recommendation 58/24c to ask that the Steering Group also look at the cumulative effect of all possible infrastructure and connectively to the National Grid Melksham sub-station at Beanacre.

**c) To formally approve draft Neighbourhood Plan (JMNP2), modification statement, evidence documents and community consultation statement for Regulation 14(B) consultation, as a Qualifying Body**

Councillor Glover informed the meeting that only the “significant changes” to the site allocations and the removal of the green gap on land south of Western Way (following approval at appeal of planning application PL/2022/08504 on land south of Western Way for 210 dwellings and a 70-bed care home) were being consulted on. All other comments that had been submitted (nearly 1000) had been banked for review of the submission version of the plan. A late evidence paper had been received that afternoon with one other evidence paper still to come, with both relating to capacity and viability at the former Cooper Tires site. However,

this still gave time to review before publication and submission to Wiltshire Council as part of the formal consultation procedures.

The Clerk had suggested approval of the additional evidence documents be given to Councillor Pafford as Chair of the Steering Group in conjunction with herself with support/advice from Place.

Councillor Richardson explained whilst accepting the principle of the draft neighbourhood plan, he had concerns regarding the housing numbers and sought some clarification to go into the plan to make it more descriptive of what the plan was trying to do and make it clearer why the housing allocation was larger than required in the Local Plan. He also felt the numbers that were being quoted from the Local Plan were not quite right, however, he could deal with his concerns by providing a response to the consultation.

Councillor Pafford explained the supporting documents of the draft Neighbourhood Plan had gone to great length to explain why the land south of Western Way had been included in the plan and there was also an explanation of the number of dwellings at the former Cooper Tires site.

With regard to the housing allocation in the draft Local Plan, Councillor Pafford explained the council's objections to the allocation had been lodged with Wiltshire Council and meetings held. It was understood that Wiltshire Council had not changed their mind on the housing allocation for Melksham, but the Parish Council could continue to make the point.

Councillor Richardson accepted the parish council could not go through a process to challenge the figures, however, felt the housing allocation quoted in the draft neighbourhood plan (JMNP2) was wrong. In terms of the narrative accepted there was a lot of information of why the allocations had been chosen and accepted this. However, he felt a simple statement explaining the plan's purpose in allocating a number of houses it has to, as stated in the draft Local Plan and to explain in addition to this making some proposals for the Cooper Tires and Library site would be helpful as some people may be confused and think more housing was being allocated than needed to be.

Councillor Glover explained some of Councillor Richardson's points could be dealt with, if it needed to be, outside of the parish council approving the plan and evidence documents.

The plan had been approved by the Steering Group and was also being considered for approval by the Town Council that evening, therefore changes to the draft plan for consultation could not be made at this stage as they would not have gone through the planning consultants or steering group, and would be different to the version being considered by the town council this evening. However, there was still opportunity for changes in the submission version going to Wiltshire Council in due course, including those regarding renewable energy etc. With regard to communications

about explaining the increase in housing numbers, this could go into the communications going out, such as the Melksham News adverts.

Whilst accepting the explanation above, Councillor Richardson explained the community he represented would not necessarily understand why the numbers had changed, notwithstanding the explanations in the evidence documents.

As the consultation drop-in sessions were prior to the next Full Council meeting, the Clerk provided the dates as follows:

Friday, 19 July, 4.00pm-7.00pm at Melksham Campus  
Saturday, 20 July, 11.00am-2.00pm at Shaw Village Hall  
Tuesday, 23 July, 5.00pm-8.00pm at Bowerhill Village Hall

Councillor Baines noted in the Sustainability Assessment on page 383 it stated a 2028 date and queried if this should be 2038. The Clerk agreed to investigate and asked if anyone else spotted any errors to let her know as soon possible.

**Resolved:** To formally approve, as a Qualifying Body, the draft Neighbourhood Plan JMNP2 and modification statement, evidence documents and draft community consultation statement for Regulation 14(B) consultation.

To delegate approval of the latest evidence documents on the capacity and viability of the former Cooper Tires site, to Councillor Pafford and the Clerk prior to publication and submission to Wiltshire Council, with support from Place Studio.

**d) S106 Agreement for Buckley Gardens (20/01938/OUT). To consider request to Wiltshire Council for use of pooled s106 highway funds (Arising from Min 16(d)/24)**

**HELD IN CLOSED SESSION.**

The Clerk explained the Highway Officer had responded to her correspondence sent earlier in the year regarding highway funding, but felt the response received did not help in answering the questions raised by this council.

Councillor Glover sought a steer from Members to see if they were happy with the suggested wording to submit to Wiltshire Council regarding highway funding.

**Resolved:** To approve the wording as suggested by the Clerk.

## 73/24 Finance

### a) To approve the Finance Committee Minutes of 20 May 2024

**Resolved:** To approve and for the Chair to sign the Finance Committee minutes of 20 May 2024.

### b) To formally approve the recommendations of the Finance Committee meeting of 20 May 2024

Councillor Glover as Chair of Council declared an interest in Min 34/24 regarding the Chairman's Allowance but as this item was deferred, he remained in the room when this recommendation was approved.

**Resolved:** To formally approve the recommendations of the Finance Committee meeting held on 20 May 2024.

### c) Insurance Cover

#### i) To note the renewed Council's Insurance cover at a cost of £4,481.15 Arising from Min 26(b)/24

**Resolved:** To note the Council's insurance cover was renewed at a cost of £4,481.15.

#### ii) To note the renewed Council's Cyber Cover and correspondence. Arising from Min 26(b)/24

**Resolved:** To note the Council's cyber cover had been renewed and clarification received from the Council's IT consultant following questions raised by the Council's insurers.

### d) To receive feedback from Councillor Franks following Internal Control visit (22 May)

Councillor Franks provided feedback on his internal control visit having noted during the visit everything was organised with information readily available and all relevant documentation signed and approved.

### e) To note information on Accounting and Audit: Year End Process

**Resolved:** To note.

### f) To note Internal Auditor's final report for year ending 31 March 2024

**Resolved:** To note the final Internal Auditor's report prepared by IAC Audit & Consultancy Ltd for the year ending 31 March 2024.

**g) To consider, approve and sign Section 1 of the External Audit Annual Return for year ending 31 March 2024 (Governance Statement)**

The Clerk explained the Finance Committee on 20 May 2024 had reviewed all the supplementary information with regard to requirements under each question and confirmed the Parish Council had met all these. The Finance Committeeman recommended that the Council answer 'yes' to the questions posed (1-8), noting that question 9 did not apply as the Council had no trust funds. The Council as a Corporate body had to approve the External Audit Annual Return Governance Statement – Section 1 and Accounts Statement - Section 2.

**Resolved:**

1. The Council answered "Yes" to questions 1-8 on the Section 1 (Governance Statement) of the External Audit Annual Return for the year ending 31 March 2024, which was subsequently approved and signed by the Chairman and the Clerk.

**h) To approve and sign Section 2 of External Audit Annual Return for year ending March 2024 (Accounts Statement).**

As the Responsible Finance Officer, the Clerk had signed Section 2, the Accounting Statements, to certify them prior to being reviewed by Members. The Finance Committee on 20 May 2024 having looked at all the detail had recommended approval by the Full Council.

**Resolved:** To approve and Councillor Glover as Chair to sign Section 2 of the External Audit Annual Return for the year ending 31 March 2024.

**i) To approve and sign Year End Accounts & Statement for year ending 31 March 2024**

**Resolved:** To approve and for Councillor Glover and the Clerk to sign the Year End Accounts & Statement for year ending 31 March 2024.

**j) To adopt the Melksham Without Parish Council Financial Regulations (following review by the Finance Committee 20 May 2024)**

The Clerk explained the changes to the Financial Regulations were recorded in the Finance Committee minutes of 20 May 2024 and were based on the new model from the National Association of Local Councils (NALC) and tailored to fit Melksham Without Parish Council.

**Resolved:** To adopt the Melksham Without Parish Council Financial Regulations as per the revised version by the Finance Committee on 20<sup>th</sup> May 2024.

**k) To note Receipts & Payments reports for May**

**Resolved:** To note the Receipts & Payments reports for May.

**l) To seek cheque signatories/online authority for June and July payments**

**Resolved:** For Councillors Pafford and Baines to be cheque signatories/online authority for June with Councillors Holt and Wood as cheque signatories/online authority for July.

**m) To approve Bank Account and Fund Transfers**

**Resolved:** To transfer £9,000 from the Lloyds current account to Unity current account and to transfer £63,000 (£23,000 in June and £40,000 in July) from the CCLA account to the Unity current account and for Councillors Wood and Holt to sign the CCLA transfer form for £23,000 straight after the meeting.

**74/24 Staffing**

**a) To approve the Minutes of the Staffing Committee meeting held on 20 May 2024.**

**HELD IN CLOSED SESSION**

**Resolved:**

1. To approve and for the Chair to sign the Staffing Committee minutes of 20 May 2024.
2. To note that the Confidential Notes to accompany the minutes have been agreed by the Staffing Committee members present at the meeting, by email, and will be signed by the Chair of the Staffing Committee and stored securely, and separately from the other Confidential Notes. To retain staff confidentiality and “untainted” members of council in case of a future appeal.

**b) To appoint working party to deal with current Staffing matter and take next steps.**

**HELD IN CLOSED SESSION**

**Resolved:**

1. To set up a Staffing Working Party comprising of the Staffing Committee, excluding the Chairman as per Standing Orders, (Councillors Alan Baines, David Pafford, Shona Holt, Robert Shea-Simonds and Anne Sullivan) to review the employee’s Occupational Health report and its recommendations and agree next steps; with

delegated powers to progress with the staff member.

2. The Working Party to have a quorate of 3.

## **75/24 Asset Management**

### **a) To receive update on play area legal transfers and approve if received (Pathfinder Place, Berryfield, Kestrel Court).**

The Clerk expressed frustration that the draft legal transfers had not been received despite chasing.

### **b) Berryfield Village Hall**

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

It was explained that Wiltshire Council were holding the maintenance part of the Bowood View s106 public art money and the contingency (£3,800), however, the parish council felt this should sit with the Berryfield Village Hall as they would be maintaining the artwork on the side of the building. The parish council had been asking for these funds to be transferred for some time and Wiltshire Council had drawn up a side agreement for the s106 funding for the parish council to approve. Whilst the final copy from Wiltshire Council's solicitors had not yet been received, the Clerk did have a draft copy from the public art officer and asked members to approve this draft and give delegated powers for signing and sealing of the final legal agreement.

The Clerk advised that it did not seem appropriate to spend legal fees on a similar agreement for transfer of the funds to the Berryfield Village Hall Trust, due to the relatively small amount involved and suggested that the parish council hold the funds in an earmarked reserve that the Village Hall management committee could apply for as and when required.

**Resolved:** To approve (as long as no changes) the Section 106 Side Agreement relating to maintenance of public art work for transfer of outstanding funds from Wiltshire Council to Melksham Without Parish Council.

To delegate to any two councillors called upon to sign the agreement in the presence of the Clerk and seal the document once received.

For the parish council to keep the funding received in an earmarked reserve and for the Berryfield Village Hall to apply for funds as and when maintenance works are required.

### **c) Shurnhold Fields**

Given the current workload and lack of skill set related to the project, the Clerk explained at a meeting with Wiltshire Council's Principal Drainage

Engineer and their project manager regarding the flood alleviation scheme for Shurnhold Fields, a suggestion had been made that Wiltshire Council take control of the car park and entrance project (as long as the Council were willing) and therefore covered by their project manager and flood drainage consents etc.

The Clerk explained the Town Council were yet to write to the residents adjacent to Shurnhold Fields regarding the flood alleviation project, with Councillor Glover agreeing to raise this when he met with the Town Mayor.

**Resolved:** To agree in principle in Wiltshire Council taking on the entrance and car park project, if Wiltshire Council come forward formally offering to take this project.

**d)C Bowerhill Sports Field. To consider way forward with future bookings**

**HELD IN CLOSED SESSION**

**Resolved:** For officers to inform this specific hirer that booking forms and payment must be received a month in advance in order to secure their bookings.

**76/24 Highways**

**a) Proposed Traffic Regulation Order Various Roads, Melksham & Melksham Without (40mph Speed Limit) Order 2024.**

Confusion was expressed as one document referred to 40mph proposals relating to Eastern Way and another referred to Rocket Road.

**Resolved:** To support and welcome the 40mph speed limit on the whole of Eastern Way and to seek clarification why the new stretch of road is referred to as Rocket Road, stating the parish council would prefer to see the whole length of road from Sandridge Road (A3102) and Spa Road known as Eastern Way.

**b) Active Travel funding for Melksham.**

Following a recent announcement in the press Melksham had been awarded funding from central Government for Active Travel, clarification had been sought from Wiltshire Council. Councillor Tamara Reay, Cabinet Member for Transport and Assets clarified the £35,000 funding for Melksham was allocated to the development of the town's Local Cycling and Walking Infrastructure Plan (LCWIP) and came from Active Travel England's Capability Fund.

## **77/24 Community projects/partnership organisations**

### **a) Age UK**

Councillor Glover explained the Clerk had fed back to Age UK that on their quarterly reporting the parish council wanted to see the number of people helped split between Melksham and Melksham Without.

It was explained the parish council was currently using the General Power of Competence as the legal power for this project. However, as local elections were being held the following year, the council may not meet the eligibility of this moving forward, as it was dependent on 80% of councillors being elected. There was no specific power that could be used, and therefore the council would have to use the s137 provision under the 1972 Local Government Act; which was capped at a maximum amount. As this is what the council would also use for many grants the parish council just need to be aware of this moving forward.

**Resolved:** To approve the Age UK Service Level Agreement for the provision of a dedicated part time Support Worker for the parish in 2024/25.

### **b) Melksham Railway Group**

Correspondence had been received from Graham Ellis asking if the £300 grant funding that the Melksham Railway Group received from the parish council could be transferred to the West Wiltshire Rail User Group now the groups had amalgamated with the West Wilts group being the new name of the organisation.

**Resolved:** To approve the request.

### **c) Melksham Transport User Group.**

Members noted the update from Melksham Transport User Group.

### **d) Wiltshire Explore App**

The Clerk explained volunteers had put the WW1 Walk on the App with several places also put on the App in the Melksham Without area. Residents will be able to find out interesting facts via the App whilst out and about, this included the option of notifications if walking past a place of interest, via notifications). The next stage in the project would be to include public art in area on the App; before moving to publication.

### **e) Future Cemetery provision and consider joining a Future Cemetery Provision Working Group.**

Members noted the responses from St Barnabas Church and Shaw Church on cemetery provision.

The Clerk explained St Barnabas Church currently had 40 spaces available with no plans to expand and had been asked to clarify if there was a tie to the church and/or Beanacre. Shaw Church had not stated if they had spaces available, however, provision was tied to the church or people living in the villages of Shaw and Whitley. Whilst Wiltshire Council had been contacted a response had yet to be received.

The Clerk suggested it might be worth contacting West Wiltshire Crematorium in Semington to see what space they had available for those who wished to bury ashes.

**f) Wiltshire Council Re Flooding.**

Members noted the update from Wiltshire Council on the Department for Environment, Food & Rural Affairs (DEFRA) Property Flood Resilience Repair Grant Funding following recent storms in the County.

**78/24 What have we done to meet the Climate Friendly agenda**

**a) To consider response from Wessex Water regarding sewage overflows into the watercourse in the parish (Full Council Min 516(a)/23)**

Having contacted Wessex Water, Members noted their response regarding sewage overflows locally with an offer to meet both the parish council and the town council to tour one of their Water Recycling Centres.

Councillor Baines noted it was an historic failure of the planning system in previously allowing storm water into the foul drains often overloading the system.

It was queried when this practice stopped, with it understood anything built before the 1950s/60s went into the storm drain.

**Resolved:** To consider a visit to a Water Recycling Centre later in the year.

Meeting closed at 9.23pm

Signed: .....  
Chair, Full Council, 29 July 2024

Date: 04/06/2024

**Melksham without Parish Council Current Year**

Page: 211

Time: 13:53

**Cashbook 1**

User: MR

**Current Account & Instant Acc**

For Month No: 2

**Receipts for Month 2****Nominal Ledger Analysis**

| Receipt Ref                     | Name of Payer         | £ Amnt Received  | £ Debtors   | £ VAT       | A/c  | Centre | £ Amount         | Transaction Detail             |
|---------------------------------|-----------------------|------------------|-------------|-------------|------|--------|------------------|--------------------------------|
| <b>Balance Brought Fwd :</b>    |                       | <b>19,186.55</b> |             |             |      |        | <b>19,186.55</b> |                                |
| V3903-BGC                       | Banked: 02/05/2024    | <b>2,083.98</b>  |             |             |      |        |                  |                                |
| V3903-BGC                       | HM Revenue & Customs  | 2,083.98         |             |             | 105  |        | 2,083.98         | VAT Refund                     |
| V3904-BACS                      | Banked: 07/05/2024    | <b>35.00</b>     |             |             |      |        |                  |                                |
| V3904-BACS                      | Allotment Holder      | 35.00            |             |             | 1310 | 310    | 35.00            | RELET plot 4a Berryfield       |
| V3905-BACS                      | Banked: 07/05/2024    | <b>330.00</b>    |             |             |      |        |                  |                                |
| V3905-BACS                      | Future of Football    | 330.00           |             |             | 1210 | 210    | 110.00           | Inv.412- Easter Camps-9th Apr  |
|                                 |                       |                  |             |             | 1210 | 210    | 110.00           | Inv.412- Easter Camps-10th Apr |
|                                 |                       |                  |             |             | 1210 | 210    | 110.00           | Inv.412- Easter Camps-11th Apr |
| V3906-BACS                      | Banked: 13/05/2024    | <b>35.00</b>     |             |             |      |        |                  |                                |
| V3906-BACS                      | Allotment Holder      | 35.00            |             |             | 1310 | 310    | 35.00            | RELET plot 16a Berryfield      |
| V3907-BACS                      | Banked: 13/05/2024    | <b>1,682.45</b>  |             |             |      |        |                  |                                |
| V3907-BACS                      | Melksham Town Council | 1,682.45         |             |             | 1480 | 170    | 1,682.45         | Inv.420-70% share for NHP      |
| V3910-BACS                      | Banked: 23/05/2024    | <b>132.00</b>    |             |             |      |        |                  |                                |
| V3910-BACS                      | FC Devizes United     | 132.00           |             |             | 1210 | 210    | 132.00           | Inv.416- April pitch hire      |
| V3911-BACS                      | Banked: 23/05/2024    | <b>209.00</b>    |             |             |      |        |                  |                                |
| V3911-BACS                      | Future of Football    | 209.00           |             |             | 1210 | 210    | 209.00           | Inv.417 (part) April pitch boo |
| V3912-BACS                      | Banked: 23/05/2024    | <b>38.50</b>     |             |             |      |        |                  |                                |
| V3912-BACS                      | Future of Football    | 38.50            |             |             | 1210 | 210    | 38.50            | Inv.419- 24 April 11 aside pit |
| V3913-BACS                      | Banked: 23/05/2024    | <b>297.00</b>    |             |             |      |        |                  |                                |
| V3913-BACS                      | Future of Football    | 297.00           |             |             | 1210 | 210    | 297.00           | Inv.422- May 24 usage          |
| <b>Total Receipts for Month</b> |                       | <b>4,842.93</b>  | <b>0.00</b> | <b>0.00</b> |      |        | <b>4,842.93</b>  |                                |
| <b>Cashbook Totals</b>          |                       | <b>24,029.48</b> | <b>0.00</b> | <b>0.00</b> |      |        | <b>24,029.48</b> |                                |

Date: 04/06/2024

**Melksham without Parish Council Current Year**

Page: 212

Time: 13:53

**Cashbook 1**

User: MR

**Current Account & Instant Acc**

For Month No: 2

**Payments for Month 2**

**Nominal Ledger Analysis**

| <u>Date</u>                     | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u>    |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|------------------------------|
| 15/05/2024                      | Daisy (Onebill)   | V3908-DD         | 45.29               |                    | 7.55         | 4384       | 220           | 37.74           | Inv.280- Pavilion wifi       |
| 15/05/2024                      | Daisy (Onebill)   | V3909-DD         | 45.29               |                    | 7.55         | 4190       | 120           | 37.74           | Inv.279-Office wifi          |
| 22/05/2024                      | Unity Bank        | V3894-6188       | 11,000.00           |                    |              |            | 220           | 11,000.00       | 035-Transfer Lloyds TO Unity |
| <b>Total Payments for Month</b> |                   |                  | 11,090.58           | 0.00               | 15.10        |            |               | 11,075.48       |                              |
| <b>Balance Carried Fwd</b>      |                   |                  | 12,938.90           |                    |              |            |               |                 |                              |
| <b>Cashbook Totals</b>          |                   |                  | 24,029.48           | 0.00               | 15.10        |            |               | 24,014.38       |                              |

| Receipts for Month 2            |                                |                 | Nominal Ledger Analysis |       |      |        |            |                                |
|---------------------------------|--------------------------------|-----------------|-------------------------|-------|------|--------|------------|--------------------------------|
| Receipt Ref                     | Name of Payer                  | £ Amnt Received | £ Debtors               | £ VAT | A/c  | Centre | £ Amount   | Transaction Detail             |
| Balance Brought Fwd :           |                                | 393,120.92      |                         |       |      |        | 393,120.92 |                                |
| V3889-INTE                      | Banked: 02/05/2024             | 107.47          |                         |       |      |        |            |                                |
| V3889-INTE                      | CCLA Investment Management Ltd | 107.47          |                         |       | 1080 | 110    | 107.47     | Interest                       |
| V3895-CHQ                       | Banked: 20/05/2024             | 1,500.00        |                         |       |      |        |            |                                |
| V3895-034                       | Marilyn Mills                  | 1,500.00        |                         |       | 1100 | 110    | 1,500.00   | Donation B'Hill V Hall Defib   |
|                                 | Banked: 21/05/2024             | 12,000.00       |                         |       |      |        |            |                                |
| V3893-579                       | CCLA                           | 12,000.00       |                         |       | 240  |        | 12,000.00  | Transfer from CCLA TO Unity ac |
|                                 | Banked: 22/05/2024             | 11,000.00       |                         |       |      |        |            |                                |
| V3894-6188                      | Current Account & Instant Acc  | 11,000.00       |                         |       | 200  |        | 11,000.00  | 035-Transfer Lloyds TO Unity   |
| <b>Total Receipts for Month</b> |                                | 24,607.47       | 0.00                    | 0.00  |      |        | 24,607.47  |                                |
| <b>Cashbook Totals</b>          |                                | 417,728.39      | 0.00                    | 0.00  |      |        | 417,728.39 |                                |

Continued on Page 216

## Payments for Month 2

## Nominal Ledger Analysis

| Date       | Payee Name                  | Reference  | £ Total Amnt | £ Creditors | £ VAT  | A/c  | Centre | £ Amount   | Transaction Detail             |
|------------|-----------------------------|------------|--------------|-------------|--------|------|--------|------------|--------------------------------|
| 01/05/2024 | Grist Environmental         | V3896-DD   | 72.00        |             | 12.00  | 4770 | 220    | 60.00      | Inv.648-BSF Waste collection   |
| 01/05/2024 | Lamplight                   | V3874-BACS | -228.00      |             | -38.00 | 4686 | 170    | -190.00    | Database Jan-April24-ERROR     |
| 07/05/2024 | CCLA                        | V3890-610  | 150,000.00   |             |        | 240  |        | 150,000.00 | Transfer to CCLA fund          |
| 09/05/2024 | CCLA                        | V3891-177  | 100,000.00   |             |        | 240  |        | 100,000.00 | Fund transfer to CCLA account  |
| 09/05/2024 | EDF Energy                  | V3897-DD   | 174.51       |             | 8.31   | 4302 | 220    | 166.20     | Inv.010- Pavilion electricity  |
| 13/05/2024 | CCLA                        | V3892-993  | 125,000.00   |             |        | 240  |        | 125,000.00 | Fund transfer to CCLA account  |
| 16/05/2024 | Lloyds Bank PLC             | V3898-DD   | 257.82       |             | 33.32  | 4120 | 120    | 3.30       | Planning & Highway agenda post |
|            |                             |            |              |             |        | 4155 | 120    | 19.00      | Refreshments for meetings      |
|            |                             |            |              |             |        | 4155 | 120    | 17.99      | Refreshments for meetings      |
|            |                             |            |              |             |        | 4721 | 220    | 5.82       | Lock for pavilion outdoor tap  |
|            |                             |            |              |             |        | 4155 | 120    | 13.27      | Decafe coffee for meetings     |
|            |                             |            |              |             |        | 4150 | 120    | 3.83       | Stapler for office             |
|            |                             |            |              |             |        | 4250 | 120    | 6.00       | Land search- ditch letters     |
|            |                             |            |              |             |        | 4250 | 120    | 6.00       | Land search- ditch letters     |
|            |                             |            |              |             |        | 4175 | 120    | 88.20      | Office 365 subscription        |
|            |                             |            |              |             |        | 4190 | 120    | 36.90      | Office phone subscription      |
|            |                             |            |              |             |        | 4175 | 120    | 5.50       | Website domain                 |
|            |                             |            |              |             |        | 4120 | 120    | 2.70       | Full Council agenda postage    |
|            |                             |            |              |             |        | 4200 | 120    | 12.99      | Online meeting subscription    |
|            |                             |            |              |             |        | 4140 | 120    | 3.00       | Monthly fee                    |
| 24/05/2024 | Agilico                     | V3866-BACS | 54.41        |             | 9.07   | 4130 | 120    | 45.34      | Inv.285- Office photocopying   |
| 24/05/2024 | IAC Audit & Consultancy Ltd | V3867-BACS | 474.00       |             | 79.00  | 4100 | 120    | 395.00     | 1786- Year end internal audit  |
| 24/05/2024 | JH Jones & Sons             | V3868-BACS | 192.00       |             | 32.00  | 4820 | 142    | 160.00     | Inv.4157-SHF pathway cut       |
|            |                             |            |              |             |        | 347  | 0      | -160.00    | Inv.4157-SHF pathway cut       |
|            |                             |            |              |             |        | 6000 | 142    | 160.00     | Inv.4157-SHF pathway cut       |
| 24/05/2024 | JH Jones & Sons             | V3869-BACS | 2,376.56     |             | 396.09 | 4402 | 320    | 69.47      | Inv.4169-Allotment grass cutti |
|            |                             |            |              |             |        | 4400 | 142    | 477.98     | Inv.4169-Play Area grass cutti |
|            |                             |            |              |             |        | 4780 | 142    | 187.84     | Inv.4169-Play Area bin emptyin |
|            |                             |            |              |             |        | 4781 | 220    | 91.92      | Inv.4169-JSF Bin emptying      |
|            |                             |            |              |             |        | 4401 | 220    | 856.84     | Inv.4169-Pitch maintenance     |
|            |                             |            |              |             |        | 4409 | 142    | 188.65     | Inv.4169-Hornchurch grass cutt |
|            |                             |            |              |             |        | 4820 | 142    | 37.50      | Inv.4169-SHF annual cut        |
|            |                             |            |              |             |        | 347  | 0      | -37.50     | Inv.4169-SHF annual cut        |
|            |                             |            |              |             |        | 6000 | 142    | 37.50      | Inv.4169-SHF annual cut        |
|            |                             |            |              |             |        | 4405 | 220    | 49.44      | Inv.4169-JSF Hedge maintenance |
|            |                             |            |              |             |        | 4402 | 320    | 20.83      | Inv.4169-Briansfield hedge cut |

Continued on Page 217

## Payments for Month 2

## Nominal Ledger Analysis

| Date       | Payee Name                    | Reference  | £ Total Amnt | £ Creditors | £ VAT  | A/c  | Centre | £ Amount | Transaction Detail               |
|------------|-------------------------------|------------|--------------|-------------|--------|------|--------|----------|----------------------------------|
| 24/05/2024 | Open Spaces Society           | V3870-BACS | 45.00        |             |        | 4650 | 170    | 45.00    | Annual Subscription              |
| 24/05/2024 | Radcliffe Fire Protection Ltd | V3871-BACS | 163.68       |             | 27.28  | 4212 | 220    | 136.40   | 32336-Alarm & equipment servi    |
| 24/05/2024 | Vita Play Ltd                 | V3872-BACS | 5,460.00     |             | 910.00 | 4385 | 142    | 4,550.00 | Inv.4415-Safety surfacing clea   |
| 24/05/2024 | Wiltshire Council             | V3873-BACS | 5,736.67     |             |        | 4675 | 170    | 5,736.67 | Inv.180-180-Kestrel Court RTI X2 |
| 24/05/2024 | Lamplight Database            | V3874-BACS | 228.00       |             | 38.00  | 4686 | 170    | 190.00   | Database- Jan- April 24          |
| 24/05/2024 | CPRE                          | V3875-BACS | 36.00        |             |        | 4650 | 170    | 36.00    | Annual Subscription              |
| 24/05/2024 | Community Heartbeat Trust     | V3876-BACS | 114.00       |             | 19.00  | 4049 | 142    | 95.00    | 442-Paediatric pads- New Inn     |
| 24/05/2024 | Clerks & Councils Direct      | V3877-BACS | 15.50        |             |        | 4650 | 170    | 15.50    | Annual Subscription              |
| 24/05/2024 | Tollgate Security Ltd         | V3878-BACS | 84.00        |             | 14.00  | 4212 | 220    | 70.00    | 384-Replacement alarm battery    |
| 24/05/2024 | HM Revenue & Customs          | V3879-BACS | 2,447.28     |             |        | 4041 | 130    | 864.36   | Period 2- May 2024               |
|            |                               |            |              |             |        | 4000 | 130    | 511.60   | Period 2- May 2024-T             |
|            |                               |            |              |             |        | 4000 | 130    | 225.74   | Period 2- May 2024-NI            |
|            |                               |            |              |             |        | 4020 | 130    | 216.40   | Period 2- May 2024-T             |
|            |                               |            |              |             |        | 4020 | 130    | 97.08    | Period 2- May 2024-NI            |
|            |                               |            |              |             |        | 4010 | 130    | 205.20   | Period 2- May 2024-T             |
|            |                               |            |              |             |        | 4010 | 130    | 92.30    | Period 2- May 2024-NI            |
|            |                               |            |              |             |        | 4460 | 142    | 192.40   | Period 2- May 2024-T             |
|            |                               |            |              |             |        | 4800 | 320    | 11.80    | Period 2- May 2024-T             |
|            |                               |            |              |             |        | 4070 | 120    | 30.40    | Period 2- May 2024-T             |
| 24/05/2024 | Wiltshire Pension Fund        | V3880-BACS | 2,163.62     |             |        | 4045 | 130    | 1,641.61 | Period 2- May 2024               |
|            |                               |            |              |             |        | 4000 | 130    | 263.14   | Period 2- May 2024               |
|            |                               |            |              |             |        | 4020 | 130    | 131.17   | Period 2- May 2024               |
|            |                               |            |              |             |        | 4010 | 130    | 127.70   | Period 2- May 2024               |
| 24/05/2024 | Teresa Strange                | V3881-BACS | ██████       |             |        | 4000 | 130    | ██████   | May 2024 Salary                  |
| 24/05/2024 | JC Combustion Services Ltd    | V3887-BACS | 120.00       |             | 20.00  | 4212 | 220    | 100.00   | Inv.3930-Reset water heaters     |
| 24/05/2024 | Wiltshire Age UK              | V3888-BACS | 3,000.00     |             |        | 4685 | 170    | 3,000.00 | Inv.9898-MCS QTR 1- April-June   |
| 24/05/2024 | Lamplight                     | V3874-BACS | 288.00       |             | 48.00  | 4686 | 170    | 240.00   | Database April- May 24           |
| 28/05/2024 | Lorraine McRandle             | V3882-BACS | ██████       |             |        | 4020 | 130    | ██████   | May 2024 Salary                  |
|            |                               |            |              |             |        | 4120 | 120    | 3.30     | Postage for Annual Council pac   |
| 28/05/2024 | Marianne Rossi                | V3883-BACS | ██████       |             |        | 4010 | 130    | ██████   | May 2024 Salary                  |
| 28/05/2024 | Terry Cole                    | V3884-BACS | ██████       |             |        | 4050 | 142    | 47.50    | Travel Allowance                 |
|            |                               |            |              |             |        | 4051 | 142    | 39.15    | Mileage x87 miles                |
|            |                               |            |              |             |        | 4460 | 142    | ██████   | May 2024 Salary                  |
| 28/05/2024 | David Cole                    | V3885-BACS | ██████       |             |        | 4800 | 320    | ██████   | May 2024 Salary                  |
| 28/05/2024 | John Glover                   | V3886-BACS | 45.60        |             |        | 4070 | 120    | 45.60    | Chairs Allowance- May 24         |
| 30/05/2024 | Zurich                        | V3899-BACS | 4,481.15     |             |        | 4281 | 142    | 3,878.34 | Parish Insurance                 |
|            |                               |            |              |             |        | 4282 | 220    | 602.81   | Bowerhill Pavilion Insurance     |
| 30/05/2024 | Wilts Assoc of Local Councils | V3900-BACS | 108.00       |             | 18.00  | 4080 | 120    | 90.00    | Inv.4298-Cllr training x3        |
| 30/05/2024 | Arthur J Gallagher            | V3901-BACS | 417.36       |             |        | 4281 | 142    | 417.36   | Inv.829-Cyber Security insuran   |
| 31/05/2024 | Teresa Strange                | V3902/ S/O | 5.30         |             | 0.88   | 4190 | 120    | 4.42     | Reimburse out of hours mob       |

Total Salaries

£7,232.45

Continued on Page 218

|                                 |                   |             |                 |                   |
|---------------------------------|-------------------|-------------|-----------------|-------------------|
| <b>Total Payments for Month</b> | 410,654.86        | 0.00        | 1,626.95        | 409,027.91        |
| <b>Balance Carried Fwd</b>      | 7,073.53          |             |                 |                   |
| <b>Cashbook Totals</b>          | <u>417,728.39</u> | <u>0.00</u> | <u>1,626.95</u> | <u>416,101.44</u> |

| <b>Receipts for Month 2</b>     |                      | <b>Nominal Ledger Analysis</b> |                  |              |            |               |                 |                           |
|---------------------------------|----------------------|--------------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| <u>Receipt Ref</u>              | <u>Name of Payer</u> | <u>£ Amnt Received</u>         | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|                                 | Banked:              | 0.00                           |                  |              |            |               |                 |                           |
|                                 |                      |                                | 0.00             |              |            |               | 0.00            |                           |
| <b>Total Receipts for Month</b> |                      | 0.00                           | 0.00             | 0.00         |            |               | 0.00            |                           |
| <b>Cashbook Totals</b>          |                      | <u>0.00</u>                    | <u>0.00</u>      | <u>0.00</u>  |            |               | <u>0.00</u>     |                           |

Continued on Page 122

Date: 04/06/2024

**Melksham without Parish Council Current Year**

Page: 122

Time: 13:53

**Cashbook 3**

User: MR

**Fixed Term Deposit**

For Month No: 2

**Payments for Month 2**

**Nominal Ledger Analysis**

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

Receipts for Month 2

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 :           |                      | 8,834.76               |                  |              |            |               | 8,834.76        |                           |
|                                 | Banked:              | 0.00                   |                  |              |            |               |                 |                           |
|                                 |                      |                        | 0.00             |              |            |               | 0.00            |                           |
| <b>Total Receipts for Month</b> |                      | 0.00                   | 0.00             | 0.00         |            |               | 0.00            |                           |
| <b>Cashbook Totals</b>          |                      | <u>8,834.76</u>        | <u>0.00</u>      | <u>0.00</u>  |            |               | <u>8,834.76</u> |                           |

Continued on Page 28

## Payments for Month 2

## Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u>               | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|-------------|---------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
|             |                                 |                  | 0.00                |                    |              |            |               |                 |                           |
|             | <b>Total Payments for Month</b> |                  | 0.00                | 0.00               | 0.00         |            |               | 0.00            |                           |
|             | <b>Balance Carried Fwd</b>      |                  | 8,834.76            |                    |              |            |               |                 |                           |
|             | <b>Cashbook Totals</b>          |                  | 8,834.76            | 0.00               | 0.00         |            |               | 8,834.76        |                           |

## Receipts for Month 2

## Nominal Ledger Analysis

| Receipt Ref                     | Name of Payer             | £ Amnt Received   | £ Debtors   | £ VAT       | A/c | Centre | £ Amount          | Transaction Detail            |
|---------------------------------|---------------------------|-------------------|-------------|-------------|-----|--------|-------------------|-------------------------------|
| <b>Balance Brought Fwd :</b>    |                           | <b>150,000.00</b> |             |             |     |        | <b>150,000.00</b> |                               |
|                                 | <b>Banked: 07/05/2024</b> | <b>150,000.00</b> |             |             |     |        |                   |                               |
| V3890-610                       | Unity Bank                | 150,000.00        |             |             | 220 |        | 150,000.00        | Transfer to CCLA fund         |
|                                 | <b>Banked: 09/05/2024</b> | <b>100,000.00</b> |             |             |     |        |                   |                               |
| V3891-177                       | Unity Bank                | 100,000.00        |             |             | 220 |        | 100,000.00        | Fund transfer to CCLA account |
|                                 | <b>Banked: 13/05/2024</b> | <b>125,000.00</b> |             |             |     |        |                   |                               |
| V3892-993                       | Unity Bank                | 125,000.00        |             |             | 220 |        | 125,000.00        | Fund transfer to CCLA account |
| <b>Total Receipts for Month</b> |                           | <b>375,000.00</b> | <b>0.00</b> | <b>0.00</b> |     |        | <b>375,000.00</b> |                               |
| <b>Cashbook Totals</b>          |                           | <b>525,000.00</b> | <b>0.00</b> | <b>0.00</b> |     |        | <b>525,000.00</b> |                               |

Continued on Page 4

Date: 04/06/2024

**Melksham without Parish Council Current Year**

Page: 4

Time: 13:54

**Cashbook 5**

User: MR

**CCLA**

For Month No: 2

**Payments for Month 2**

**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>      |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-------------------|--------------------------------|
| 21/05/2024                      | Unity Bank        | V3893-579        | 12,000.00           |                    |              | 220        |               | 12,000.00         | Transfer from CCLA TO Unity ac |
| <b>Total Payments for Month</b> |                   |                  | 12,000.00           | 0.00               | 0.00         |            |               | 12,000.00         |                                |
| <b>Balance Carried Fwd</b>      |                   |                  | 513,000.00          |                    |              |            |               |                   |                                |
| <b>Cashbook Totals</b>          |                   |                  | <u>525,000.00</u>   | <u>0.00</u>        | <u>0.00</u>  |            |               | <u>525,000.00</u> |                                |

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

**Present:** Councillors Richard Wood (Chair of Planning); John Glover (Council Chair); David Pafford (Vice Chair of Council); Alan Baines, Martin Franks (substituting for Councillor Terry Chivers), Mark Harris and Peter Richardson

**Officer:** Teresa Strange, Clerk

**In attendance:** Wiltshire Councillor Phil Alford (Melksham Without North and Shurnhold), Wiltshire Councillor Nick Holder (Bowerhill Ward) and 10 members of public

**97/24 Welcome, Announcements & Housekeeping**

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

**98/24 To receive Apologies and approval of reasons given**

The Clerk informed the meeting she had not heard from Councillor Chivers. Councillor Franks attended as his substitute.

**99/24 Declarations of Interest**

**a) To receive Declarations of Interest**

Councillor Pafford declared a non-pecuniary interest in Planning application PL/2024/05437: 17 Park Road, Bowerhill as he had been contacted by neighbours on how to lodge an objection to the proposal, therefore would not take part in discussions on this application.

Councillor Richardson declared a non-pecuniary interest in planning application PL/2024/05566: 214 Corsham Road, Whitley as he knew the applicant.

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

None received.

**c) To note standing Dispensations relating to planning applications**

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

**100/24 To consider holding items in Closed Session due to confidential nature** *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of agenda item 13(a) & 14(c) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk advised item 13(a) relating to Confidential Notes of the Neighbourhood Plan Steering Group meeting held on 5 June did not need to be discussed in closed session now the information was in the public domain as part of the current public consultation.

Regarding item 14(c) and the meeting held on 5 June the Clerk suggested this item be held in closed session, as the landowner did not wish the information to be in the public domain as yet.

**Resolved:** To hold item 14(c) in closed session for the reason given.

**101/24 Public Participation**

Standing Orders were suspended to allow both Wiltshire Councillors Alford and Holder, as well as members of the public to speak to the committee.

**Wiltshire Councillor Phil Alford**

With regard to proposals by Lime Down Solar for a battery storage facility in Whitley, he had received a response from the Wiltshire Council's Director of Planning to concerns raised by Community Action Whitley & Shaw (CAWS) which he agreed to forward to the Clerk for information.

Following the results of the recent General Election and change in Government, they were keen to see planning reform and had issued a new Planning Statement in relation to on-shore wind developments, how this would impact Wiltshire is unclear at this stage

The new Government have also suggested they are keen on Local Plans and to re-introduce top-down targets. Having looked at the housing figures Wiltshire Council had set up to 2038 of 42,000 new homes in Wiltshire, this would broadly be in line with the annual housing target set by Government. Therefore, there should not be too much of an impact on the housing figure for Wiltshire. However, there were a number of reserved sites in the draft Local Plan, which potentially could come into play if necessary.

## **Wiltshire Councillor Nick Holder**

Wiltshire Councillor Nick Holder provided the following update:

- Public open space adjacent to the proposed new primary school on Pathfinder Way, is being progressed by the Planning Enforcement Officer who is monitoring the situation.
- Proposed Primary School, Pathfinder Way (PL/2023/080469), revisions have been made to the plans which have been agreed particularly with regard to the access point to the rear of the site, following approval of the 210 homes on land south of Western Way adjacent to the site (PL/2022/08504).
- 17 Park Road, Bowerhill (PL/2024/05437) having reviewed proposals felt there were no planning reasons to refuse this application but was in attendance to listen to the discussion.
- Snarlton Farm proposals – Catesby Estates. Having seen comments on social media, stressed Catesby were currently undertaking public consultation on their proposals and not Wiltshire Council. In his response to the consultation had expressed disappointment with their approach as the site was neither allocated in the draft Local Plan or draft Neighbourhood Plan (JMNP2). The application had also been previously withdrawn following changes to the National Planning Policy Framework (NPPF) in December 2023 with regard to the 5-year land supply issue.

### **17 Park Road, Bowerhill (PL/2024/05437)**

Several residents of Park Road were in attendance to voice their concerns at proposals for a 2-storey extension as follows:

- The applicant did not contact the nearby residents on proposals prior to submitting an application to Wiltshire Council, with residents only being made aware of proposals having received a formal letter from the Planning department at Wiltshire Council.
- The estate was built early/mid 2000s and this part of Park Road is characterised by a close-knit development of large detached houses ie not overly large plots. The density of the development has resulted in the houses being situated close together, therefore a large and particularly a 2-storey extension adjacent to existing housing can have a significant impact on houses and the quality of spaces around them if green areas or gardens are given up to further development.
- Loss of light to adjacent garden plots and homes.
- The planned extension works would make for an uncomfortable hemmed in relationship with the neighbouring properties and duly impose on the residential amenities of neighbours.

- The proposed extension would take the development further into the rear garden space than the existing building.
- The development when initially designed was laid out to give each property its own space without feeling shoe horned in and each property has its own private amenity space. This is achieved by the positioning of the houses and the plots in which they sit.
- The proposal increases the height and massing of the existing house to a point it will be unduly overbearing to adjacent properties both physically and visually.
- Due to the size and height and siting of the extension it will overshadow neighbouring properties and gardens at certain times of the day.
- Wiltshire Core Policy 57 seeks well designed development which will not impinge upon amenity of adjoining occupiers and also states: 'regard should be given to the consideration of privacy and overshadowing etc'. Therefore, given the characteristics of the proposal, there appears to be a conflict with the aim of this core policy.
- The proposed extension does not provide the house with an additional bedroom and will remain a 4-bedroom house, with a master suite, including dressing room and en-suite bathroom and provides for an additional bathroom. This will provide the house with 2 en-suite bedrooms and a bathroom for a 4-bedroom house. Whilst the desire of this level of facilities is acknowledged, the way in which this is achieved is considered to have a knock on and harmful impact to adjacent properties.
- If the large open plan kitchen/diner is desired this can be achieved in a single storey extension and remove the need for the 2-storey element and potentially have less of an impact to the loss of day light on neighbouring properties.
- Materials used, the red brick and concrete tile elevation will create an oppressive and overbearing backdrop when viewed from neighbouring properties.
- First floor windows will look directly into the adjacent neighbours' garden and property.
- Some elevations of the extension appear to be too close to existing properties than planning rules allows.
- A single storey extension which is more common in the area and/or a loft conversion would be more suitable.

**Kays Cottage, 489 Semington Road (PL/2024/04135: Certificate of Lawfulness existing annexe and 489a Semington Road (PL/2021/06824 Re garage and breaches of planning conditions)**

A resident of Semington Road was in attendance to speak to his concerns regarding planning application PL/2024/04135: Certificate of Lawfulness for existing separate annexe and PL/2022/04135 and concerns the garage was being used as a dwelling.

**PL/2024/04135: Certificate of Lawfulness, 489 Semington Road:  
Concerns raised as follows:**

- Previous applications for Certificate of Lawfulness have been refused by Wiltshire Council with the last application (PL/2023/02893) subsequently dismissed at Appeal by the Planning Inspectorate.
- The property has been occupied since Christmas and understand without a Certificate of Lawfulness this is illegal and have contacted Planning Enforcement on several occasions to make them aware with no response.
- There is no parking provision for the property and from a highway point of view this part of Semington Road is becoming difficult. Only recently whilst trying to overtake parked vehicles outside the property was hit by another vehicle coming from the other direction, with both vehicles losing a wing mirror. The road is used by double decker buses and is a rat run for businesses on Hampton Park West and is part of a National Cycle Network. However, is quite dangerous for cyclists who often end up using the pavement.
- Traffic calming does not work.
- Speeding is a concern with regular Community Speed Watch taking place which is appreciated.

**Planning Enforcement: 489a Semington Road and use of garage (PL/2021/06824) as a dwelling. Concerns raised:**

- The garage will never be used as such. Wiltshire Council Planning Enforcement and Wiltshire Councillor Jonathon Seed have been contacted on several occasions and breaches of conditions imposed on the application ie: it shall not be occupied at any time other than for the purpose's ancillary to the residential use of the main dwelling.
- There are no cars in the garage and it is occupied.
- If converted longer term into living accommodation this will create parking problems on Semington Road, as there is no parking provision.

The owner of 489 Semington Road informed the meeting two parking spaces were available, one for the Annexe and another one for the Coach House ie: double garage with offices above (planning application PL/2021/06824). With regard to Planning Enforcement, Wiltshire Council were in possession of all material facts of all planning permissions obtained on 489 Semington Road. He also informed the meeting he lived in the Coach House with Wiltshire Council aware of such material information for many months.

With regard to parking on Semington Road, Highways had confirmed the road is unclassified and clarified that predominantly it is a service road serving Berryfield and had no concerns about parking 3 cars in the front of the property.

The owner's wife expressed concern people had taken pictures of where they were staying at the Coach House, particularly as they had a child.

Councillor Wood explained whilst the parish council had approved the garage with office over, they had noted the garage had sliding glass door and not garage doors, with Members concerned the garage was being lived in.

The owner explained he had OCD and could not abide a garage door and stated the garage was going to be used to store a classic car, however this did not materialise. However, he had stored his own car in the garage over several months and had evidence to prove this.

### **52e Chapel Lane (Planning application PL/2023/05883: Revised Plans)**

Several residents of Chapel Lane were in attendance to voice their concerns as follows:

- The removal of existing hedgerow, contrary to previous submissions.
- The elevations on the Drainage Design plan have no height specified. If the dwellings are built higher than neighbouring properties, this could impact on their privacy.
- A revised flood risk and drainage report by Infrastruct CS Ltd stated the nearest main river watercourse was the River Avon 500m away, which is not true, there is a brook closer to the site, as well as a drainage ditch running alongside the site.
- The Drainage Report states bore holes have been undertaken on the site and established water levels at one bore hole as being 0.2m below ground level. However, even quite recently, the site has been saturated with water.
- Regarding the proposed Sustainable Urban Drainage Systems (SUDS), Guidance for Pollution Prevention updated March 2022, with regard to oil from vehicles it stated any discharge to surface water will require a Class 1 separator, however, this is not detailed in the SUDS plan.
- A sample owner manual regarding SUDS maintenance guidance has been submitted, however, this is vague and ambiguous. How will anyone ensure compliance. The report also mentions rain water harvesting in water butts, however, this assumes people will discharge this water and not let them overflow.
- Three separate entry points are proposed, how will the storm drains which will have to be driven over be reinforced.

Standing Orders were reinstated.

### **102/24 To consider the following new Planning Applications:**

[PL/2024/05175](#): Oak Tree House, Lower Woodrow, Forest. Proposed installation of ground solar photovoltaic (PV) panels.

**Comments:** No objection, however, the parish council would prefer to see the panels located within the curtilage of the residential property.

**PL/2024/05437**: **17 Park Road, Bowerhill.** Proposed Two Storey Rear Extension.

**Comments:** To object to proposals given the impact on adjacent properties with regard to loss of light, privacy and over-shadowing.

To request the planning application is 'called in' for consideration at a Wiltshire Council Planning Committee.

**PL/2024/04135**: **Kays Cottage, 489 Semington Road, Melksham.** Certificate of lawfulness for existing separate annex.

**Comments:** Noting a Certification of Lawfulness had previously been dismissed at Appeal by a Planning Inspector, this council have no further comments to make.

**PL/2024/05551**: **20 Hercules Way, Bowerhill.** External non illuminated static signage

**Comments:** No objection.

**PL/2024/05566**: **214 Corsham Road, Whitley.** Change of use of existing ancillary garage outbuilding to a single holiday let.

**Comments:** No objection as long as any queries made by the Highway Officer can be satisfactorily resolved.

**103/24 Revised/Amended Plans/Additional Information:** To comment on any revised/amended plans/additional information on planning applications received within the required **timeframe (14 days)**.

**PL/2023/05883**: **Land to the rear of 52e Chapel Lane, Beanacre.** Erection of three dwellings, with access, parking and associated works including landscaping (Outline application with all matters reserved – resubmission of PL/2022/06389)

**Comments:** The new drainage report issued does not alleviate concerns the parish council have relating to drainage and flooding and therefore objects to proposals and reiterate their previous comments made.

They also object to the removal of an established hedgerow in revised plans and hope if future plans are

submitted, proposals for the removal of the established hedgerow are not included.

The parish council also raise concern at the 3 separate access points requiring additional piping of the watercourse, which could be a source of future drainage difficulties.

Given the concerns the parish council have, the request for a call-in for the application to be considered a Wiltshire Council Planning Committee remains.

**104/24 Land off Beanacre Road, Beanacre (Revised Tree Preservation Order (TPO) – Addition of T6 Beech Tree)**

**Resolved:** To support the addition of a beech tree (T6) in the revised Tree Preservation Order (TPO/2024/00015) for Land off of Beanacre Road, Beanacre.

**105/24 Public Consultation: Snarlton Farm for 300 dwellings**

Correspondence had been received from Catesby Estates informing the parish council they proposed to resubmit a planning application for 300 dwellings at Snarlton Farm and were currently undertaking public consultation on proposals at <https://www.catesbyestates.co.uk/land/land-south-of-snarlton-farm-melksham> with a deadline for comments of 14 July

**Resolved:** To submit the following response to the public consultation:

- Loss of Greenfield site.
- The development is in the open countryside, outside the Settlement Boundary of Melksham & Bowerhill, isolated and therefore unsustainable.
- This site equates to piecemeal development and is not plan led. Wiltshire Council's current Core Strategy, and its draft Local Plan does not include this site as a strategic allocation. There is no allocation for Melksham in the adopted Wiltshire Housing Site Allocations Plan (adopted February 2020) either. Melksham's made Neighbourhood Plan (adopted July 2021), does not include this site as a housing allocation; nor does it include it in its reviewed Plan currently out for its second Regulation 14 consultation (Version B: June 2024). This version of the Neighbourhood Plan has housing allocations for at least 483 dwellings across 5 sites. The emerging Local Plan has allocations for 845 dwellings across 3 sites. This gives a total allocation of 1,328 set against a residual figure in the Melksham area of 1,120 and 68 for Shaw and Whitley (as at 31 May 2023) as set out in the draft Local Plan.

Following changes to the National Planning Policy Framework (NPPF) announced at the end of 2023, new guidance means such development can be refused, as Wiltshire Council can prove they have a 4.2-year land supply (as confirmed in a Briefing Note dated 12 June 2024) and have met the condition to have undertaken a Regulation 19 Local Plan consultation within 2 years. In addition, the Melksham Neighbourhood Plan (adopted in July 2021) now has full paragraph 14 protection until July 2026 and is currently being reviewed and is out for its second Regulation 14 consultation. In your letter to the parish council about your plans to resubmit your planning application, you explain that this change in policy context is why you withdrew the application, there has been no further change in planning policy since then.

- This site has not been allocated in the draft Local Plan and therefore this site does not form part of the strategic thinking with regard to housing and infrastructure requirements in Melksham. The site is not part of a wider strategic site bringing with it infrastructure, such as schools, medical facilities, community centre, highway improvements and a local centre etc.
- As an example of the lack of master planning across the wider area, the neighbouring site at Blackmore Farm has a current planning application for 500 houses (PL/2023/11188), with a primary school and Local Centre land with no accessibility from this proposed development. In addition, there is only one footway running along Eastern Way on its Western side and not adjacent to this development. Therefore, children wishing to access the proposed primary school at Blackmore farm will have to cross Eastern Way and cross back again.
- Proposals do not include 40% affordable housing as per the draft Local Plan requirement.
- Highway Safety Concerns:

There is the possibility of an Eastern Bypass and if the bigger highway scheme could not be afforded, Eastern Way could potentially be the Eastern route for the A350 bypass, therefore, isolating the site even further.

The impact this development will have on New Road, which is a single-track road and used as a 'rat run' to access Chippenham and the M4 via the National Trust village of Lacock including its medieval bridge which again is single track.

Consideration needs to be given to how this site could impact the new roundabout under construction in Spa Road as part of the East of Melksham extension. This route may potentially be the preferred route

by drivers to access road infrastructures North and South.

Consideration needs to be given to the provision of a roundabout on the Southern entrance to the site, as opposed to traffic lights as previously proposed in planning application PL/2023/07107, particularly as this entrance serves the larger part of the site.

Eastern Way is not well served by bus routes and would result in the reliance upon the need for travel by car, which is contrary to Core Strategy Policies 60 and 61.

- As part of the current review of the Neighbourhood Plan, AECOM has undertaken an independent Site Assessment and assessed SHELAA<sup>[1]</sup> site 3525, which includes this site, with the following comments:
  - Impact on non-statutory environmental designations: The site is adjacent to public open space (playing field), Primrose Drive Nature Area and located along indicative green infrastructure corridor.
  - The central part of the site along Clackers Brook is in Flood Zone 2 and 3. The site is proposed for more vulnerable uses (residential). The sequential test and a site level exception test would need to be applied before these parts of the site could be developed.
  - Over 15% of the wider SHELAA site is affected by high risk of surface water flooding.
  - The site is Grade 3 Good to Moderate Quality Agricultural Land. More detailed site surveys would be required to assess whether the site is Grade 3a Good Quality Agricultural Land. (The Parish Council note in terms of potential changes to the National Planning Policy Framework (NPPF), the land has been used for food production until recently, which is planned to carry more weight in the new NPPF amendments)
  - The site includes Public Rights of Way MELW23 and MELW22.
  - The site has several mature and semi mature trees within its boundary. Further arboricultural assessment would be required to understand their significance.
  - Accessibility of the site in relation to facilities being within a 5-minute walk (400m). The following areas are over a 5-minute walk away:

|                         |             |
|-------------------------|-------------|
| Town/Local Centre/Shop: | >1200m      |
| Train Station:          | >1200m      |
| Secondary School:       | >1600-3900m |
| Cycle Route:            | >800m       |
  - The site falls within the Open Clay Vale Landscape Character Area of the Melksham Neighbourhood Plan Local Landscape Character

---

<sup>[1]</sup> Strategic Housing & Employment Land Availability Assessment  
<https://www.wiltshire.gov.uk/planning-policy-monitoring-evidence>

Report 2020 and the West Wiltshire Landscape Character Area Report 2006. This area has a strong sense of openness with occasional deciduous copses and ancient woods to the east. The management objectives of this Landscape Character Area are to conserve and enhance the landscape setting of Melksham, screen visually intrusive urban edge of Melksham, conserve open views across the clay vale to distant down land ridges and conserve and enhance the existing hedgerow network.

- The site contains some valued features including the Clackers Brook, continuous tree line along the Brook which provides an intimate setting and boundary vegetation. The site makes a significant contribution to the rural and tranquil landscape character of the area. Development on the site would represent a significant advancement into open countryside, beyond the current defined settlement edge formed by the Eastern Way.
- The site is visually open and has high intervisibility with the surrounding landscape. Development may adversely impact views of the surrounding open clay vale landscape, as well as from the Public Rights of Way crossing the site.
- The site strongly relates to the rural character and sense of openness of the area. Development of the site would contribute to a substantial urban expansion into open countryside.

The Parish Council also wish to submit the following comments in relation to your information published on your website [www.catesby-snarltonfarm.co.uk](http://www.catesby-snarltonfarm.co.uk):

- Concern is raised at proposals to release surface water into the public sewer, which is understood is not permitted.
- Object to proposals for Community Infrastructure Levy (CIL) funds to be used for transport infrastructure, education, health, community facilities such as indoor and outdoor sports /leisure facilities, outdoor play areas etc and green infrastructure, as these are usually included within Section 106 Agreements. It is understood developers cannot dictate what local authorities or parish/town councils can spend their CIL funding on.
- Concern is raised if this development comes forward prior to the housing allocation within the draft Local Plan at Blackmore Farm (adjacent to the site) which includes a primary school, there will be insufficient primary school facilities for any future primary aged children. Wiltshire Council have already stated their objection to the planning application for 650 houses at neighbouring Blackmore Farm as there are insufficient secondary school places until the Local Plan allocation south of Melksham Oak school (Policy 19) is progressed.

If the development were to go ahead, the Parish Council welcome the opportunity to discuss aspects of the application and be party to the s106 agreement. In addition, they would like to see:

- Adherence to Melksham Neighbourhood Plan policies and emerging Neighbourhood Plan policies and evidence documents including the Melksham Design Guide and Housing Needs Assessment.
- Circular pedestrian routes around the site.
- The Parish Council seek the provision of play equipment above that required by the West Wiltshire District Council saved Policy in the Core Strategy and wish to enter into discussions being the nominated party for any proposed LEAPs (Local Equipped Area of Play)/Play area and seek the following:
  - A maintenance sum in the s106 agreement
  - Safety Surfacing extended beyond the play area fence line (by at least 30 cm) and for the whole area to be surfaced as such, with no joins to prevent future expansion gaps, and no grass that will require maintenance
  - Tarmac paths provided not hoggin.
  - No wooden equipment provided.
  - Dark Green Metal bow top fencing provided.
  - Clean margins around the edges, no planting.
  - Bins provided outside the play area.
  - Easy access provided for maintenance vehicles.
  - Public access gates painted red.
  - No inset symbols provided in the safety surfacing, which should be one solid surface.
- Equipment installed for teenagers such as a teen shelter/MUGA and somewhere to kick a ball around.
- Contribution towards playing fields.
- The provision of benches and bins where there are circular pedestrian routes and public open space and the regular emptying of bins to be reflected in any future maintenance contribution.
- Connectivity with existing housing development so not isolated.
- There are practical art contributions and the Parish Council are involved in public art discussions.
- Contribution towards improved bus services, which serve the area.
- Any bus shelters provided are suitable in providing Real Time Information (RTI) ie, access to an electricity supply, WiFi connectivity and are an appropriate height or provided with RTI already included.
- Speed limit within the site is 20mph and self-enforcing.
- Proposed trees are not planted on boundaries of new/existing housing, but further into public open spaces.
- The development is tenant blind.
- If adjacent to existing dwellings the design is such that the layout is garden to existing garden.

- The road layout is such that there are no dead ends in order that residents and refuse lorries do not need to reverse out of roads.
- Contribution to educational and medical facilities within the Melksham area.
- There is visible delineation between pavement and roads so they are easily identifiable.
- The provision of bird (swift boxes), bat and bee bricks, reptile refugia and hibernacula within the development, in order to increase biodiversity.
- There are various Rights of Way in the vicinity, which could be improved/upgraded, including the provision of lighting via Section 106 contributions from this application if approved. The provision of a footpath to access Prater's Lane from Sandridge Common (MELW40); MELW30 becoming a bridleway to connect up bridleways at MELW40 & 41. Provision of kissing gates on the various bridleways between East of Melksham and Redstocks.
- Provision of allotments with access to parking and water supply.
- Provision of convenience store with free access cash point.
- Ground source heat pumps to be included in proposals.
- To include capacity for hydrogen heating in the future within proposals.
- Provision of solar panels and storage batteries for every house or group of houses/block of flats.
- Inclusion of lifebuoys, noticeboards and defibrillators. The maintenance of these items to be undertaken by the management company, unless the council decides that they would like to take on the asset.

As part of any community facilities the parish council would like to see, the Parish Council request a community centre large enough to include additional health facilities (with room for GP clinics as well as complimentary services like physio, chiropodist, osteopath etc.) as well as associated facilities to service and provide a 3G pitch.

Due to the piecemeal nature of development currently proposed East of Melksham, the Parish Council have also requested the same for proposals for 500 dwellings (PL/2023/11188) on land adjacent to your site at Blackmore Farm.

## **106/24 Planning Appeals**

- a) **Land West of Semington Road. Outline permission for up to 53 dwellings including formation of access and associated works, with all other matters reserved (PL/2022/08155).**

Confirmation had been received from the Planning Inspectorate the Appeal Hearing would take place on 10 September at 10.00am (venue to be confirmed).

Councillor Wood informed the meeting having previously agreed to attend the Hearing, was unfortunately unavailable now the date was known and therefore sought a substitute.

The Clerk informed the meeting Wiltshire Councillor Jonathon Seed had confirmed he would be attending the Appeal Hearing and suggested members of Berryfield and Semington Road Action Group (BASRAG) may also wish to attend the hearing, as well as representatives of the Townsend Farm Residents' Association.

**Resolved:** Councillor Pafford to attend the Appeal Hearing on 10 September along with Councillor John Glover.

**107/24 Lime Down Solar Farm:**

**a) To approve notes of meeting held on 12 June 2024.**

The Clerk explained having received the notes of the meeting held on 12 June, Councillor Richardson had reviewed them and made some amendments and sought a steer from Members they were happy with the suggested amendments.

**Resolved:** To approve the notes of the meeting held on 12 June as amendment by Councillor Richardson and as per Council Pre-App Policy to include these within the minutes as follows:

Those in attendance at the meeting included from Melksham Without Parish Council, Councillors Wood, Glover, Harris, Richardson, Teresa Strange, Clerk and Lorraine McRandle, Parish Officer. Will Threlfall, Project Development Manager, Island Green Power and Beth Motley, Director of Energy & Utilities, Counter Context were also present.

Will explained several consultation events had taken place with the scoping document being finalised which will go to the Planning Inspectorate on 8 July, in order for them to come back with an 'Opinion'.

Have been engaging with Wiltshire Council who are consultees and who will be feeding back into the consultation, still gathering thoughts on consultation and the various feedback received and now a first iteration of a design which is complete. This will start being fed into with reports and survey data to build-up a more refined version of the project ahead of statutory consultation. Hopefully before Christmas or early next year will start re-engaging with further plans for the project and consult with those consulted with previously, the consultation will include more data and technical information and will take 6 weeks, which is standard for solar farm schemes.

In advance of this consultation a statement of community consultation will be drawn up which sets out methodology of who consulting with,

when, how and where and will formally consult with Wiltshire Council on this. A Preliminary Environmental Information Report (PEIR) will also be included, there will also be a non-technical summary included in the consultation.

Members expressed concern the period of non-statutory consultation which had recently taken place was not long enough, particularly for local parish councils adjacent to the sites. Therefore, it was suggested the statutory consultation period needed to be longer than 6 weeks and if answers were supplied to points raised at the non-statutory stage would have more reliable information for the next stage of consultation which would be useful.

Beth explained the feedback from the consultation was currently being reviewed and a consultation summary report would be produced, summarising issues raised. Some questions asked related to a level of detail not yet reached.

Feedback from consultation:

8 information events had been held (6 in person and 2 online) with over 1000 people attending over the entire area ie Malmesbury, Whitley & Shaw etc.

|                 |   |
|-----------------|---|
| Shaw Event:     | 191 people attended                               |
| Corsham Event:  | 107 people attended                               |
| Sherston Event: | 263 people attended (highest number of attendees) |

Online 125 people attended in total across the 2 sessions.

An Invitation was sent to all town and parish councils who sat within the red line boundary of the project, Michelle Donelan MP was also invited to attend an event.

Wiltshire Community Foundation had been spoken to and Wiltshire Councillor Phil Alford briefed. Those people living adjacent to the red line boundary of the sites had also been contacted, including Whitley (Top Lane) and 4 site visits took place, with site visits continuing.

Over the course of consultation 1425 submissions were received, a good level of feedback for the size of project, which were currently being reviewed.

Will explained since the consultation there was more information available to answer questions. Both sites for a battery storage facility were still being considered with issues flagged for both sites which were being looked at, in order to alleviate concerns, and would like to get decision of which site is preferable before the start of statutory consultation.

Concern was expressed that a decision was being made on which site for a battery storage was preferable prior to the statutory consultation being completed, particularly as it was understood this decision would be made before going forward with a planning application.

Will explained a lot of information had been received during the non-statutory consultation period which had been useful and a decision on the preferred site would be made prior to a planning application being submitted, lots of data was also available such as survey data and further technical studies.

Q: When will you be in a position to make a decision on which is the preferred battery storage site?

A: The scoping report which goes to the Planning Inspectorate on 8 July has a 45 day turn around that takes into account everything worked on and will be publicly available when published. That will contain all the information and will refer to and need feedback on some from ecology for instance. That will come back end of August with a decision early September, will let the council know if there is a delay and why.

Beth explained she hoped to complete the analysis of the feedback by mid/end July. There is a lot of feedback which needs to be analysed and responded to and this information is being fed back to a wider consultation team so they have sight of issues flagged up which they need to take account of with regard to survey work etc. The Development Consent Order (DCO) process requires feedback which is done as part of the consultation report which is also part of the DCO process.

Q: When the scoping report is submitted on 8 July, will all the material be complete?

A: Only the environment side of project will be fed into the environment report and this is required to make a decision. There may be things which come back from technical reports which back up concerns the public may have feedback during the consultation period.

The scoping report defined the parameters of what will be assessed for the purposes of producing the Preliminary Environmental Information Report (PEIR) and submitted to the Planning Inspector. The Planning Inspectorate will go out to statutory consultees, with the parish council considered a statutory consultee and engaged with in a formal capacity for feedback on the scoping document.

Can do non-statutory consultation before the scoping document is submitted or after. However, on this project it was determined to do the non-statutory consultation prior to submitting a scoping document.

Q: Why submitting the scoping document prior to completing analysis of the non-statutory consultation?

A: Been through feedback and assessed the different criteria and consultants have been through the feedback to pull out specific material issues that might be additionally included in the scoping report. The Scoping Report defines things such as heritage, flooding, drainage, landscape and visual impact and these are the areas we are going to assess for the purposes of identifying what mitigation is needed to be put in place which will be set out in the Preliminary Environmental Information Report (PEIR).

Objecting to the scheme is not a material consideration for the scoping report. What is sought is feedback on what are the issues if the scheme is consented ie what are the things wanted to be taken into account to try and deliver the best scheme possible. A lot of feedback was not necessarily picking out these issues but still have to go through all of the feedback which will be included in the consultation report.

Q: Will a bat survey be undertaken?

A: This will be undertaken over the summer period including the cable corridor.

Q: When will a decision be made on the cable corridor?

A: This is still to be assessed.

Will explained heritage and archaeological studies had taken place of the BESS site and there were issues which will need careful consideration in the Whitley area. The land grade has come back as 3B and is developable, there had been a suggestion it was 3A, however, an independent assessment by Reading Agricultural Consultants has come back to say it is 3B.

With regard to sound pollution, Will explained this data had not come back as yet. However, from a personal perspective there were design considerations of a considerable amount to reduce noise at this location, such as acoustic fencing which would not normally be installed around battery storage facilities but appreciated this would have a visual impact on the listed buildings nearby and the visual points from Shaw and these points are being taken into consideration.

The Clerk explained the parish council had recently raised concerns regarding the batteries which had recently been installed off of Westlands Lane (south of the sub-station at Beanacre) with Environment Health visiting and conditions put on the planning application to address the noise. With Will confirming there was a

noise element to the batteries themselves it was suggested that noise mitigation should also be part of the Consultation Plan.

With regard to the concerns of fire, which had come up a lot during consultation, Will explained there had been one fire in the UK, however, this had been due to spacing between batteries being quite close, however, there has been a change in the industry maximising space between batteries. A fire safety plan for the Cleve Hill site had been undertaken and was really useful and had been fed into the rest of the industry. If the Whitley site is chosen, in order to provide enough space between them, the number of containers on the site will be reduced.

Q: Will the consultation period cover the Christmas period, if so, the parish council would ask for this is extended.

A: It will be before the Christmas period and if it did cover the Christmas period this will be taken into account.

Q: Is there a need to have batteries, understand can be charged off the grid?

A: Two options if have a standalone battery facility will trade ie take energy off the grid at night in order to disperse energy and sell it back, however, finances are quite tight on this option. With it being co-located or at least feeding into the same project/same point can charge up the battery from the grid or from solar. There is a need for renewable energy and when there is no sun and therefore no solar this is when batteries come into play. The National Grid have moved forward on a number of connection dates recently which will allow for more renewable generation to feed into the grid for longer periods.

Q: Understand the business case is not as robust as it was in order to balance the grid?

A: Will explained there are specific locations where the grid is constrained as there is too much power going in without investment. However, this area has been chosen as Melksham is at a crossroads for everything going north, the major power lines then go West to Hinkley Point C and then East towards London and start feeding the South West and is a major connection location.

Q: Whilst understand the connection to the grid at Beanacre, do not believe this should dictate the location of a battery storage facility.

A: Standalone batteries try and be no further than 5km from connection points with 1km being ideal, however this is not a standalone battery storage project and hence why able to make the cabling work. It was clarified there were no overhead cabling going in and would be underground.

Q: Smaller battery storage facilities do not connect to the grid; therefore, why can you not build a smaller site?

A: Unfortunately, the capacity is no longer available.

Q: Does this mean if Lime Down goes ahead are we coming to an end of solar farms in this area?

A: Will: personal opinion is that connections will come afterwards. There is a 1gw connection coming in 2027 for solar and battery which has not got a connection yet and will have to be within 20km of Melksham which suggests there will be an upgrade to the grid.

Q: Would this mean up-grading Beanacre sub-station?

A: Potentially, there is currently a grid update taking place, mostly off the North Sea at the moment.

Q: When will the points raised by Community Action Whitley and Shaw (CAWS) as part of its Consultation Submission and the parish council when we last met be answered?

A: With regards to the questions from CAWS, not in a position to answer some of them as yet but will feedback on those questions which can be answered.

Councillor Glover left the meeting at 1.23pm.

Q: In a letter circulated by the developer it states that there will be an “on-site” battery storage facility and therefore, the community of Whitley has interpreted this to mean the battery storage facility is going elsewhere as the one proposed in Whitley is not an “on-site” facility but remote from solar panels. Have you therefore decided on a site?

A: A decision has not yet been made and are still considering both locations.

Q: Secretary of State for Energy made a statement about renewables and protecting food security, do you have a response to this statement?

A: In line with national policies, which has not changed. The feeling in the industry is that if 3A, 3B land was not available for development most solar schemes would struggle to be allowed but this would not achieve net zero.

Q: Are you aware Wiltshire Council recently debated the cumulative impact of solar farms etc and were seeking clarification from Government on what is meant by cumulative impact?

A: There is no definitive guidance on cumulative impact but aware of debate at Wiltshire Council. A similar motion was passed at Lincolnshire Council and understand cumulative impacts will be taken into account based on known schemes.

Q: Do you think policy will stay the same, given there may be a new Government shortly?

A: Not aware. There is a hope more projects will be passed through due to their importance for energy security.

Q: In terms of cumulative impact for schemes that are known they will they be part of consideration when working through the planning process?

A: Yes, will look at and feed into site selection. However, there is no directive and nothing to work to as yet, however the motion from Wiltshire Council may bring a localised cumulative restriction.

Q: Have you stopped the evaluation of other sites which might be suitable in terms of battery storage sites?

A: Looked at others including brownfield sites but down to 2 sites ie Hullavington and Whitely.

Q: When putting cabling run in how long will the land be out of commission.

A: Will clarify this.

Q: What is the percentage loss of energy given length of cable?

A: On cable runs 33kw (lower voltage) they can lose 16 times more energy than on a 400kv cable (which is proposed). Understand given the length of cabling proposed as soon as put into ground the power factor drops to 95%, therefore losses fairly negligible for a 400kv connection. Will be able to give specific figures once it has been assessed.

Councillor Glover returned to the meeting at 1.43pm

Q: Will crops grow above the cable line once installed.

A: It was confirmed crops will grow above.

Q: How wide will the cabling be?

A: This information is available on the National Grid website.

Q: Regarding the Scoping Report and environment impact does this take account of construction and delivery not just install?

A: There will be a section on traffic management. The final Development Consent Order (DCO) will cover construction in terms of traffic management plans, operation and decommissioning, the land will have to revert to its original use.

Q: Will the cables be removed once the site has been decommissioned.

A: Understand the National Grid may do this.

Q: Understood Wiltshire Council were not making comments to consultation, however, earlier in the meeting said you were in consultation with them, can you clarify?

A: Usually, statutory consultees are consulted at a later stage, however, some engaged earlier in the process and some engaged, as they had relationships with consultants. However, this has now stopped and have to have a Planning Performance Agreement in place with Wiltshire Council which is currently being negotiated and is a legal document which sets out how to work together, as they want to be more engaged.

Q: Therefore, the drainage engineers, highway engineers, planning, environment have not contributed prior to the scoping document being submitted.

A: Yes a few have such as Highways regarding the cabling, however, this does not form part of the Planning Performance Agreement. At this stage the scoping opinion will set out what needs to be worked on, what will be working to and things which need looking at, which has not been agreed yet. However, the intention has always been to put in a Planning Performance Agreement with Wiltshire Council when drainage highways etc will be consulted with.

Regarding community engagement the scoping opinion consultation from the Planning Inspectorate will be submitted to Wiltshire Council, they will go out to all the statutory consultees of which Wiltshire Council is one. However, there is no mandatory requirement for them to feedback to the non-statutory consultation, as this is the community facing version of the scoping opinion.

Concern was expressed in particular that the Principal Drainage Engineer at Wiltshire Council had not been consulted given the flooding experienced in the area. It was confirmed they would be consulted with formally in order to feedback on a more technical level.

Q: The access to the site is on a fast road, which is a concern, will there be wheel washing on site prior to vehicles accessing the main road.

A: Take on point. There will be things put in place to ease relationships during construction and as the project moves forward.

It was agreed:

- Councillor Richardson to forward a copy of questions raised by CAWS).
- The Clerk to re-send the Council's questions.
- Will to come back on questions raised previously by the parish council and Community Action Whitley and Shaw (CAWS).
- Will to forward the Fire Safety Report on Cleve Hill.
- Will to inform the parish council when the scoping report is available on the Planning Inspectorate website and provide a link.
- Beth to provide a copy of the slides which include a timeframe for all the stages of the project and extent of consultation.
- Beth to look at the question of whether the cumulative impact would be taken into account in respect of the battery location and other existing electrical infrastructure in the immediate area.
- Beth to send the National Grid link re cable sizes
- To arrange another meeting in early September to provide an update.

**b) To note correspondence from CAWS (Community Action: Whitley & Shaw) to Wiltshire Council re cumulative effect of renewable energy installations**

Councillor Richardson explain following Wiltshire Council agreeing several weeks ago to ask the Secretary of State for guidance on what cumulative effect meant in relation to solar farms etc, he had written to Wiltshire Council on behalf of CAWS to ascertain when the question would be submitted to the new Government for a response. He had also asked in the meantime what framework would be used to assess cumulative impact, given the Government may not immediately get to Wiltshire Council's question. Clarity was also sought on the methodology which would be used to determine whether a development of this nature was necessary, particularly as the previous Secretary of State for Energy had said such developments would only be built on agricultural land when they were deemed to be necessary.

At the Wiltshire Council meeting when a motion had been put forward to seek clarity on cumulative effect, he had asked to include the above question in their submission to the Secretary of State. However, this had not been included as it was stated this was an issue purely for Wiltshire Council to determine. Therefore,

had also asked Wiltshire Council for their framework on determining whether such developments are necessary.

Councillor Richardson also informed the meeting various questions (170) had been raised by the community of Whitley & Shaw with Lime Down Solar on their proposals. However, no responses had been received to date and also raised concerns the questions asked by the parish council at a recent meeting would also remain unanswered.

**c) To consider reply from Wiltshire Council following submission of parish council's consultation comments (if received).**

The Clerk explained she would submit the parish council's comments on Lime Down Solar proposals for a battery storage facility in Whitley to Wiltshire Council the following day now it was apparent Wiltshire Council were being consulted on proposals having previously been informed they would not be.

**108/24 Current planning applications:** Standing item for issues/queries arising during period of applications awaiting decision.

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

The Clerk informed the meeting the Senior Planning Officer had written to Wiltshire Councillor Holder to ask he advise the Parish Council "negotiations were still underway on the above application and should amended plans/details be submitted Wiltshire Council would run a formal re-consultation - and it was unlikely a decision would be made until the end of the year".

- b) Proposed Primary School, Land at Pathfinder Way, Bowerhill. Reserved Matters application (PL/2023/08046)** pursuant to outline permission 16/01123/OUT relating to the appearance, landscaping, layout and scale of the proposed primary school (including Nursery and SEN provision).

No update to report.

- c) PL/2024/04223: 19 Lancaster Road. Bowerhill.** Construction of new single storey building to the rear of the site with the removal of the existing conservatory. Work also includes the removal of the garage and associated raised platform.

The Clerk informed the meeting the applicant had written to the parish council seeking support for their application to extend ABC Nursery, now that they had submitted a Travel Plan to Wiltshire Council and details of the suggested revised access and car parking. The Travel Plan (included in the agenda pack) had since been approved with Wiltshire Council subsequently approving the planning application.

**109/24 Planning Enforcement:** To note any new planning enforcement queries raised and updates on previous enforcement queries.

**a) 489a Semington Road.** To consider concerns at breaches of planning conditions relating to recently built garage (PL/2021/06824) being used as a dwelling.

The Clerk explained concerns had been raised by a resident regarding breaches of planning conditions in relation to the garage being used as a dwelling, which had been forwarded to Planning Enforcement to investigate, however, no reply had been received as yet.

**110/24 Planning Policy**

**a) Melksham Neighbourhood Plan**

Members noted the draft Steering Group minutes of 5 June 2024.

**b) Wiltshire Council Briefing Note 24-13 Re Housing Land Supply and Housing Delivery Test.**

Members noted the current housing land supply figure was 4.2 years using a base date of 1 April 2023. This will be used to inform decision making of planning applications and appeals. It was noted that since the changes in the NPPF (National Planning Policy Framework) on 19<sup>th</sup> December 2023 that for two years from the date that the NPPF was updated, local planning authorities such as Wiltshire that have an emerging local plan that has reached Regulation 19 stage, will only be required to demonstrate a four-year requirement, rather than a 5-year requirement.

**c) To consider presentation from Town and Parish Council Planning Forum at Wiltshire Council on 25 June**

The Clerk explained unfortunately no one could attend the Forum from Melksham Without, however the slides had been forwarded for information which she briefly went through, noting the following key dates for the Local Plan:

September 2024: Publish representations on Website  
8 October 2024: Submitted to Cabinet

23 October 2024: Submitted to Council  
December 2024: Submission and commencement of Examination  
Mid 2025: Examination in Public Hearings  
End of Q3 2025: Adoption

The Clerk informed the meeting with regard to the Development Plan Development (DPD) on Gypsy and Traveller sites, understood no sites were proposed in Melksham Without or the surrounding area.

**d) To consider new Government's Manifesto pledges re Planning/Housing Targets**

The Clerk informed the meeting that having reviewed the new Government's manifesto with regard to changes in planning, whether this had triggered Catesby Estates to re-submit their plans having previously withdrawn them, following changes to the National Planning Policy Framework (NPPF).

It was noted Angela Rayner as well as being the Deputy Prime Minister was also the Levelling Up, Housing and Community Minister.

**111/24 S106 Agreements and Developer meetings: (Standing Item)**

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

**i) Pathfinder Place:**

Wiltshire Councillor Nick Holder had provided updates earlier in the meeting, with the Clerk explaining there were no further updates to report, with an update on Burnet Close in papers.

Councillor Glover noted there were signs attached to the fencing of the play area saying it was the responsibility of Melksham Without Parish Council and to contact us if there was an issue. However, the play area had not been signed over to the parish council as yet and suggested the signage be covered over until the Agreement had been signed.

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

Councillor Wood informed the meeting the sales suite was now open, with the first house now sold, the entrance to the site had now been tarmacked. However, work was still to be undertaken on the entrance from the site to Shails Lane.

It was noted a resident had raised concerns at the lorries queuing up on Semington Road. However, Councillor Wood felt whilst it was a nuisance at the time, this had been a one off.

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

There was no update to report.

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

The Clerk explained as the reviewed Neighbourhood Plan (JMNP2) was out for its second round of consultation and therefore in the public domain, to note this site was included in JMNP2 as a housing allocation, in order to get some community control over the site following its approval at Appeal.

Councillor Glover explained there was an access into the field from the A365 and wished to ascertain if this was to be closed up, as currently there was no gate on it, the Clerk agreed to look into this.

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

None to note.

Members of public left the meeting at this point.

**c) Contact with developers**

**HELD IN CLOSED SESSION.**

**Recommendation:** To write to the landowner and their agent to highlight the two maps are different and for the notes from the meeting held on 5 June to be included in Confidential Notes of this meeting.

Meeting closed at 8.59pm

Signed:.....  
Chair, Full Council, 29 July 2024

## Lorraine McRandle

---

**From:** Teresa Strange  
**Sent:** 22 July 2024 15:40  
**To:** Lorraine McRandle  
**Subject:** FW: LATE PAPER FOR PLANNING COMMITTEE FW: EN010168 - Lime Down Solar Park - EIA Scoping Notification and Consultation  
**Attachments:** Letter to stat cons\_Scoping & Reg 11 Notification.doc.pdf

---

**From:** Teresa Strange  
**Sent:** 18 July 2024 15:05  
**To:** Cllr David Pafford (david.pafford@melkshamwithout-pc.gov.uk) <david.pafford@melkshamwithout-pc.gov.uk>; Councillor Alan Baines (alan.baines@melkshamwithout-pc.gov.uk) <alan.baines@melkshamwithout-pc.gov.uk>; Councillor John Glover (john.glover@melkshamwithout-pc.gov.uk) <john.glover@melkshamwithout-pc.gov.uk>; Councillor Mark Harris (mark.harris@melkshamwithout-pc.gov.uk) <mark.harris@melkshamwithout-pc.gov.uk>; Councillor Richard Wood (richard.wood@melkshamwithout-pc.gov.uk) <richard.wood@melkshamwithout-pc.gov.uk>; Councillor Terry Chivers (terry.chivers@melkshamwithout-pc.gov.uk) <terry.chivers@melkshamwithout-pc.gov.uk>; Peter Richardson <peter.richardson@melkshamwithout-pc.gov.uk>  
**Subject:** LATE PAPER FOR PLANNING COMMITTEE FW: EN010168 - Lime Down Solar Park - EIA Scoping Notification and Consultation

Dear Planning Committee

The Planning Inspectorate have identified Melksham Without Parish Council as a consultee for the scoping document for the Environmental Impact Assessment for Lime Down.

The deadline is 14<sup>th</sup> August.

Whilst Lime Down is on the next Planning Committee agenda, I don't think it's appropriate that the response to this consultation is undertaken at that meeting; there isn't enough time (either before the meeting, or at the meeting), it's not specific enough on the agenda but I think you could certainly agree the way forward, for a decision at the Full Council meeting, or even approval of the response at that meeting ideally. Or perhaps at a Planning meeting in early August? (I am on holiday week commencing 12<sup>th</sup> August – the planning meeting in August is fluid, and based on when responses are required to planning applications – my preference is to get the response approved at the Full Council meeting on Monday 29<sup>th</sup> July.

Please take this as a LATE PAPER for the Planning meeting on Monday.

To see the scoping document you can use this link [https://infrastructure.planninginspectorate.gov.uk/wp-content/ipc/uploads/projects/EN010168/EN010168-000007-EN010168\\_LDSP\\_Scoping%20Main%20Report.pdf](https://infrastructure.planninginspectorate.gov.uk/wp-content/ipc/uploads/projects/EN010168/EN010168-000007-EN010168_LDSP_Scoping%20Main%20Report.pdf) there are appendices too, and the links to it all are in the letter attached. If you use the the first link in the letter its good at showing the whole process <https://national-infrastructure-consenting.planninginspectorate.gov.uk/>

I am going to see if this is something that potentially Place Studio could help with, in terms of a response, or whether its something that can be done inhouse. No obligation, just because of the short timescales, seeing what you might want to consider at the planning committee on Monday. See the highlighted bit below.

Kind regards, Teresa

---

**From:** Lime Down Solar <[limedown@planninginspectorate.gov.uk](mailto:limedown@planninginspectorate.gov.uk)>  
**Sent:** 17 July 2024 16:05  
**Subject:** EN010168 - Lime Down Solar Park - EIA Scoping Notification and Consultation

Dear Sir/Madam,

We are contacting you at this time in relation to the Lime Down Solar Park which is a Nationally Significant Infrastructure Project (NSIP). NSIPs are defined in Part 3, Regulation 14 of the Planning Act 2008, and are projects of certain types, over a certain size, which are considered by the Government to be so big and nationally important that permission to build them needs to be given at a national level, by a responsible Secretary of State. A summary of the NSIP planning process can be found in the list of links at the bottom of this page. This project is currently in the pre-application stage.

To meet the requirements of the Infrastructure Planning Environmental Impact Assessment (EIA) Regulations (2017) (“the EIA Regulations”), NSIPs which are likely to have a significant effect on the environment are required to undertake an EIA and to provide an Environmental Statement (ES) to accompany the application. An ES will set out the potential impacts and likely significant effects of the Proposed Development on the environment. Schedule 4 of the EIA Regulations sets out the general information for inclusion within an ES. You can find out more detail on ES documents and the EIA process in the links at the bottom of this page.

To inform the scope and level of detail of the information to be provided within the ES, the Applicant has requested a Scoping Opinion from the Planning Inspectorate, on behalf of the Secretary of State under Regulation 10 of the EIA Regulations.

Before adopting a Scoping Opinion, the Inspectorate must consult the relevant ‘consultation bodies’ defined in the Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009 (see link below). You have been identified as a consultation body for this project, please see attached correspondence. Both Local Planning Authorities and **Parish/Town Councils play an important role in the planning process by providing area specific knowledge and representing local communities.** The Applicant must have regard to comments made within the Scoping Opinion as the submitted ES must be based on the most recently adopted Scoping Opinion. Therefore, **your comments at this stage are valuable at influencing the scope of the ES** by reviewing the Applicant’s approach to EIA as set out within their Scoping Report. Please note this consultation relates solely to the EIA Scoping process. Please rest assured that there are further opportunities for you to engage with and provide views on the project more generally, including through the Applicant’s own consultation. Applicants have a duty to undertake statutory consultation and are required to have regard to all responses to their statutory consultation.

Please note the deadline for consultation responses is **14 August 2024** and is a statutory deadline which cannot be extended. Responses submitted before the deadline will be considered, and published at the end of the Scoping Opinion, by the Planning Inspectorate.

For further information about the NSIP planning process, please click on the links below:

- [Overview of the NSIP Planning Process](#)
- [Information on the stages, services and participation in NSIP planning](#)
- [FAQs relating to the Scoping process](#)
- [Information in relation to specific matters within the planning process, e.g. the role of local authorities, local impact reports, the EIA Process, Habitats Regulations Assessment \(HRA\), etc.](#)
- [Information on legislation, guidance, and National Policy Statements \(NPSs\)](#)

The relevant legal framework and regulations include:

- [The Planning Act 2008](#)
- [The Infrastructure Planning \(Environmental Impact Assessment\) Regulations \(2017\)](#)
- [Infrastructure Planning \(Applications: Prescribed Forms and Procedure\) Regulations 2009](#)

If you have any questions regarding any of this information, please do not hesitate to get in touch by way of return to this email address.

Kind regards,

Todd Brumwell



**Todd Brumwell** | EIA Advisor  
The Planning Inspectorate  
T 0303 444 5348

 @PINSgov  The Planning Inspectorate  [planninginspectorate.gov.uk](http://planninginspectorate.gov.uk)

Ensuring **fairness**, **openness** and **impartiality** across all our services

This communication does not constitute legal advice.

Please view our [Information Charter](#) before sending information to the Planning Inspectorate. Our [Customer Privacy Notice](#) sets out how we handle personal data in accordance with the law.

[Please take a moment to review the Planning Inspectorate's Privacy Notice which can be accessed by clicking this link.](#)

*Please note that the contents of this email and any attachments are privileged and/or confidential and intended solely for the use of the intended recipient. If you are not the intended recipient of this email and its attachments, you must take no action based upon them, nor must you copy or show them to anyone. Please contact the sender if you believe you have received this email in error and then delete this email from your system.*

*Recipients should note that e-mail traffic on Planning Inspectorate systems is subject to monitoring, recording and auditing to secure the effective operation of the system and for other lawful purposes. The Planning Inspectorate has taken steps to keep this e-mail and any attachments free from viruses. It accepts no liability for any loss or damage caused as a result of any virus being passed on. It is the responsibility of the recipient to perform all necessary checks.*

*The statements expressed in this e-mail are personal and do not necessarily reflect the opinions or policies of the Inspectorate.*

DPC:76616c646f72



**Please consider the environment before printing this email**

**LIME DOWN SOLAR PARK  
PROPOSED BATTERY STORAGE FACILITY NORTH OF TOP LANE, WHITLEY  
MELKSHAM WITHOUT PARISH COUNCIL'S RESPONSE  
TO THE STAGE ONE CONSULTATION  
8 APRIL 2024**

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

**Planning policy and planning decision precedent**

As per the precedent of the planning application very recently refused (21/3/24) for a battery storage facility at Land at Somerford Farm, Brinkworth (Planning application PL/2022/02824) by Wiltshire Council.

The proposed battery storage facility and ancillary development will result in uncharacteristic and harmful landscape and visual effects. The loss of existing agricultural land and replacement with a new urban industrial use is considered to have an unacceptable adverse landscape effect on the quiet rural tranquility and character of the surrounding fields and more importantly, on the very close existing residential development.

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

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

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

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

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

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

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

### **Flood Risk**

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

The community and stakeholders are working hard, and together, to minimize the risk of further flooding in the two villages and it is felt that the hard surfaces of the battery storage units, and the hardstanding concrete slabs that they will sit on will dramatically raise the risk of flooding to properties in Shaw and Whitley and further downstream.

### **Size**

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

### **Fire Safety**

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

council are keen to see any comments submitted by the Fire Service, and hope that they have been contacted for their submission to the current consultation.

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

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

### **Noise pollution**

There will be 200no. unit operating at 65Db each, which we understand will give a combined noise level of 88Db in a flat area. For comparison, the noise level coming from the M4 is 85Db, and this will be the noise inflicted on residents of Top Lane. Due to all the hard surfaces and sharp edges the noise will bend and refract and will be quieter for some residents but noisier for others, and will feel like a Chinook helicopter overhead with the "pulsing/beating" sound/feeling that brings. The noise will be very different in character to the noise of the natural environment currently experienced.

### **Operation/Future Use**

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

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

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

### **Heritage**

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

## **Biodiversity & Wildlife**

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

## **Wellbeing**

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

## **Detailed plans**

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

## **Loss of greenfield**

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

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

## **Agricultural land**

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

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

## **Light pollution**

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

## **Impact on local facilities**

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

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

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

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

## **Landscape**

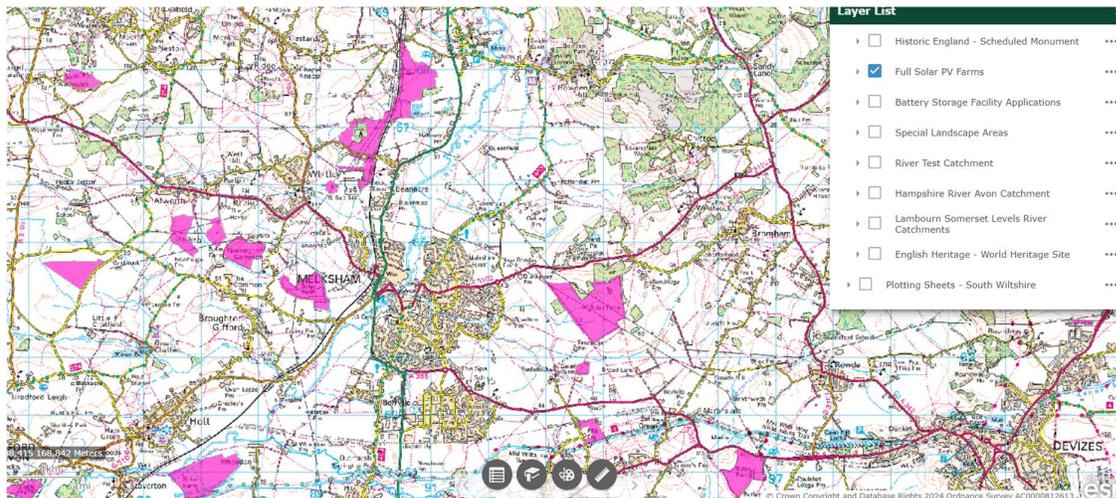
As mentioned at the beginning of the comments under the policy heading, the harmful impact on the landscape is detrimental, and because of its raised elevation, and assumed terracing on site, will be very prominent in the surrounding area. This is highly inappropriate.

## Cumulative effect

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



Likewise for the cumulative effect of the amount of solar farms in the area.



## Delivery and construction

A very detailed delivery and construction method programme and plan will presumably be required as part of any application but the parish council and residents are clear that any agreed plan must be adhered to, with a suitable penalty

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

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

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

### **Vibration & Weight**

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

### **Community Benefit**

As the parish council strongly objects to the proposed battery storage facility and a decision on whether this site will be included in the Development Consent Order (DCO) application will not be made until September 2024, the council do not wish to provide feedback on community benefit at this stage.

## Receipts for Month 3

## Nominal Ledger Analysis

| <u>Receipt Ref</u>              | <u>Name of Payer</u>      | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u>  | <u>Transaction Detail</u>      |
|---------------------------------|---------------------------|------------------------|------------------|--------------|------------|---------------|------------------|--------------------------------|
| <b>Balance Brought Fwd :</b>    |                           | <b>12,938.90</b>       |                  |              |            |               | <b>12,938.90</b> |                                |
| V3948-BACS                      | Banked: <b>03/06/2024</b> | <b>71.50</b>           |                  |              |            |               |                  |                                |
| V3948-BACS                      | Dick Lovett               | 71.50                  |                  |              | 1260       | 210           | 71.50            | Inv.429- Hire of Kitchen & toi |
| V3949-BACS                      | Banked: <b>05/06/2024</b> | <b>105.00</b>          |                  |              |            |               |                  |                                |
| V3949-BACS                      | Melksham Town Council     | 105.00                 |                  |              | 1480       | 170           | 105.00           | Inv.424- NHP additional suppor |
| V3950-BACS                      | Banked: <b>10/06/2024</b> | <b>440.00</b>          |                  |              |            |               |                  |                                |
| V3950-BACS                      | Future of Football        | 440.00                 |                  |              | 1210       | 210           | 440.00           | Inv.423- Evening sessions May  |
| V3951-BACS                      | Banked: <b>12/06/2024</b> | <b>115.50</b>          |                  |              |            |               |                  |                                |
| V3951-BACS                      | Future of Football        | 115.50                 |                  |              | 1210       | 210           | 115.50           | Inv.425- Hire of 11 aside pitc |
| V3952-BACS                      | Banked: <b>17/06/2024</b> | <b>330.00</b>          |                  |              |            |               |                  |                                |
| V3952-BACS                      | Future of Football        | 330.00                 |                  |              | 1210       | 210           | 330.00           | Inv.427 May half term camps    |
| V3953-BACS                      | Banked: <b>19/06/2024</b> | <b>394.36</b>          |                  |              |            |               |                  |                                |
| V3953-BACS                      | Berryfield Village Hall   | 394.36                 |                  |              | 1470       | 142           | 394.36           | Inv.430 BYF Share of insurance |
| V3954-BACS                      | Banked: <b>27/06/2024</b> | <b>40.00</b>           |                  |              |            |               |                  |                                |
| V3954-BACS                      | Staverton Rangers         | 40.00                  |                  |              | 1210       | 210           | 40.00            | Inv.428- Hire of goals for tra |
| <b>Total Receipts for Month</b> |                           | 1,496.36               | 0.00             | 0.00         |            |               | 1,496.36         |                                |
| <b>Cashbook Totals</b>          |                           | <u>14,435.26</u>       | <u>0.00</u>      | <u>0.00</u>  |            |               | <u>14,435.26</u> |                                |

## Payments for Month 3

## Nominal Ledger Analysis

| <u>Date</u>                     | <u>Payee Name</u>   | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u>     |
|---------------------------------|---------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|-------------------------------|
| 15/04/2024                      | Alzheimer's Support | V3840-6169       | -400.00             |                    |              | 4610       | 170           | -400.00         | CANCELLED CHQ- Grant award    |
| 17/06/2024                      | Daisy (Onebill)     | V3946-DD         | 45.29               |                    | 7.55         | 4384       | 220           | 37.74           | Inv.282- Pavilion WiFi        |
| 17/06/2024                      | Daisy (Onebill)     | V3947-DD         | 45.29               |                    | 7.55         | 4190       | 120           | 37.74           | Inv.739-Office Wifi & Line    |
| 25/06/2024                      | Unity Bank          | V3955-6189       | 9,000.00            |                    |              | 220        |               | 9,000.00        | Transfer from Lloyds TO Unity |
| <b>Total Payments for Month</b> |                     |                  | 8,690.58            | 0.00               | 15.10        |            |               | 8,675.48        |                               |
| <b>Balance Carried Fwd</b>      |                     |                  | 5,744.68            |                    |              |            |               |                 |                               |
| <b>Cashbook Totals</b>          |                     |                  | 14,435.26           | 0.00               | 15.10        |            |               | 14,420.16       |                               |

## Receipts for Month 3

## Nominal Ledger Analysis

| <u>Receipt Ref</u>              | <u>Name of Payer</u>                 | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u>  | <u>Transaction Detail</u>     |
|---------------------------------|--------------------------------------|------------------------|------------------|--------------|------------|---------------|------------------|-------------------------------|
| <b>Balance Brought Fwd :</b>    |                                      | <b>7,073.53</b>        |                  |              |            |               | <b>7,073.53</b>  |                               |
|                                 | Banked: <b>21/06/2024</b>            | <b>23,000.00</b>       |                  |              |            |               |                  |                               |
| V3944-TRAN                      | CCLA                                 | 23,000.00              |                  |              | 240        |               | 23,000.00        | Transfer to top up Unity      |
|                                 | V3945-INTE Banked: <b>21/06/2024</b> | <b>1,848.24</b>        |                  |              |            |               |                  |                               |
| V3945-INTE                      | CCLA Investment Management Ltd       | 1,848.24               |                  |              | 1080       | 110           | 1,848.24         | Interest                      |
|                                 | Banked: <b>25/06/2024</b>            | <b>9,000.00</b>        |                  |              |            |               |                  |                               |
| V3955-6189                      | Current Account & Instant Acc        | 9,000.00               |                  |              | 200        |               | 9,000.00         | Transfer from Lloyds TO Unity |
| <b>Total Receipts for Month</b> |                                      | <b>33,848.24</b>       | <b>0.00</b>      | <b>0.00</b>  |            |               | <b>33,848.24</b> |                               |
| <b>Cashbook Totals</b>          |                                      | <b>40,921.77</b>       | <b>0.00</b>      | <b>0.00</b>  |            |               | <b>40,921.77</b> |                               |

## Payments for Month 3

## 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>      |
|-------------|--------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 03/06/2024  | Grist Environmental            | V3941-DD         | 74.16               |                    | 12.36        | 4770       | 220           | 61.80           | Inv.683-B'hill waste away      |
| 07/06/2024  | EDF Energy                     | V3942-DD         | 191.04              |                    | 9.10         | 4302       | 220           | 181.94          | Inv.011- Pavilion electricity  |
| 17/06/2024  | Lloyds Bank PLC                | V3943-DD         | 263.69              |                    | 43.12        | 4120       | 120           | 2.10            | Postage for Planning correspon |
|             |                                |                  |                     |                    |              | 4686       | 170           | 59.90           | MCS Phone line costs           |
|             |                                |                  |                     |                    |              | 4686       | 170           | 11.98           | MCS Phone line costs           |
|             |                                |                  |                     |                    |              | 4175       | 120           | 88.20           | Office 365 subscription        |
|             |                                |                  |                     |                    |              | 4190       | 120           | 36.90           | Office phone costs             |
|             |                                |                  |                     |                    |              | 4175       | 120           | 5.50            | Council website domain         |
|             |                                |                  |                     |                    |              | 4200       | 120           | 12.99           | Meeting room subscription      |
|             |                                |                  |                     |                    |              | 4140       | 120           | 3.00            | Monthly Fee                    |
| 27/06/2024  | Office Right Business Solution | V3914-BACS       | 76.75               |                    | 12.79        | 4150       | 120           | 63.96           | A4 Copier paper x5             |
| 27/06/2024  | Community Heartbeat Trust      | V3915-BACS       | 121.14              |                    | 20.19        | 4049       | 142           | 100.95          | Inv.251673- Child pads Shaw    |
| 27/06/2024  | Community First                | V3916-BACS       | 50.00               |                    |              | 4650       | 170           | 50.00           | Village Hall association membe |
| 27/06/2024  | Alzheimers Support             | V3917-BACS       | 400.00              |                    |              | 4610       | 170           | 400.00          | Grant Award 2024/25            |
| 27/06/2024  | Avon Printing Services         | V3918-BACS       | 78.00               |                    | 13.00        | 4150       | 120           | 65.00           | Inv.46354- Business cards      |
| 27/06/2024  | Agilico                        | V3919-BACS       | 60.35               |                    | 10.06        | 4130       | 120           | 50.29           | Inv.346-Office photocopying    |
| 27/06/2024  | Aquasafe Environmental Ltd     | V3920-BACS       | 150.00              |                    | 25.00        | 4212       | 220           | 125.00          | Inv.507-PPM Visit May 24       |
| 27/06/2024  | Aquasafe Environmental Ltd     | V3921-BACS       | 444.00              |                    | 74.00        | 4212       | 220           | 370.00          | Inv.605- June PPM Visit & serv |
| 27/06/2024  | JH Jones & Sons                | V3922-BACS       | 2,376.56            |                    | 396.09       | 4402       | 320           | 69.47           | 4227- Allotment grass cutting  |
|             |                                |                  |                     |                    |              | 4400       | 142           | 477.98          | 4227- Play Area grass cutting  |
|             |                                |                  |                     |                    |              | 4780       | 142           | 187.84          | 4227- Play Area bin emptying   |
|             |                                |                  |                     |                    |              | 4781       | 220           | 91.92           | 4227- JSF Bin emptying         |
|             |                                |                  |                     |                    |              | 4401       | 220           | 856.84          | 4227- Pitch Maintenance        |
|             |                                |                  |                     |                    |              | 4409       | 142           | 188.65          | 4227- Hornchurch Grass cutting |
|             |                                |                  |                     |                    |              | 4820       | 142           | 37.50           | 4227- SHF annual cut           |
|             |                                |                  |                     |                    |              | 347        | 0             | -37.50          | 4227- SHF annual cut           |
|             |                                |                  |                     |                    |              | 6000       | 142           | 37.50           | 4227- SHF annual cut           |
|             |                                |                  |                     |                    |              | 4405       | 220           | 49.44           | 4227- JSF Hedge Maintenance    |
|             |                                |                  |                     |                    |              | 4402       | 320           | 20.83           | 4227- BSF Hedge cut            |
| 27/06/2024  | JH Jones & Sons                | V3923-BACS       | 231.60              |                    | 38.60        | 4540       | 142           | 193.00          | Inv.4248-SID 2 deployment      |
| 27/06/2024  | JH Jones & Sons                | V3924-BACS       | 1,110.00            |                    | 185.00       | 4575       | 142           | 925.00          | In.4264-Berryfield PA Trip haz |
| 27/06/2024  | Kennet Sign & Display          | V3925-BACS       | 360.00              |                    | 60.00        | 4721       | 220           | 37.50           | Inv.014-Pavilion signage       |
|             |                                |                  |                     |                    |              | 4722       | 320           | 150.00          | Inv.014-Allotment signage      |
|             |                                |                  |                     |                    |              | 4049       | 142           | 75.00           | Inv.014-Defib signage          |
|             |                                |                  |                     |                    |              | 4575       | 142           | 37.50           | Inv.014-Play area signage      |
| 27/06/2024  | Shaw Village Hall              | V3926-BACS       | 60.00               |                    |              | 4680       | 170           | 60.00           | NHP drop in session room hire  |
| 27/06/2024  | Solagen                        | V3927-BACS       | 252.00              |                    | 42.00        | 4540       | 142           | 210.00          | Inv.6444-Brackets for SID 1    |
| 27/06/2024  | Trade UK (Screwfix)            | V3928-BACS       | 19.92               |                    | 3.32         | 4575       | 142           | 16.60           | Bin liners for the parish      |

Continued on Page 220

Payments for Month 3

Nominal Ledger Analysis

| Date                            | Payee Name             | Reference  | £ Total Amnt | £ Creditors | £ VAT    | A/c  | Centre | £ Amount  | Transaction Detail             |
|---------------------------------|------------------------|------------|--------------|-------------|----------|------|--------|-----------|--------------------------------|
| 27/06/2024                      | Workplace Wellness     | V3929-BACS | 450.00       |             |          | 4065 | 130    | 450.00    | Employee Consultation          |
| 27/06/2024                      | Jens Cleaning          | V3930-BACS | 238.92       |             |          | 4381 | 220    | 238.92    | Inv. 1081- Pavilion Cleaning   |
| 27/06/2024                      | Miriam Zaccarelli      | V3931-BACS | 165.00       |             |          | 4680 | 170    | 165.00    | Inv.2403- NHP Support          |
| 27/06/2024                      | HM Revenue & Customs   | V3932-BACS | 2,464.47     |             |          | 4041 | 130    | 870.18    | Period 3- June 2024            |
|                                 |                        |            |              |             |          | 4000 | 130    | 519.20    | Period 3- June 2024-T          |
|                                 |                        |            |              |             |          | 4000 | 130    | 228.97    | Period 3- June 2024-NI         |
|                                 |                        |            |              |             |          | 4020 | 130    | 206.40    | Period 3- June 2024-T          |
|                                 |                        |            |              |             |          | 4020 | 130    | 92.83     | Period 3- June 2024-NI         |
|                                 |                        |            |              |             |          | 4010 | 130    | 215.40    | Period 3- June 2024-T          |
|                                 |                        |            |              |             |          | 4010 | 130    | 96.69     | Period 3- June 2024-NI         |
|                                 |                        |            |              |             |          | 4460 | 142    | 192.60    | Period 3- June 2024-T          |
|                                 |                        |            |              |             |          | 4800 | 320    | 11.80     | Period 3- June 2024-T          |
|                                 |                        |            |              |             |          | 4070 | 120    | 30.40     | Period 3- June 2024-T          |
| 27/06/2024                      | Wiltshire Pension Fund | V3933-BACS | 2,174.79     |             |          | 4000 | 130    | 265.89    | Period 3- June 2024            |
|                                 |                        |            |              |             |          | 4020 | 130    | 128.09    | Period 3- June 2024            |
|                                 |                        |            |              |             |          | 4010 | 130    | 130.89    | Period 3- June 2024            |
|                                 |                        |            |              |             |          | 4045 | 130    | 1,649.92  | Period 3- June 2024            |
| 27/06/2024                      | John Glover            | V3939-BACS | 45.60        |             |          | 4070 | 120    | 45.60     | Chairs Allowance- June 24      |
| 27/06/2024                      | Kanconnections         | V3940-BACS | 897.60       |             | 149.60   | 4049 | 142    | 748.00    | Inv.1626- B'hill defib install |
| 28/06/2024                      | Teresa Strange         | V3934-BACS | ████████     |             | 38.47    | 4000 | 130    | ████████  | June 2024 Salary               |
|                                 |                        |            |              |             |          | 4155 | 120    | 11.65     | Refreshments for meetings      |
|                                 |                        |            |              |             |          | 4150 | 120    | 100.60    | Councillor ID badges           |
|                                 |                        |            |              |             |          | 4560 | 142    | 91.74     | Flood Warden ID Badges         |
|                                 |                        |            |              |             |          | 4680 | 120    | 135.00    | First Class Stamps- NHP Letter |
| 28/06/2024                      | Lorraine McRandle      | V3935-BACS | ████████     |             | 0.60     | 4020 | 130    | ████████  | June 2024 Salary               |
|                                 |                        |            |              |             |          | 4370 | 120    | 3.00      | Cleaning materials-Office      |
|                                 |                        |            |              |             |          | 4155 | 120    | 3.70      | Decafe Tea bags for meetings   |
|                                 |                        |            |              |             |          | 4155 | 120    | 2.85      | Milk for meetings              |
| 28/06/2024                      | Marianne Rossi         | V3936-BACS | ████████     |             |          | 4010 | 130    | ████████  | June 2024 Salary               |
| 28/06/2024                      | Terry Cole             | V3937-BACS | ████████     |             |          | 4460 | 142    | ████████  | June 2024 Salary               |
|                                 |                        |            |              |             |          | 4050 | 142    | 47.50     | Travel Allowance- June 24      |
|                                 |                        |            |              |             |          | 4051 | 142    | 41.40     | Mileage x92 miles              |
| 28/06/2024                      | David Cole             | V3938-BACS | ████████     |             |          | 4800 | 320    | ████████  | June 2024 Salary               |
| 28/06/2024                      | Unity Trust Bank       | V3956-BANK | 0.90         |             |          | 4140 | 120    | 0.90      | Manual Handling Charge         |
| 30/06/2024                      | Unity Trust Bank       | V3957-BANK | 32.25        |             |          | 4140 | 120    | 32.25     | Service Charge                 |
| <b>Total Payments for Month</b> |                        |            | 20,525.67    | 0.00        | 1,133.30 |      |        | 19,392.37 |                                |
| <b>Balance Carried Fwd</b>      |                        |            | 20,396.10    |             |          |      |        |           |                                |
| <b>Cashbook Totals</b>          |                        |            | 40,921.77    | 0.00        | 1,133.30 |      |        | 39,788.47 |                                |

**Total Salaries  
June 2024  
£7,260.42**

**Receipts for Month 3**

**Nominal Ledger Analysis**

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

**Payments for Month 3**

**Nominal Ledger Analysis**

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

**Receipts for Month 3**

**Nominal Ledger Analysis**

| <u>Receipt Ref</u>              | <u>Name of Payer</u>      | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|---------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| <b>Balance Brought Fwd :</b>    |                           | <b>8,834.76</b>        |                  |              |            |               | <b>8,834.76</b> |                           |
| V3958-INTE                      | Banked: <b>30/06/2024</b> | <b>271.53</b>          |                  |              |            |               |                 |                           |
| V3958-INTE                      | Unity Trust Bank          | 271.53                 |                  |              | 1080       | 110           | 271.53          | Interest                  |
| <b>Total Receipts for Month</b> |                           | 271.53                 | 0.00             | 0.00         |            |               | 271.53          |                           |
| <b>Cashbook Totals</b>          |                           | <u>9,106.29</u>        | <u>0.00</u>      | <u>0.00</u>  |            |               | <u>9,106.29</u> |                           |

**Payments for Month 3**

**Nominal Ledger Analysis**

| <u>Date</u> | <u>Payee Name</u>               | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|-------------|---------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
|             |                                 |                  | 0.00                |                    |              |            |               |                 |                           |
|             | <b>Total Payments for Month</b> |                  | 0.00                | 0.00               | 0.00         |            |               | 0.00            |                           |
|             | <b>Balance Carried Fwd</b>      |                  | 9,106.29            |                    |              |            |               |                 |                           |
|             | <b>Cashbook Totals</b>          |                  | 9,106.29            | 0.00               | 0.00         |            |               | 9,106.29        |                           |

**Receipts for Month 3**

**Nominal Ledger Analysis**

| <u>Receipt Ref</u>              | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u>   | <u>Transaction Detail</u> |
|---------------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-------------------|---------------------------|
| <b>Balance Brought Fwd :</b>    |                      | <b>513,000.00</b>      |                  |              |            |               | <b>513,000.00</b> |                           |
|                                 | Banked:              | <b>0.00</b>            |                  |              |            |               |                   |                           |
|                                 |                      |                        | 0.00             |              |            |               |                   | 0.00                      |
| <b>Total Receipts for Month</b> |                      | 0.00                   | 0.00             | 0.00         |            |               | 0.00              |                           |
| <b>Cashbook Totals</b>          |                      | <u>513,000.00</u>      | <u>0.00</u>      | <u>0.00</u>  |            |               | <u>513,000.00</u> |                           |

**Payments for Month 3**

**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> |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-------------------|---------------------------|
| 21/06/2024                      | Unity Bank        | V3944-TRAN       | 23,000.00           |                    |              |            | 220           | 23,000.00         | Transfer to top up Unity  |
| <b>Total Payments for Month</b> |                   |                  | 23,000.00           | 0.00               | 0.00         |            |               | 23,000.00         |                           |
| <b>Balance Carried Fwd</b>      |                   |                  | 490,000.00          |                    |              |            |               |                   |                           |
| <b>Cashbook Totals</b>          |                   |                  | <u>513,000.00</u>   | 0.00               | 0.00         |            |               | <u>513,000.00</u> |                           |

# Quarterly report- April, May & June 2024

01/07/2024

**Melksham without Parish Council Current Year**

Page 1

12:44

**Detailed Income & Expenditure by Budget Heading 30/06/2024**

**Month No: 3**

**Cost Centre Report**

|  | Actual Year<br>To Date | Current<br>Annual Bud  | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent        | Transfer<br>to/from EMR |
|--|------------------------|------------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| <u>110 General Account Income</u>            |                        |                        |                          |                          |                    |                |                         |
| 1. ✖ 1076 Precept                            | 130,796                | 261,592                | 130,796                  |                          |                    | 50.0%          |                         |
| 1080 Bank Interest Received                  | 2,227                  | 20,000                 | 17,773                   |                          |                    | 11.1%          |                         |
| 1100 Grants and Donations RCVD               | 1,500                  | 20,500                 | 19,000                   |                          |                    | 7.3%           |                         |
| 1120 Shaw VH and Playing Field-Rent          | 0                      | 20                     | 20                       |                          |                    | 0.0%           |                         |
| 1130 Photocopying and YE Account Sa          | 0                      | 50                     | 50                       |                          |                    | 0.0%           |                         |
| 1140 Solar Farm Community Fund               | 0                      | 17,547                 | 17,547                   |                          |                    | 0.0%           |                         |
| 1155 Refreshment contribution                | 0                      | 120                    | 120                      |                          |                    | 0.0%           |                         |
| General Account Income :- Income             | <u>134,523</u>         | <u>319,829</u>         | <u>185,306</u>           |                          |                    | <u>42.1%</u>   | <u>0</u>                |
| <b>Net Income</b>                            | <u><b>134,523</b></u>  | <u><b>319,829</b></u>  | <u><b>185,306</b></u>    |                          |                    |                |                         |
| <u>120 Administration costs</u>              |                        |                        |                          |                          |                    |                |                         |
| 4070 Chairs Allowance                        | 152                    | 966                    | 814                      |                          | 814                | 15.7%          |                         |
| 1. ✖ 4080 Members Training                   | 90                     | 100                    | 10                       |                          | 10                 | 90.0%          |                         |
| 4090 Members Expenses                        | 0                      | 50                     | 50                       |                          | 50                 | 0.0%           |                         |
| 2. ✖ 4100 Audit Fees                         | (2,100)                | 2,930                  | 5,030                    |                          | 5,030              | (71.7%)        |                         |
| 4110 Elections                               | (767)                  | 0                      | 767                      |                          | 767                | 0.0%           |                         |
| 3. ✖ 4120 Postage                            | 25                     | 840                    | 815                      |                          | 815                | 2.9%           |                         |
| 4. ✖ 4130 Photocopying                       | 96                     | 780                    | 684                      |                          | 684                | 12.3%          |                         |
| 4140 Bank Charges                            | 42                     | 150                    | 108                      |                          | 108                | 28.1%          |                         |
| 5. ✖ 4150 Admin and Stationery               | 279                    | 800                    | 521                      |                          | 521                | 34.9%          |                         |
| 4155 Refreshments Comm Events                | 68                     | 350                    | 282                      |                          | 282                | 19.6%          |                         |
| 4160 Minute Books Binding                    | 0                      | 400                    | 400                      |                          | 400                | 0.0%           |                         |
| 4175 Email & Cloud hosting                   | 294                    | 1,300                  | 1,006                    |                          | 1,006              | 22.6%          |                         |
| 4180 IT Support                              | 0                      | 200                    | 200                      |                          | 200                | 0.0%           |                         |
| 6. ✖ 4185 Accountancy Support                | 357                    | 880                    | 523                      |                          | 523                | 40.6%          |                         |
| 4190 Telephone/Broadband/Line Rent           | 233                    | 980                    | 747                      |                          | 747                | 23.8%          |                         |
| 4200 Room Hire/Zoom                          | 26                     | 200                    | 174                      |                          | 174                | 13.0%          |                         |
| 4210 Safety/PAT Check                        | 0                      | 90                     | 90                       |                          | 90                 | 0.0%           |                         |
| 4220 Chairman's Brd/Chain of Office          | 0                      | 100                    | 100                      |                          | 100                | 0.0%           |                         |
| 4230 Advertising                             | 0                      | 150                    | 150                      |                          | 150                | 0.0%           |                         |
| 4240 Quarterly Newsletter                    | 530                    | 2,280                  | 1,750                    |                          | 1,750              | 23.2%          |                         |
| 4250 Land Search Fee                         | 12                     | 50                     | 38                       |                          | 38                 | 24.0%          |                         |
| 4370 Cleaning Materials                      | 13                     | 50                     | 37                       |                          | 37                 | 27.0%          |                         |
| 4390 Professional Services                   | (3,250)                | 0                      | 3,250                    |                          | 3,250              | 0.0%           |                         |
| 4391 GDPR Compliance                         | 0                      | 35                     | 35                       |                          | 35                 | 0.0%           |                         |
| 4680 Neighbourhood Plan                      | 135                    | 0                      | (135)                    |                          | (135)              | 0.0%           |                         |
| Administration costs :- Indirect Expenditure | <u>(3,764)</u>         | <u>13,681</u>          | <u>17,445</u>            | <u>0</u>                 | <u>17,445</u>      | <u>(27.5%)</u> | <u>0</u>                |
| <b>Net Expenditure</b>                       | <u><b>3,764</b></u>    | <u><b>(13,681)</b></u> | <u><b>(17,445)</b></u>   |                          |                    |                |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2024

Month No: 3

## Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent        | Transfer<br>to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| <u>130 Staffing</u>                          |                        |                       |                          |                          |                    |                |                         |
| 4000 Clerk's Salary                          |                        |                       |                          |                          |                    | 23.0%          |                         |
| 4010 Finance & Amenities Officer Sa          |                        |                       |                          |                          |                    | 24.2%          |                         |
| 4020 Parish Officer Salary                   |                        |                       |                          |                          |                    | 22.8%          |                         |
| 4041 NI - EmployER                           | 2,616                  | 13,000                | 10,384                   |                          | 10,384             | 20.1%          |                         |
| 4045 Superannuation - EmployER               | 4,957                  | 23,000                | 18,043                   |                          | 18,043             | 21.6%          |                         |
| 4048 Office Staff Mileage & Parking          | 0                      | 50                    | 50                       |                          | 50                 | 0.0%           |                         |
| 4055 Staff Training                          | 0                      | 500                   | 500                      |                          | 500                | 0.0%           |                         |
| 4065 HR                                      | 450                    | 0                     | (450)                    |                          | (450)              | 0.0%           |                         |
| Staffing :- Indirect Expenditure             | <u>33,184</u>          | <u>144,822</u>        | <u>111,638</u>           | <u>0</u>                 | <u>111,638</u>     | <u>22.9%</u>   | <u>0</u>                |
| <b>Net Expenditure</b>                       | <u>(33,184)</u>        | <u>(144,822)</u>      | <u>(111,638)</u>         |                          |                    |                |                         |
| <u>140 Council Office Costs</u>              |                        |                       |                          |                          |                    |                |                         |
| 4270 Office Rent - Campus                    | 0                      | 12,040                | 12,040                   |                          | 12,040             | 0.0%           |                         |
| Council Office Costs :- Indirect Expenditure | <u>0</u>               | <u>12,040</u>         | <u>12,040</u>            | <u>0</u>                 | <u>12,040</u>      | <u>0.0%</u>    | <u>0</u>                |
| <b>Net Expenditure</b>                       | <u>0</u>               | <u>(12,040)</u>       | <u>(12,040)</u>          |                          |                    |                |                         |
| <u>142 Parish Amenities</u>                  |                        |                       |                          |                          |                    |                |                         |
| 1440 Shurnhold Fields Income                 | 0                      | 12,500                | 12,500                   |                          |                    | 0.0%           |                         |
| 1470 Berryfield Village Hall Reimbu          | (3,406)                | 820                   | 4,226                    |                          |                    | (415.3%)       |                         |
| Parish Amenities :- Income                   | <u>(3,406)</u>         | <u>13,320</u>         | <u>16,726</u>            |                          |                    | <u>(25.6%)</u> | <u>0</u>                |
| 7. * 4049 Defibrillator                      | 1,769                  | 3,800                 | 2,031                    |                          | 2,031              | 46.6%          |                         |
| 4050 Caretaker Travel Allowance              | 143                    | 570                   | 428                      |                          | 428                | 25.0%          |                         |
| 4051 Caretaker Mileage & Parking             | 124                    | 600                   | 476                      |                          | 476                | 20.7%          |                         |
| 8. * 4281 Insurance                          | 4,296                  | 3,835                 | (461)                    |                          | (461)              | 112.0%         |                         |
| 9. * 4385 Play Area Safety Surface Clean     | 4,550                  | 2,900                 | (1,650)                  |                          | (1,650)            | 156.9%         |                         |
| 4400 Play Area - Grass Cutting               | 956                    | 5,040                 | 4,084                    |                          | 4,084              | 19.0%          |                         |
| 4409 Hornchurch Road Public Open Sp          | 377                    | 2,264                 | 1,887                    |                          | 1,887              | 16.7%          |                         |
| 4410 ROSPA Inspections                       | 0                      | 1,700                 | 1,700                    |                          | 1,700              | 0.0%           |                         |
| 4420 St Barnabas Annual Rent                 | 0                      | 10                    | 10                       |                          | 10                 | 0.0%           |                         |
| 4460 Caretaker Salary                        |                        |                       |                          |                          |                    | 24.0%          |                         |
| 10. * 4500 Weedspraying                      | 0                      | 3,500                 | 3,500                    |                          | 3,500              | 0.0%           |                         |
| 4510 LHFIG Contributions                     | 0                      | 10,300                | 10,300                   |                          | 10,300             | 0.0%           |                         |
| 11. * 4540 Speed Indicator Device            | 403                    | 5,200                 | 4,797                    |                          | 4,797              | 7.8%           |                         |
| 4545 New Bus Shelter                         | 0                      | 22,500                | 22,500                   |                          | 22,500             | 0.0%           |                         |
| 4560 Shaw & Whitley Flood Resource           | 13                     | 550                   | 537                      |                          | 537                | 2.3%           |                         |
| 4575 Play Areas                              | 979                    | 75,000                | 74,021                   |                          | 74,021             | 1.3%           |                         |
| 4576 Drinking Water Fountains                | 0                      | 4,200                 | 4,200                    |                          | 4,200              | 0.0%           |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2024

Month No: 3

## Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4590 Street Furniture                            | 0                      | 3,000                 | 3,000                    |                          | 3,000              | 0.0%         |                         |
| 4600 Bus Shelters Cleaning                       | 0                      | 840                   | 840                      |                          | 840                | 0.0%         |                         |
| 4780 Play Area - Bin Emptying                    | 376                    | 1,213                 | 837                      |                          | 837                | 31.0%        |                         |
| 4785 Replacing Wiltshire Council bi              | 0                      | 1,500                 | 1,500                    |                          | 1,500              | 0.0%         |                         |
| 4820 Shurnhold Fields Project                    | 235                    | 10,400                | 10,165                   |                          | 10,165             | 2.3%         | 235                     |
| 4825 Shurnhold Fields CAPITAL Expen              | 0                      | 30,000                | 30,000                   |                          | 30,000             | 0.0%         |                         |
| <b>Parish Amenities :- Indirect Expenditure</b>  | <b>16,965</b>          | <b>200,379</b>        | <b>183,414</b>           | <b>0</b>                 | <b>183,414</b>     | <b>8.5%</b>  | <b>235</b>              |
| <b>Net Income over Expenditure</b>               | <b>(20,370)</b>        | <b>(187,059)</b>      | <b>(166,689)</b>         |                          |                    |              |                         |
| 6000 plus Transfer from EMR                      | 235                    |                       |                          |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>            | <b>(20,135)</b>        |                       |                          |                          |                    |              |                         |
| <b>170 Community Support</b>                     |                        |                       |                          |                          |                    |              |                         |
| 1480 Neighbourhood Plan Income                   | 1,787                  | 0                     | (1,787)                  |                          |                    | 0.0%         |                         |
| <b>Community Support :- Income</b>               | <b>1,787</b>           | <b>0</b>              | <b>(1,787)</b>           |                          |                    |              | <b>0</b>                |
| 4610 Section 137 Grant                           | 18,273                 | 17,000                | (1,273)                  |                          | (1,273)            | 107.5%       |                         |
| 4620 Village Hall Grants                         | 19,050                 | 20,000                | 950                      |                          | 950                | 95.3%        |                         |
| 4630 Other Grants (TIC - Section 14              | 600                    | 700                   | 100                      |                          | 100                | 85.7%        |                         |
| 4650 Subscriptions                               | 1,317                  | 1,935                 | 618                      |                          | 618                | 68.1%        |                         |
| 4670 Melks Public Toilets Contrib                | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%         |                         |
| 4675 Real Time Information- Bus She              | (2,868)                | 20,200                | 23,068                   |                          | 23,068             | (14.2%)      |                         |
| 12. ✖ 4680 Neighbourhood Plan                    | 2,159                  | 1,000                 | (1,159)                  |                          | (1,159)            | 215.9%       |                         |
| 4685 Melksham Community Support                  | 3,000                  | 12,000                | 9,000                    |                          | 9,000              | 25.0%        |                         |
| 4686 Melksham Emergency Support                  | 312                    | 7,861                 | 7,549                    |                          | 7,549              | 4.0%         |                         |
| <b>Community Support :- Indirect Expenditure</b> | <b>41,843</b>          | <b>85,696</b>         | <b>43,853</b>            | <b>0</b>                 | <b>43,853</b>      | <b>48.8%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>               | <b>(40,056)</b>        | <b>(85,696)</b>       | <b>(45,640)</b>          |                          |                    |              |                         |
| <b>210 Jubilee Sports Field Income</b>           |                        |                       |                          |                          |                    |              |                         |
| 1210 Football Bookings                           | 2,647                  | 11,200                | 8,553                    |                          |                    | 23.6%        |                         |
| 1260 Hire of Lounge/Kitchen Area un              | 72                     | 150                   | 79                       |                          |                    | 47.7%        |                         |
| 1270 Pavilion & Field Grants                     | 0                      | 1,875                 | 1,875                    |                          |                    | 0.0%         |                         |
| <b>Jubilee Sports Field Income :- Income</b>     | <b>2,719</b>           | <b>13,225</b>         | <b>10,507</b>            |                          |                    | <b>20.6%</b> | <b>0</b>                |
| <b>Net Income</b>                                | <b>2,719</b>           | <b>13,225</b>         | <b>10,507</b>            |                          |                    |              |                         |
| <b>220 Jubilee Sports Field Expenditu</b>        |                        |                       |                          |                          |                    |              |                         |
| 4212 Safety/PAT Check - % JSF Use                | 926                    | 3,600                 | 2,674                    |                          | 2,674              | 25.7%        |                         |
| 13. ✖ 4282 Insurance - % JSF Use                 | 603                    | 565                   | (38)                     |                          | (38)               | 106.7%       |                         |
| 4302 Electricity - % JSF Use                     | 342                    | 1,800                 | 1,458                    |                          | 1,458              | 19.0%        |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2024

Month No: 3

## Cost Centre Report

|   | Actual Year<br>To Date | Current<br>Annual Bud  | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---|------------------------|------------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4312 Gas - % JSF Use                                      | (800)                  | 2,000                  | 2,800                    |                          | 2,800              | (40.0%)       |                         |
| 4322 Water and Sewage - % JSF Use                         | 0                      | 500                    | 500                      |                          | 500                | 0.0%          |                         |
| 14.* 4381 Cleaning Contractor - % JSF Us                  | 323                    | 3,000                  | 2,677                    |                          | 2,677              | 10.8%         |                         |
| 4384 WiFi & Line- Pavilion                                | 113                    | 420                    | 307                      |                          | 307                | 27.0%         |                         |
| 4401 JSF Grass Cutting/Line Marking                       | 1,714                  | 9,885                  | 8,171                    |                          | 8,171              | 17.3%         |                         |
| 4405 JSF Hedge Maintenance                                | 99                     | 607                    | 508                      |                          | 508                | 16.3%         |                         |
| 4430 Rates - % JSF Use                                    | 0                      | 835                    | 835                      |                          | 835                | 0.0%          |                         |
| 4700 Grass Cutting extra to Cntrct                        | 0                      | 475                    | 475                      |                          | 475                | 0.0%          |                         |
| 4721 Repairs & Maintenance - JSF                          | 43                     | 2,000                  | 1,957                    |                          | 1,957              | 2.2%          |                         |
| 4740 Pitch & Pavilion Improvements                        | 0                      | 5,750                  | 5,750                    |                          | 5,750              | 0.0%          |                         |
| 4750 Deep Clean   | 0                      | 400                    | 400                      |                          | 400                | 0.0%          |                         |
| 4770 Waste Collection - %JSF Use                          | 191                    | 850                    | 659                      |                          | 659                | 22.4%         |                         |
| 4781 JSF Bin Emptying                                     | 184                    | 1,104                  | 920                      |                          | 920                | 16.7%         |                         |
| 5.* 4791 Boiler Servicing - % JSF Use                     | 400                    | 450                    | 50                       |                          | 50                 | 88.9%         |                         |
| Jubilee Sports Field Expenditu :- Indirect<br>Expenditure | <u>4,138</u>           | <u>34,241</u>          | <u>30,103</u>            | <u>0</u>                 | <u>30,103</u>      | <u>12.1%</u>  | <u>0</u>                |
| <b>Net Expenditure</b>                                    | <b><u>(4,138)</u></b>  | <b><u>(34,241)</u></b> | <b><u>(30,103)</u></b>   |                          |                    |               |                         |
| <u>310 Allotment Income</u>                               |                        |                        |                          |                          |                    |               |                         |
| 1310 Berryfield Allotment Rents - C                       | 1,568                  | 1,497                  | (71)                     |                          |                    | 104.7%        |                         |
| 1320 Briansfield Allotment Rent - C                       | 1,335                  | 1,385                  | 50                       |                          |                    | 96.4%         |                         |
| Allotment Income :- Income                                | <u>2,903</u>           | <u>2,882</u>           | <u>(21)</u>              |                          |                    | <u>100.7%</u> | <u>0</u>                |
| <b>Net Income</b>   | <b><u>2,903</u></b>    | <b><u>2,882</u></b>    | <b><u>(21)</u></b>       |                          |                    |               |                         |
| <u>320 Allotment Expenditure</u>                          |                        |                        |                          |                          |                    |               |                         |
| 4323 Water - Allotments                                   | 0                      | 450                    | 450                      |                          | 450                | 0.0%          |                         |
| 4402 Allotment Grass Cutting                              | 181                    | 835                    | 654                      |                          | 654                | 21.6%         |                         |
| 16.* 4722 Repairs & Maintenance - Allotm                  | 150                    | 100                    | (50)                     |                          | (50)               | 150.0%        |                         |
| 4800 Allotment Warden Salary                              |                        |                        |                          |                          |                    | 20.0%         |                         |
| Allotment Expenditure :- Indirect Expenditure             | <u>492</u>             | <u>2,191</u>           | <u>1,699</u>             | <u>0</u>                 | <u>1,699</u>       | <u>22.5%</u>  | <u>0</u>                |
| <b>Net Expenditure</b>                                    | <b><u>(492)</u></b>    | <b><u>(2,191)</u></b>  | <b><u>(1,699)</u></b>    |                          |                    |               |                         |
| <u>350 CIL</u>  |                        |                        |                          |                          |                    |               |                         |
| 1420 Community Infrastructure Levy                        | 0                      | 96,048                 | 96,048                   |                          |                    | 0.0%          |                         |
| CIL :- Income   | <u>0</u>               | <u>96,048</u>          | <u>96,048</u>            |                          |                    | <u>0.0%</u>   | <u>0</u>                |
| <b>Net Income</b>   | <b><u>0</u></b>        | <b><u>96,048</u></b>   | <b><u>96,048</u></b>     |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2024

Month No: 3

## Cost Centre Report

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent     | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <u>400 S106</u>                       |                        |                       |                          |                          |                    |             |                         |
| 1170 Wiltshire Council Contribution   | 0                      | 11,800                | 11,800                   |                          |                    | 0.0%        |                         |
| 1175 David Wilson Homes Contributio   | 0                      | 20,000                | 20,000                   |                          |                    | 0.0%        |                         |
| S106 :- Income                        | <u>0</u>               | <u>31,800</u>         | <u>31,800</u>            |                          |                    | <u>0.0%</u> | <u>0</u>                |
| <b>Net Income</b>                     | <u>0</u>               | <u>31,800</u>         | <u>31,800</u>            |                          |                    |             |                         |
| Grand Totals:- Income                 | 138,526                | 477,104               | 338,578                  |                          |                    | 29.0%       |                         |
| Expenditure                           | 92,857                 | 493,050               | 400,193                  | 0                        | 400,193            | 18.8%       |                         |
| <b>Net Income over Expenditure</b>    | <u>45,669</u>          | <u>(15,946)</u>       | <u>(61,615)</u>          |                          |                    |             |                         |
| plus Transfer from EMR                | 235                    |                       |                          |                          |                    |             |                         |
| <b>Movement to/(from) Gen Reserve</b> | <u>45,904</u>          |                       |                          |                          |                    |             |                         |

### Staff Salaries

Actual Year to date  
2024/25

£28,067.00

Budgeted 2024/25

£120,535.00

## Quarterly income and expenditure report analysis for Qtr1

### April, May & June 2024

#### Income:

1. **(1076) Precept-** To note that we have received our first half of the precept and will receive the other half in September time.

#### Expenditure:

1. **(4080) Members training-** All spend from this heading have been for new councillor training.
2. **(4100) Audit-** You will see that there is a minus under this cost code. This is because there was an accrual made at year end for the External Audit fees that relate to 2023/24.
3. **(4120) Postage-** We are not sending as many agenda packs out, etc., so the postage costs have reduced. The letters that we have just sent out for the neighbourhood plan have been attributed to the neighbourhood plan cost code.
4. **(4130) Photocopying-** Our photocopying costs have been reduced since we purchased the new photocopier. This is because the cost per copy has reduced.
5. **(4150) Admin & Stationery-** This is slightly higher this quarter because we have purchased five boxes of copier paper due to a special deal if we purchased this amount. The other significant cost under this heading is for the councillor ID badges.
6. **(4185) Accountancy Support-** The spend under this heading to date is for the annual maintenance and support of the finance system. The only other spend from this heading will be for the year end close down 25/26.
7. **(4049) Defibrillator-** The majority of spend from this heading is for match funding for the new defibrillator outside of Bowerhill Village Hall. **NOTE:** The parish council received a £1,500 donation towards the new defibrillator, which is shown under code 1100 (grants & donations), as it is unable to be netted off against the expenditure.

8. **(4281) Parish Insurance-** This is for the parish annual insurance; the Bowerhill Sports Field insurance is under the sports field cost centre. This heading also includes cyber insurance. The only other expenditure that will come out of this heading is if, during the year, the council purchases a new asset that needs to be insured.
  
9. **(4385) Play Area Safety Surfacing clean-** We undertook 1x safety surfacing clean in spring, which was more than budgeted for; however, this spend is coming from Sandridge Solar Farm funding.
  
10. **(4500) Weedspraying-** You have agreed to undertake 1x weedspraying currently in this financial year; however, due to the wet weather, this hasn't been undertaken yet.
  
11. **(4540) Speed Indicator Device-** Both SIDs are now being deployed around the parish. SID#1 was out of action for a while as we needed to purchase some replacement brackets in order for it to be erected at its scheduled locations.
  
12. **(4680) Neighbourhood Plan-** Any expenditure that the parish council has incurred for the neighbourhood plan is charged back to the town council for their 70% share of the costs.
  
13. **(4282) Sports field insurance-** This is for the Bowerhill Sports Pavilion building insurance. It is not expected that we will have any other expenditures under this heading this year.
  
14. **(4381) Cleaning Contractor- Pavilion-** The spend from this heading is lower this quarter, which is due to the fact that it is currently the closed season, so there is no requirement for changing rooms to be cleaned. Towards the end of the season, quite a lot of matches had to be cancelled due to the weather, which is also a factor.
  
15. **(4791) Boiler service- Pavilion-** The service for the boiler is something that we do annually, so we are not expecting any more expenditure under this heading in this financial year.
  
16. **(4722) repairs & maintenance- Allotments-** The spend under this heading is for the replacement signage purchased for the allotments.

| <u>Bank Statement Account Name (s)</u>     | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>      |
|--|-----------------------|------------------------------------|----------------------|
| Current Account 02027655                   | 30/06/2024            |                                    | 14,744.68            |
|  |                       |                                    | <u>14,744.68</u>     |
| <b><u>Unpresented Payments (Minus)</u></b> |                       |                                    | <b><u>Amount</u></b> |
| 25/06/2024 V3955-6189 Unity Bank           |                       |                                    | 9,000.00             |
|  |                       |                                    | <u>9,000.00</u>      |
|  |                       |                                    | 5,744.68             |
| <b><u>Unpresented Receipts (Plus)</u></b>  |                       |                                    |                      |
|  |                       | 0.00                               |                      |
|  |                       |                                    | <u>0.00</u>          |
|  |                       |                                    | 5,744.68             |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>5,744.68</b>      |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>          |

**Councillor 1:**

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

**Councillor 2:**

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

**Clerk & RFO:**

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

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

## Your Account

**Sort Code** 30-98-75  
**Account Number** 02027655

## TREASURERS ACCOUNT

01 June 2024 to 30 June 2024

|                  |           |                                |            |
|------------------|-----------|--------------------------------|------------|
| <b>Money In</b>  | £1,496.36 | <b>Balance on 01 June 2024</b> | £13,338.90 |
| <b>Money Out</b> | £90.58    | <b>Balance on 30 June 2024</b> | £14,744.68 |

## Your Transactions

| Date      | Description  | Type      | Money In (£) | Money Out (£) | Balance (£) |
|-----------|--|-----------|--------------|---------------|-------------|
| 03 Jun 24 | DICK LOVETT (BATH) DICK LOVETT BATH                | FPI-U3948 | 71.50 ✓      |               | 13,410.40   |
| 05 Jun 24 | MELKSHAM TOWN COUN 424 34123649312255000N 608301   | FPI-U3949 | 105.00 ✓     |               | 13,515.40   |
| 10 Jun 24 | FUTURE OF FOOTBALL PS37II4G5R2GEJ1BNJ 040003       | FPI-U3950 | 440.00 ✓     |               | 13,955.40   |
| 12 Jun 24 | FUTURE OF FOOTBALL INV425-MR170524                 | FPI-U3951 | 115.50 ✓     |               | 14,070.90   |
| 17 Jun 24 | DAISY 4736739 3129801                              | DD-U3946  |              | 45.29 ✓       | 14,025.61   |
| 17 Jun 24 | DAISY 4736742 3129802                              | DD-U3947  |              | 45.29 ✓       | 13,980.32   |
| 17 Jun 24 | FUTURE OF FOOTBALL APRIL 300000001372725245 309875 | FPI-U3952 | 330.00 ✓     |               | 14,310.32   |
| 19 Jun 24 | BERRYFIELD VILLA BERRYFIELD VH                     | FPI-U3953 | 394.36 ✓     |               | 14,704.68   |
| 27 Jun 24 | KEITH DYCKES GOAL HIRE 00153425632GVRYFCY 090129   | FPI-U3954 | 40.00 ✓      |               | 14,744.68   |

## Transaction types

|                              |                               |                              |                               |
|------------------------------|-------------------------------|------------------------------|-------------------------------|
| <b>BGC</b> Bank Giro Credit  | <b>BP</b> Bill Payments       | <b>CHG</b> Charge            | <b>CHQ</b> Cheque             |
| <b>COR</b> Correction        | <b>CPT</b> Cashpoint          | <b>DD</b> Direct Debit       | <b>DEB</b> Debit Card         |
| <b>DEP</b> Deposit           | <b>FEE</b> Fixed Service      | <b>FPI</b> Faster Payment In | <b>FPO</b> Faster Payment Out |
| <b>MPI</b> Mobile Payment In | <b>MPO</b> Mobile Payment Out | <b>PAY</b> Payment           | <b>SO</b> Standing Order      |
| <b>TFR</b> Transfer          |                               |                              |                               |

Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Bank Reconciliation Statement as at 30/06/2024  
for Cashbook 2 - Unity Bank

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>  |
|--|-----------------------|------------------------------------|------------------|
| Unity                                  | 30/06/2024            |                                    | 11,396.10        |
|  |                       |                                    | <u>11,396.10</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <u>0.00</u>      |
|  |                       |                                    | 11,396.10        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                  |
| 25/06/2024 V3955-6189                  |                       | 9,000.00                           |                  |
|  |                       |                                    | <u>9,000.00</u>  |
|  |                       |                                    | 20,396.10        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>20,396.10</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

**Signatory 1:**

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

**Signatory 2:**

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



Melksham Without Parish Council

Balance

Available

**Current T2**

£ 11,302.02

£ 11,302.02

60-83-01 • 20371502

Balances are correct as of 10:12 on 01 Jul 2024.

| ↓ Date   | Description  | Paid in | Paid out     | Balance      |
|----------|--|---------|--------------|--------------|
| 30/06/24 | Service Charge -03957                              |         | ✓ -32.25     | 11,396.10    |
| 28/06/24 | Manual Credit - Handling Charge -03956             |         | ✓ -0.90      | 11,428.35    |
| 28/06/24 | B/P to: TERRY COLE • SALARY - MWPC -03937          |         | ✓ [REDACTED] | [REDACTED]   |
| 28/06/24 | B/P to: MARIANNE ROSSI • SALARY - MWPC -03936      |         | ✓ [REDACTED] | [REDACTED]   |
| 28/06/24 | B/P to: DAVID COLE • SALARY - MWPC -03938          |         | ✓ [REDACTED] | 1 [REDACTED] |
| 28/06/24 | B/P to: TERESA STRANGE • SALARY - MWPC -03934      |         | ✓ [REDACTED] | [REDACTED]   |
| 28/06/24 | B/P to: Lorraine McRandle • MWPC SALARY -03935     |         | ✓ [REDACTED] | [REDACTED]   |
| 27/06/24 | B/P to: John Glover • CHAIRMAN'S ALLOWAN -03939    |         | ✓ -45.60     | 19,166.18    |
| 27/06/24 | B/P to: Wiltshire Pension • REF.59- JUNE 24 -03933 |         | ✓ -2,174.79  | 19,211.78    |
| 27/06/24 | B/P to: HMRC Cumbernauld • 034PK00147858 -03932    |         | ✓ -2,464.47  | 21,386.57    |
| 27/06/24 | B/P to: Miriam Zaccarelli • INV.2403 -03931        |         | ✓ -165.00    | 23,851.04    |
| 27/06/24 | B/P to: Jens Cleaning • INV.1081 -03930            |         | ✓ -238.92    | 24,016.04    |
| 27/06/24 | B/P to: Workplace Wellness • INV.5771 -03929       |         | ✓ -450.00    | 24,254.96    |
| 27/06/24 | B/P to: Trade UK • 6331640017452863 -03928         |         | ✓ -19.92     | 24,704.96    |
| 27/06/24 | B/P to: Solagen • INV.6444 -03927                  |         | ✓ -252.00    | 24,724.88    |
| 27/06/24 | B/P to: Shaw Village Hall • MWPC200724 -03926      |         | ✓ -60.00     | 24,976.88    |
| 27/06/24 | B/P to: Kennet Sign & Disp • INV.SI-16867 -03925   |         | ✓ -360.00    | 25,036.88    |
| 27/06/24 | B/P to: JH Jones & Sons • INV.4264 -03924          |         | ✓ -1,110.00  | 25,396.88    |
| 27/06/24 | B/P to: JH Jones & Sons • INV.4248 -03923          |         | ✓ -231.60    | 26,506.88    |
| 27/06/24 | B/P to: JH Jones & Sons • INV.4227 -03922          |         | ✓ -2,376.56  | 26,738.48    |
| 27/06/24 | B/P to: Aquasafe • INV.240605 -03921               |         | ✓ -444.00    | 29,115.04    |
| 27/06/24 | B/P to: Aquasafe • INV.240507 -03920               |         | ✓ -150.00    | 29,559.04    |
| 27/06/24 | B/P to: Agilico • ACCOUNT:606581 -03919            |         | ✓ -60.35     | 29,709.04    |
| 27/06/24 | B/P to: Avon Printing • INV.46354 -03918           |         | ✓ -78.00     | 29,769.39    |

|          |                                    |                              |           |           |
|----------|------------------------------------|------------------------------|-----------|-----------|
| 27/06/24 | B/P to: Alzheimers Support         | • MWPC GRANT AWARD -03917    | ✓ -400.00 | 29,847.39 |
| 27/06/24 | B/P to: Wiltshire Village          | • MELKSHAM WITHOUT P -03916  | ✓ -50.00  | 30,247.39 |
| 27/06/24 | B/P to: Community Heartbea         | • IN.21673-RE-MEL002 -03915  | ✓ -121.14 | 30,297.39 |
| 27/06/24 | B/P to: Woods Business Ser         | • I103955 -03914             | ✓ -76.75  | 30,418.53 |
| 27/06/24 | B/P to: Kanconnections             | • INV.1626 -03940            | ✓ -897.60 | 30,495.28 |
| 21/06/24 | CCLA Investment Management Limited | • 1088337 23,000.00 -03944   | ✓         | 31,392.88 |
| 17/06/24 | Direct Debit (LLOYDS BANK PLC)     | • 5563140914873742 -03943    | ✓ -263.69 | 8,392.88  |
| 07/06/24 | Direct Debit (EDF ENERGY)          | • 671174775423 -03942        | ✓ -191.04 | 8,656.57  |
| 04/06/24 | CCLA Investment Management Limited | • PS1007177- Melksham -03945 | 1,848.24  | 8,847.61  |
| 03/06/24 | Direct Debit (ST ENVIRONMENTAWM0)  | • ST -03941 ENVIRONMENTAWM0  | ✓ -74.16  | 6,999.37  |

Bank Reconciliation Statement as at 30/06/2024  
for Cashbook 3 - Fixed Term Deposit

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u> |
|--|-----------------------|------------------------------------|-----------------|
| Fixed Term Deposit                     | 30/06/2024            |                                    | 0.00            |
|  |                       |                                    | <u>0.00</u>     |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <u>0.00</u>     |
|  |                       |                                    | 0.00            |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <u>0.00</u>     |
|  |                       |                                    | 0.00            |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>0.00</b>     |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

**Signatory 1:**

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

**Signatory 2:**

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

Bank Reconciliation Statement as at 30/06/2024  
for Cashbook 4 - Instant Access Unity 20476339

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u> |
|--|-----------------------|------------------------------------|-----------------|
| Instant Access 20476339                | 30/06/2024            |                                    | 9,106.29        |
|  |                       |                                    | 9,106.29        |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | 0.00            |
|  |                       |                                    | 9,106.29        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | 0.00            |
|  |                       |                                    | 9,106.29        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>9,106.29</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

**Signatory 1:**

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

**Signatory 2:**

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



Melksham Without Parish Council  
**Instant Access**  
60-83-01 • 20476339

Gross interest rate      Balance      Available  
2.75 % ⓘ      £ **9,106.29**      £ **9,106.29**

Balances are correct as of 11:29 on 01 Jul 2024.

| ↓ Date   | Description             | Paid in | Paid out | Balance  |
|----------|-------------------------|---------|----------|----------|
| 30/06/24 | Credit Interest -03958. | 271.53  |          | 9,106.29 |

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>   |
|--|-----------------------|------------------------------------|-------------------|
| Public Sector Deposit Fund             | 30/06/2024            |                                    | 490,000.00        |
|  |                       |                                    | <u>490,000.00</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                   |
|  |                       | 0.00                               |                   |
|  |                       |                                    | <u>0.00</u>       |
|  |                       |                                    | 490,000.00        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                   |
|  |                       | 0.00                               |                   |
|  |                       |                                    | <u>0.00</u>       |
|  |                       |                                    | 490,000.00        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>490,000.00</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>       |

**Councillor 1:**

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

**Councillor 2:**

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

**Clerk & RFO:**

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

## Statement of Account

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

5 July 2024

Account name: **MELKSHAM WITHOUT PARISH COUNCIL**  
Account number: **PS1007177-001**  
Statement period: **31/05/2024 to 30/06/2024**

### Account summary

Total valuation as at 30 June 2024 **£490,000.00**  
Total valuation as at last statement at 31 May 2024 **£513,000.00**

### Holdings as at 30 June 2024

| Fund name   | Unit/share holdings | Price per unit/share | Value              |
|---|---------------------|----------------------|--------------------|
| <b>The Public Sector Deposit Fund SC4</b><br>GB00B3LDFH01 | 490,000.0000        | £1.00                | £490,000.00        |
| <b>Total value</b>  |                     |                      | <b>£490,000.00</b> |

### Transactions for the period from 31 May 2024 to 30 June 2024

#### The Public Sector Deposit Fund SC4

| Transaction date | Transaction type  | Unit/shares  | Price per unit/share | Amount (GBP) |
|------------------|-------------------|--------------|----------------------|--------------|
| 21/06/2024       | Withdrawal -03944 | -23,000.0000 | £1.0000              | -£23,000.00  |

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk      Freephone 0800 022 3505      www.ccla.co.uk

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 5.20% p.a.

Income for the period is as follows:

| Month    | Date paid  | Method                            | Amount (£) | Destination |
|----------|------------|-----------------------------------|------------|-------------|
| May 2024 | 04/06/2024 | Paid to Nominated Bank<br>Details | £1,848.24  |             |

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, [www.ccla.co.uk](http://www.ccla.co.uk). Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on [www.ccla.co.uk/glossary](http://www.ccla.co.uk/glossary). If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).

**MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 1<sup>st</sup> July 20234 at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES at 7:30pm**

**Present:** Councillors John Glover (Council Chair), David Pafford (Council Vice-Chair), Alan Baines (Committee Chair), Nathan Keates and Martin Franks (Committee Vice-Chair).

**Officers:** Teresa Strange (Clerk) and Marianne Rossi (Finance & Amenities Officer).

**79/24 Apologies & Housekeeping:**

Councillor Baines, as outgoing Chair of the Asset Management Committee, welcomed everyone to the meeting. As there were two members of the public in attendance at the meeting, the housekeeping messages were read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

The Clerk advised that she had received apologies from Councillor Holt, who was on holiday; this reason for absence was accepted. Councillor Chivers was not present at the meeting.

It was confirmed that the meeting was quorate.

Nominations were invited for the Chair of the Asset Management Committee for 2024/25.

**80/24 Chairman & Vice Chair of Asset Management Committee for 2024/25**

**a) To elect Chair of Asset Management Committee for 2024/25**

**Resolved:** That Councillor Baines be Chair of the Asset Management Committee for 2024/25.

**b) To elect Vice-Chair of Asset Management Committee for 2024/25**

**Resolved:** That Councillor Franks be Vice Chair of the Asset Management Committee for 2024/25.

**81/24 To receive Declarations of Interest:**

Councillor Glover declared an interest in agenda item 8a as his grandson worked for the youth organisation being discussed. He also declared an interest in agenda item 14b as he is a resident of Wellington Drive, which was one of the proposed bench locations.

Councillor Franks declared an interest in all items related to the allotments as he was an allotment holder.

The Clerk, although not a voting member, declared an interest in agenda item 15, as her husband was on the list of approved contractors and suppliers.

### **82/24 To consider holding items in Closed Session due to confidential nature:**

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business (Item **7f & 8a**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Clerk advised that there were a number of agenda items that included quotations; however, they could be discussed outside of a closed session as long as the contractors who had provided them were not named in the public domain. It was noted that the awarding contractor would be named in the minutes.

**Resolved:** Agenda items 7f & 8a to be held in closed session for the following reasons:

7f Legal/ contractual  
8a early stages of a legal dispute

The committee agreed to suspend standing orders for a period of public participation.

### **83/24 Public Participation:**

There were two members of the public present at the meeting who wished to speak on agenda item 7c regarding the Kestrel Court Play Area bench location. Resident A explained that she had previously contacted the parish council to request for an additional bench to be installed inside the Kestrel Court Play Area as there was a large open area inside the play area that could be better utilised. She was grateful when she was informed that the parish council had agreed to install a new picnic table inside of the play area; however, upon seeing the bench after the installation, she does not feel that the location is suitable. This is due to the fact that it is positioned close to the fence around the play area, which makes the bench difficult to get in and out of, which isn't accessible, especially for people with mobility issues. Secondly, the other side of the bench is close to the edge of the slabs, which she feels is a safety hazard for people getting off the bench as there is a slight drop due to the height of the slabs. In addition, due to the positioning of the bench, people are unable to supervise their children playing inside the play area unless they are able to access the side closest to the fence, as the more accessible side means that people would have their backs to the play area. She feels that there were much better areas inside the play area where this bench could have been positioned.

Resident B explained that originally there was a bench at this location inside of the play area; however, this had been moved and the picnic table has been installed in

its place. She feels that the original bench could have been left in this location, and the new picnic table could have been installed in a much more suitable location inside the play area.

Councillor Baines explained to the residents that the bench was unable to be installed in the agreed location due to the size of the plinth required for the picnic table, which meant that it was too close to the play equipment. When contractors had attended the site to look at another suitable place, bearing in mind access for grass cutting and ensuring it wouldn't be too close to the play equipment, they had suggested that the table would fit on the concrete slabs by the fence where the existing bench was located. It was agreed that the positions of the existing bench and the picnic table could be switched around as the bench was much smaller than the picnic table.

Resident A provided members with aerial images of other play areas with open space where benches have been located. She explained that the benches inside these areas are spaced out within the space to make good use of the area. She felt that there was an opportunity to do something similar inside the Kestrel Court Play Area. Councillor Glover queried whether the resident was proposing to locate the bench underneath the trees inside the play area, as the council has previously had issues in other play areas when benches have been located underneath trees with birds roosting in the trees. The resident explained that she understood that there were issues with benches under trees, such as the requirement to keep cleaning them, so she was not suggesting that the bench should be positioned there. She explained that there was a large open area inside the play area on the left-hand side if you were outside of the play area facing in, on the side where the bungalows were located. She felt that this would be a much more suitable location for the picnic table.

The committee reconvened and agreed to bring agenda item 7c forward for discussion.

#### **84/24 To note complaint received regarding the location of the picnic bench installed inside of Kestrel Court Play Area and consider any action**

Members discussed the current location of the picnic table inside the Kestrel Court Play Area. Councillor Pafford explored the possibility of the council moving the picnic table to another location inside the play area. He felt that if the table was not installed on hardstanding, it would be unlikely that people would use it during the winter months unless it was accessible via a path. He went on to explain that, although it looks like there is a lot of space inside the play area, there is not a lot of adequate space for this particular bench due to the size of the picnic table. As a result, this would cause the council an issue if they were to decide to move it to another location inside the play area. He agreed that the table in its current position was not suitable, so the council would need to carefully consider this.

Councillor Baines explained that the council has previously had issues with benches inside other play areas where there hasn't been any adequate hardstanding and the ground has eroded, causing puddles all around the bench. For that reason, he did not feel that it was an option to relocate the bench without any hardstanding.

Furthermore, he also felt that the council needed to be mindful not to hinder the possibility of children playing ball games on the open grass area, so there is a limitation as to where the table could be moved. He suggested that the current hardstanding could be extended so that the table is moved away from the fence without impacting the grass cutting. This would also remove the current trip hazard around the bench. Members agreed that this was a good way forward, and by extending the hardstanding, it would provide the ability for the table to be turned 90°, which could allow for an additional bench to be installed on the same hardstanding. It was also felt that the extension of the hardstanding should be big enough to allow for a wheelchair to be able to sit at one end of the table.

The committee agreed to suspend standing orders to ask the residents a question. Councillor Baines queried with the residents whether there would be an improvement to the bench if the picnic table was turned around. The resident agreed that it would improve accessibility as well as allow people to sit at the bench and be able to observe their children playing in the play area.

The committee reconvened.

Councillor Franks highlighted that the council had some spare patio slabs located at Briansfield allotments that could be used to extend the current hardstanding. After a robust discussion, members agreed that officers should obtain a quotation to extend the hardstanding by three slab lengths using the patio slabs located at the allotments to enable the bench to be moved away from the fencing. The Clerk highlighted that the patio slabs at the allotments may be a different size or depth from the current flag stones; therefore, queried whether officers should also obtain a quote to take the existing flag stones up and replace them fully with the ones currently located at the allotments.

The Clerk advised that the council had previously gone out to consult with residents regarding the location of the bench. She wished to check with members about whether they wanted to reconsult with residents. It was felt that, as this bench was staying in the same position, there was no need to do this.

**Recommendation 1:** Officers to obtain a quotation to extend the length of the current hardstanding inside of Kestrel Court Play Area and turn the existing picnic table around by 90°.

**Recommendation 2:** If there is enough room for a second bench, a quote should be obtained to purchase and install another bench on the same hardstanding, ensuring that both benches are adequately spaced out from each other.

*8pm both residents left the meeting.*

**85/24 Council Assets: To consider Report on condition of Council assets, and recommend future action.**

The Clerk reported that the asset check for the parish, allotments, and office had recently been undertaken by staff. It was noted that each council asset had been given the following rating depending on their current condition:

Good: Unlikely to need attention in the next 5 years

Satisfactory: May need attention in the next 2-3 years.

Poor: Needs attention in the next year

The Clerk explained that there were a few items that she wished to draw members attention to on the Caretaker's asset reports.

It was noted that the Hornchurch Road Play Area safety surfacing was rated as poor, which was due to be discussed under the next agenda item. Similarly, the drinking water fountain that was installed outside of the pavilion was not working, which was an item on the agenda for discussion later on at this evening's meeting.

Attention was drawn to the fact that the paint was flaking off of the doors at the Bowerhill Sports Pavilion. The Clerk explained that the council had the doors repainted a few years ago by a professional paint contractor; however, this hasn't lasted. It was also noted that during covid, the council had installed a number of signs on the door; however, officers have been unable to remove them as they would remove the paint from the doors. The Clerk confirmed that the doors were galvanised, which made it difficult for paint to stick, but aesthetically, they now looked untidy. Councillor Glover queried whether the doors needed to be painted again and whether they could be stripped down and left. The Clerk confirmed that each set of changing rooms was colour coded; however, when officers allocate changing rooms to hirers, they provide them with the number rather than the colour. Members felt that a quote needed to be obtained to strip the paint off of all of the doors at the pavilion as the paint was not sticking to the doors but included numbers for the changing rooms so hirers could identify which changing room they were being allocated.

The Clerk advised that the Caretaker had not provided a rating for the finger post signs located at the bridleway in Bowerhill (asset 104), which was a scheme undertaken by BRAG (Bowerhill Residents Action Group). She had been made aware by BRAG that the finger post was missing, and she had provided them with details of the Melksham Shed volunteer group to see whether they could help. As this was on the council's asset register, she wanted to make members aware of it.

All items at Beanacre were rated as satisfactory; however, the Caretaker had detailed in his report that there was some small cracking on the safety surfacing at Beanacre Play Area. The Clerk advised that the Caretaker could repair this with a safety surfacing repair kit but reminded members that the council has been keeping a watch for some time on some of the wooden equipment inside the play area. She explained that members may not wish to patch repair at this time depending on where the crack was located, especially if the council has to eventually replace the equipment inside this area. The majority of the cost when replacing a piece of equipment is for the safety surfacing to be replaced around it, so if the surfacing

needs to be repaired, the equipment might as well be replaced at the same time. The Caretaker has rated the play area and equipment as satisfactory; therefore, there is no immediate need for this to be replaced. The Clerk explained that the council had an annual independent inspection undertaken by ROSPA (The Royal Society for the Prevention of Accidents), which was due in September/ October time, so the council could wait for their report. Members agreed that the council should wait for the ROSPA report.

There were no issues identified with any assets at Sandridge, Berryfield, or Shurnhold Fields.

Most assets at Shaw and Whitley were rated as satisfactory; however, the aeroplane springer inside Shaw Play Area was rated as poor and needs to be replaced. The officers had obtained some quotations for the replacement of the springer for members to consider at the meeting, which were as follows:

#### **Quotation A**

- Remove and dispose of existing rocker.
- Supply and install Lappset Pico Rocker
- Make good existing rubber mulch surface

**Total £2,498.00 + VAT**

#### **Quotation B**

- Removal and disposal of all existing damaged spring rocker
- Supply and installation of 1no Mule spring rocker
- Repair to Rhino Mulch surfacing
- HERAS fencing

**Total £2,250.00 + VAT**

#### **Quotation C**

- Remove and dispose of existing spring rider
- Supply and install 1no sit in spring rider
- Repair surface with bonded rubber mulch in autumn blend Provisions include:
  - HERAS fencing
  - Spoil removal
  - Materials and machinery

**Total £1,835.00 + VAT**

Members considered each of the quotations and noted that quotation C provided a choice of several different springers. After a detailed discussion, members felt that all

quotations provided were like-for-like; therefore, they felt that option C offered the most value.

It was noted that there wasn't a theme of equipment at Shaw Play Area, and the Clerk queried with members whether they wished to consult with Shaw Pre-school on which springer to purchase, as option C provided a choice. She suggested that it might be a nice gesture to ask the children who are based in the village hall near the play area which springer they would like to be installed. Members agreed that Shaw Pre-School should be consulted on which springer design out of the options provided on quotation C should be purchased.

At the allotments, most items were rated as either good or satisfactory. The Allotment Warden had highlighted that one of the troughs at Berryfield may need to be levelled, which has been done by the Caretaker. The Clerk advised that the council had received a high-water bill for the allotments, and on inspection by the Caretaker there was no leak found; however, he discovered that the trough was not level with the ground, causing the water to drip out from one side. It was also highlighted that the noticeboards at the allotments were in poor condition, and the cork on the boards was drying out. The Clerk explained that the noticeboards were made by the Melksham Shed group as part of one of their projects some time ago. The cork is exposed to the weather as there is no cover for the noticeboards, so the council may wish to consider replacing them.

It was noted that the petrol strimmer had not been used this year at the allotments. The Clerk explained that the council had purchased a rechargeable strimmer for the Allotment Warden to use as the petrol strimmer was too heavy to use. Councillor Franks highlighted that the petrol strimmer may be useful to be used to trim back some of the overgrown allotments, which were due to be discussed later on in the agenda. The Clerk advised that it would be a question of whether the Allotment Warden would be happy to undertake the clearance, or if a contractor undertook this, they would have their own equipment. Members agreed that this was something that they could review when they discuss the overgrown allotments later on at the meeting. The Clerk advised that the leaf blower was something that had been purchased some time ago for the Caretaker to use to blow all of the debris away from the play area safety surfacing, which was something he still needed to action.

All office equipment was rated as either good or satisfactory in the report. The Finance & Amenities Officer highlighted in her report that the out of hours mobile phone that diverts to a staff member takes a lot of time to undertake an action due to its age. She provided members with some upgrade options for a new mobile phone; however, these were all contract options. It was noted that the out of hours mobile phone was not used as a phone and was only used on occasions to divert to another staff member's mobile phone. The Clerk explained that her personal mobile phone was out of contract and she was looking to replace it with a new one. She suggested that she could donate her phone to the parish council to be the out of hours mobile phone, which would give the ability for the council's number to be used in WhatsApp groups rather than the officer's personal mobile numbers, for example. The Clerk explained that officers would need to investigate whether the mobile phone is locked

to a network first and whether the out of hours phone sim card would fit into the new device. Members welcomed the kind donation of the mobile phone from the Clerk.

The Clerk drew members' attention to the fact that the council had a noticeboard on the side of the Melksham library building, which was due to be demolished. The noticeboard is weathered and is no longer used by the council, but wanted to check with members that they were happy for it to be demolished with the building. Members confirmed that they were happy with this.

**Recommendation 1:** Officers to obtain a quote to remove all of the paint off of the pavilion doors but ensure that each changing room is numbered.

**Recommendation 2:** The council accepts the kind donation from the Clerk of her old mobile phone to replace the existing out of hours mobile pending investigations by officers on whether the existing sim card will work.

**Recommendation 3:** The council confirms that they are happy that the old noticeboard on the side of the Melksham Library is demolished with the building.

**Recommendation 4:** The council approve quotation C (Infinity Playgrounds) at a cost of £1,835 + VAT to replace and install a new springer inside of Shaw Play Area. As this quotation provided different options to choose from, Shaw Pre-School should be consulted on which springer design the council should purchase.

#### **86/24 Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:**

- a) To review latest quarterly play area inspection reports and consider any action required.**

The Clerk reported that the quarterly play area reports were not currently available; however, as per the above, this has been done within the asset check reports.

**b) Hornchurch Road Play Area Safety Surfacing:**

- i) To receive feedback following earlier site visit and note temporary repair undertaken w/c 17th June 24.**

Councillor Baines reported that following the earlier site visit to Hornchurch Road Play Area, the safety surfacing is in a poor state of repair and members needed to consider options to replace the surfacing. Officers had obtained three quotations, which would be reviewed under item 7biii.

- ii) To review Financial Regulations advice re thresholds for quotations vs tenders**

The Clerk advised that officers had sent a query to WALC (Wiltshire Association of Local Councils) about the procurement procedure in

relation to Contracts Finder as the NALC model standing orders and financial regulations do not seem to align with each other. It was noted that the model financial regulations had recently been updated, which the council has adopted. The council has agreed that the threshold to go out to tender would be £40,000 + VAT. The standing orders, however, seem to suggest to officers that the council may need to advertise the contract opportunity on Contracts Finder. Councillor Glover highlighted that the council's financial regulations stated, '*For contracts estimated to exceed £40,000 excluding VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation*' which he interprets to mean that the council does not need to go out to tender or publish the opportunity on Contracts Finder as officers have obtained quotations from specific contractors. The advice note that officers had provided from Parkinson Partnership also confirms that if the council was going to specific firms rather than opening up the opportunity, this does not need to be published as long as the council is following their own standing orders and financial regulations.

It was acknowledged that for any contract awarded over £30,000, including VAT, there is a requirement for the council to publish the award of the contract on Contracts Finder.

**iii) To consider options for Hornchurch Road Play Area safety surfacing replacement and approve quotation if appropriate**

The Clerk explained that some of the quotes received are over £40,000 + VAT and queried whether they wished to wait and go out to tender or whether they were happy to consider the quotes provided. She advised that members needed to bear in mind the fact that any quote approved this evening would not be approved until the Full Council meeting on the 29th July when the schools have broken up for the summer holidays. Members agreed that Hornchurch Road Play Area should not be closed during the summer holidays, and any works agreed upon will need to be done once the holidays are over. It was noted that if the council agreed to a quotation, the contractor could be advised that the works would have to take place after the summer holidays to avoid any disruption to children wishing to use the play area during the holidays. It was felt that the council did not need to go out to tender as officers had already obtained quotations for the project, and as per the financial regulations, as discussed under the above agenda item, this was not a requirement.

The quotations received for the safety surfacing replacement at Hornchurch Road Play Area were as follows:

**Quotation A**

- Removal and disposal of all existing EPDM to take the surface back to the subbase, approx. 400m<sup>2</sup>

- Regrade subbase with type one stone top up and compact, approx. 400m<sup>2</sup>
- Supply and installation of black EPDM safety surfacing to a minimum depth of 40mm
- Area surrounding seesaw, swings and climbing frames to be minimum 50mm in depth.
- Provisions including HERAS, Skips & Welfare

**Total £38,488.00 + VAT**

If order is placed inside the 14-day validity period, they are able to hold the price from 2022

**Total £35,802.86**

#### **Quotation B**

- Supply and install Heras and welfare for the duration of the works
- Remove and dispose of 420m<sup>2</sup> of existing rubber
- Supply and install 420m<sup>2</sup> x 40mm black wet pour rubber

**Total £40,220.00 + VAT**

#### **Quotation C**

##### **OPTION ONE: OVERSKIM - BLACK EPDM with colour wear pads**

- Erect 90lm of double clipped HERAS fencing with signage
- Clear area of all loose rubber crumb
- Chase cut 300-400 mm (remove the rubber) around the perimeter of the play area and under the roundabout to allow for new surface to be slowly ramped down at the edges and under equipment to the correct height
- Supply and install COLOUR EPDM at bottom of slides, swings, roundabout and climbing features and spring rider totalling 50m<sup>2</sup> of colour wear pad graphics
- Supply and install 375m<sup>2</sup> of BLACK EPDM at 20mm over existing surfacing up to existing PCC edging

**Total £23,200.00 + VAT**

##### **OPTION TWO: OVERSKIM - Bonded rubber MULCH with colour EPDM wear pads**

- Erect 90lm of double clipped HERAS fencing with signage
- Clear area of all loose rubber crumb
- Chase cut 300-400 mm (remove the rubber) around the perimeter of the play area and under the roundabout to allow for new surface to

be slowly ramped down at the edges and under equipment to the correct height

- Supply and install COLOUR EPDM at bottom of slides, swings, roundabout and climbing features and spring rider totalling 50m2 of colour wear pad graphics
- Supply and install 375m2 of BONDED RUBBER MULCH AT 30MM over existing surfacing up to existing PCC edging

**Total £28,700.00 + VAT**

**OPTION THREE: REMOVE AND REPLACE - BLACK EPDM with colour wear pads**

- Erect 90lm of double clipped HERAS fencing with signage
- Remove and dispose of all existing EPDM surfacing at 60mm – 80mm x 425m2
- Re-instate groundworks with compacted type one stone
- Cover with 425m2 of terram geotextile membrane
- Supply and install between 20 and 40mm of BLACK EPDM Base rubber
- Supply and install COLOUR EPDM at bottom of slides, swings, roundabout and climbing features and spring rider totalling 50m2 of colour wear pad graphics
- Supply and install 375m2 of BLACK EPDM at 20mm over existing surfacing up to existing PCC edging

**Total £43,800.00 + VAT**

**OPTION FOUR: FULL REPLACEMENT - Bonded rubber MULCH with colour EPDM wear pads**

- Erect 90lm of double clipped HERAS fencing with signage
- Remove and dispose of all existing EPDM surfacing at 60mm – 80mm x 425m2
- Re-instate groundworks with compacted type one stone and cover in a Terram weed suppressant membrane
- Supply and install COLOUR EPDM at bottom of slides, swings, roundabout and climbing features and spring rider totalling 50m2 of colour wear pad graphics
- Supply and install 375m2 of BONDED RUBBER MULCH in a variety of colours at between 40 and 60mm in line with FFH requirements over existing surfacing up to existing PCC edging

**Total £42,200.00 + VAT**

Members considered each quotation received, and it was noted that quotation C had provided four options for the safety surfacing; however, options 1 & 2 were for over skimming the surfacing rather than fully replacing it. Councillor Baines reported that

in 2018, the council had the surfacing over skimmed inside this play area, and it was evident following the site visit that this had failed, so he feels that the surfacing needs to be replaced fully. Quotation C also provided an option to replace the surfacing with mulch (option 4). It was noted that both quotations A and C (option 3) detailed in their quotations that they would remove and replace the subbase with type one stone, whereas quotation B did not specify this in their quotation. It was felt that there needed to be a good subbase for the surfacing to be laid on top of to ensure the surfacing doesn't break up or become unstable in the future. Option 3 provided under quotation C included colour wear pads, which would mean that there would be joins in the surfacing. Members acknowledged that from previous experience, where areas of surfacing are broken up with colour pads, it can become problematic in future years as joins can separate and can cause trip hazards. It was noted that quotation A did not include any colour pads, and therefore there would be no joins in the surfacing.

Discussions took place as to when the safety surfacing replacement should be undertaken if they were minded to agree on a quotation for this work, bearing in mind whether the council had the budget for the works to be undertaken in the current financial year. The Clerk highlighted that she had a concern that if the surfacing is left and it fails in late autumn, for example, she doesn't feel that the contractors would be able to get into the play area to undertake the replacement. This is due to the fact that the open space area around the play area, which is the only way that the contractors could access the area, gets very wet. She feels that there is a risk that the heavy vehicles that will need to be used may get stuck in the open space, which means that the replacement would have to be left until the spring time. It was noted that Wiltshire Council had recently undertook tree works in the open space, and their vehicle got stuck.

In terms of the budget, the Clerk advised that there was £40,000 in the play area contingency reserve; however, the council had budgeted £20,000 for the replacement of the Beanacre Play Area wooden equipment. The Caretaker in his asset report, which was reviewed earlier in the meeting, rated the play area as satisfactory, so there was no requirement for the equipment to be replaced immediately or in this financial year. From CIL (Community Infrastructure Levy), £20,000 was shown as coming out of the reserve for this project. Officers are also aware that the Suez grant funding covers Hornchurch Road Play Area, so the council could apply to them for some funding towards the surfacing replacement costs. It was noted that the council would have to apply to this fund first before the project could start.

After a robust discussion, members felt that quotation A should be approved as it included all of the council's requirements and provided the best value. The contractor should be advised that the council would like the works to be undertaken in September after the school summer holidays.

Officers had provided members with a quotation for site security once the surfacing had been laid and was drying. The Clerk explained that when the surfacing at this play area was over skimmed previously, there was evidence that people were getting under the heras fencing erected around the site. As a result, the parish council paid

for site security to ensure that no one went inside the play area while the surface was setting. The Clerk explained that the issue with someone walking on the surfacing before it was fully cured was that the footprints would cause a weakness in the surfacing. Councillor Franks highlighted that the contractor should be securing their own site; therefore, this cost should not be for the parish council to bear. Councillor Pafford felt that the council was making a significant investment in this play area and, therefore, felt that the council should have site security while the surfacing is setting. The quotation provided was for £18 per hour, with a minimum booking of 12 hours. It was felt that this quote should be approved to ensure the security of the site while the surfacing was setting.

**Recommendation 1:** The council approve quotation A (Vita Play) at a cost of £35,802.86 to undertake the full replacement of the safety surfacing at Hornchurch Road Play Area in black EPDM in September, as per the quote detailed above. The expenditure for the project to come from the play area contingency reserve (£20,000) and CIL (£20,000).

**Recommendation 2:** The council apply to the Suez Communities Fund for funding towards the project.

**Recommendation 3:** The council approve the quotation from Security 2000 to provide site security while the new surfacing at Hornchurch Road Play Area is curing at a cost of £18 per hour with a minimum booking of 12 hours.

**c) To note reports of recent dog bites at both Bowerhill Sports Field and Shurnhold Fields and consider any action**

The Clerk reported that in recent weeks, officers had been made aware of two separate incidences occurring at both Bowerhill Sports Field and Shurnhold Fields. The incident that took place at the Bowerhill Sports Field was a dog-on-dog attack, with the police requesting footage from the pavilion CCTV cameras, which had been provided to them by officers. The second incident that officers are aware of via the Melksham Police social media is that a dog bit a human at Shurnhold Fields, but the incident had not been reported to the parish council. As these incidents had occurred in public open spaces that the council owned and maintained, the Clerk wished to make members aware. Members noted this information and agreed that there was not anything that the council could do over what they were already doing by providing signage, etc., as a dog is the responsibility of the dog owner to control when out in public.

**d) To note remedial works required at Whitworth play area and consider way forward**

Members reviewed the Whitworth Play area report produced by Wiltshire Council. The Clerk explained that last year Wiltshire Council issued the practical completion certificate and was scheduled to come back 12 months later with a view to issuing the Final Completion Certificate. Councillor Glover queried whether Wiltshire Council should be referring this report back to the developers for them to address as this is the standard that it was left in when the parish council adopted it. The Clerk advised

that the Amenities Officer had queried this with the Wiltshire Council Officer when they were both at site and inspected the area together, and the Wiltshire Council officer confirmed that as the parish council had adopted the play area, it was the council's responsibility to undertake the remedial works. It was noted that this was only discussed verbally and not in writing. The Clerk explained that this was part of the flawed process, which the council has spoken about with the head of the planning department at Wiltshire Council. It was felt that this should be given as an example, and the officer who compiled the report should be copied into the email. It was felt that Councillor Richard Clewer (Leader of Wiltshire Council) should be copied into any correspondence sent to Wiltshire Council regarding this process, as Councillor Pafford had discussed this matter with him previously.

Officers had obtained a quotation from JH Jones for the following works, as per the report:

**1. Double maintenance gate, please fit tube in the ground to finish flush with surface to take full length of drop bolt, fit pad lock to prevent access**

The Clerk advised that one of the items listed on the report was to fit a tube into the ground for the maintenance gate in order for the drop down bolt to be able to engage to prevent access. She explained that the parish council installed the tarmac pathway at this play area due to the unsatisfactory gravel pathway left by the developers, so this was down to the parish council's contractors when they installed the path. It was felt that this work should be undertaken by the parish council at a cost of £120 + VAT.

**2. Level up with topsoil and sow seed to take out trip hazard as necessary for complete length of path between soil and concrete kerb**

It was noted that when the parish council took over the play area, the pathway was not edged; therefore, the installation of the edging stones was something that the parish council did. JH Jones had provided a quotation of £475 + VAT to remedial this. Members agreed that the council should do this work, therefore, this quote should be accepted.

**3. Replace all dead /dying trees as per the spec, and fit strimmer guards.**

Councillor Baines highlighted that there were some dead trees inside the play area; however, he explained that this would have been part of the planning condition that any planting that dies within a certain time should be replaced by the developer. Members did not feel that this work should be done by the parish council and should be referred back to Wiltshire Council to ask the developers to replace them as per their planning conditions.

**4. Remove all 2"x2" timber posts, trip hazard, for complete length of open space. (at least 3no)**

Members agreed that the posts needed to be actioned in order to prevent a trip hazard. Members were concerned that if the timber posts were taken out of the

ground, it may disturb the edging stones, which could cause cracking in the pathway. Members felt that the posts could be hammered into the ground to prevent the trip hazard. This could then be covered by top soil, as per item two in the report. Members agreed that the contractors should be asked to hammer the posts down into the surface rather than remove them.

#### **5. Pointed ends of hazel branches need to be made safe.**

It was noted that a tree has snapped off inside the play area and has left a sharp edge. It was noted that this was something the Parish Caretaker could take action on.

**Recommendation 1:** The parish council to approve the quotation from JH Jones for works to be undertaken on items 1 and 2 as detailed in the inspection report at a cost of £595 + VAT. The contractors to be asked to hammer the timber posts into the ground rather than remove them (item 4).

**Recommendation 2:** The council refer the dead trees (item 3) back to Wiltshire Council for the developers to replace as this is something that they should action as part of their planning conditions.

**Recommendation 3:** The Parish Caretaker to be asked to make the hazel branch safe on the tree identified inside of Whitworth Play Area (item 5).

#### **e) To receive update on play area legal transfers and to recommend for approval if received (Pathfinder Place, Berryfield, Kestrel Court).**

The Clerk explained that the council is now in receipt of the play area legal transfers for both the Berryfield and Kestrel Court Play Areas. The transfer for the Davey Play Area inside of the Pathfinder Place development has not been received. In both of the documents received, there are a number of errors that need to be rectified before the parish council signs the transfers, which the Clerk has highlighted to members in the document. Most of the errors are because the document mentions 'town clerk' or 'town council' which would need to be changed. The Clerk advised that in terms of the Berryfield Play Area transfer, she had noted that there was only a signature for one councillor; normally, when the council signs such transfers, there are two councillors who sign the document. Members agreed that two councillors should sign this document.

9.00pm Councillor Baines left the room for a short time; Councillor Franks took over chairing the meeting.

The Clerk advised that the red line drawing for the play area had not been provided with the transfer document; therefore, this would need to be received before the transfer was signed. Members agreed with the amendments highlighted by the Clerk and felt that the transfer for Berryfield Play Area should be signed once the red line drawing had been received.

9.03pm Councillor Baines returned to the room and took over the chairing of the meeting.

With regard to the transfer of Kestrel Court Play Area, there were also a number of errors that the council has highlighted to members. Members agreed that this document should be signed once the errors have been corrected.

**Recommendation:** The parish council sign the transfers for both Berryfield Play Area and Kestrel Court Play Area once the amendments have been made as discussed.

**87/24 QEII Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):**

**a) To note pitch layout for new season and to receive update on current bookings**

Held in closed session.

Members reviewed the football booking report for the forthcoming football season. It was noted that the following teams had booked the sports field for the new season:

**Trowbridge and District League—Saturday Afternoons:**

- Staverton Rangers
- FC Pilot

**Chippenham & Bath District League- Sunday Mornings:**

- Bath Road Wanderers

Youth- Future of Football FC- Blanket booking of youth pitches  
Future of Football- Training sessions and day camps.

The Finance & Amenities Officer had been contacted by the youth hirer as they now had five teams requiring the use of an 11-aside pitch during the season. She queried with members whether they wished to accept this, bearing in mind that there are only currently two stand-alone, 11-aside pitches that are for the use of the adult teams. It was noted that there was no capacity to mark another stand-alone pitch at the field due to the number of youth pitches that are required to be marked out at the field. The parish council has previously given priority to the adult teams for the use of the two stand-alone pitches as the youth organisation had a weekend blanket booking of all of the youth pitches during the season. The Amenities Officer advised that she had suggested to the organisation that the council could mark out an 11-aside pitch around the two 9-aside pitches that would be inside their blanket booking; however, she hasn't received a response to this. It was noted that the new 11-aside pitch could be marked out in a different colour to ensure that teams knew which pitch markings they were playing on. Last season, the organisation was allowed to use the 11 asides

if they were booked in advance and were paid for separately from their blanket booking, but the adult teams were given priority. The council gave officers delegated powers to manage this usage to ensure that the 11 aside pitches did not get overused.

Members felt that providing this organisation with an 11-aside pitch around the two 9-aside pitches was a good solution and should be something that the council includes in their pitch layout. It was felt that this organisation should be told that their teams requiring an 11-aside can be hosted as long as they use the pitch that will be marked around the two 9-asides that will be included in their blanket booking. The organisation will not be allowed to use the two stand-alone 11-aside pitches, as these were for adult bookings.

The Clerk advised that officers had gone back to one of the hirers following the decision made at the Full Council meeting on the 17th June to advise that they must make bookings and pay for these bookings a month in advance. There has not been any reply from the organisation to date. The Amenities Officers explained that this organisation was still undertaking sessions on the sports field and now owed money for their usage in June. It was felt that this organisation needed to be sent a reminder about this and told that payment for their usage in June was required immediately, otherwise their sessions would be cancelled and they would not be allowed anymore bookings.

**Recommendation 1:** The council mark out an additional 11-aside pitch around the two existing 9-aside pitches in a different colour marking for the youth organisation to use as part of their weekend blanket booking.

**Recommendation 2:** The council approve the current pitch layout with the addition of an 11-aside pitch marked around the two 9-asides.

#### **b) To note pitch power assessment**

Members reviewed the pitch power assessment that had recently been undertaken. As per minute 445/23c of the Finance Committee meeting held on 4th March 2024, members agreed to apply to the Football Foundation for funding towards pitch maintenance over the next six years. In order for officers to apply for funding, a Pitch Power assessment needed to be undertaken to assess the condition of all of the pitches and provide a Performance Quality Standard (PQS) score, which will inform the council of how much grant funding can be obtained for each pitch. The report received has inspected all of the current pitches at the sports field and provided recommendations. Officers have had a look at the grant application, which gives information on how much the council could receive based on the report. It was noted that the council will be required to provide some funding towards this project as the full grant amount will only be paid over years 1 and 2 by the Football Foundation, with the grant percentage paid being reduced every two years from the initial grant amount. The breakdown of the percentage of the grant that will be received each year is as follows:

- Years 1 & 2 = 100%
- Years 3 & 4 = 67%
- Years 5 & 6 = 33%

This means that from year 3 onwards, it does require the parish council to contribute some funding towards the maintenance, which is as follows:

| <b>Year</b>  | <b>Maintenance Cost</b> | <b>Football Foundation Contribution</b> | <b>Parish Council Contribution</b> |
|--------------|-------------------------|---|------------------------------------|
| Year 1       | £14,452                 | £14,452                                 | £ 0                                |
| Year 2       | £14,452                 | £14,452                                 | £ 0                                |
| Year 3       | £14,080                 | £ 9,636                                 | £ 4,444                            |
| Year 4       | £14,080                 | £ 9,636                                 | £ 4,444                            |
| Year 5       | £13,705                 | £ 4,818                                 | £ 8,888                            |
| Year 6       | <u>£13,705</u>          | <u>£ 4,818</u>                          | <u>£ 8,888</u>                     |
| <b>Total</b> | <b>£84,480</b>          | <b>£57,812</b>                          | <b>£26,668</b>                     |

Members felt that the idea of this assessment was to get information on how the football pitches could be improved, and the report provides detailed guidance on how this can be done. It was also noted that the parish council's overall contribution would be £26,668, which worked out to roughly £4,500 excl VAT each year, and the Football Foundation's contribution would be £57,812 towards the project. It was considered that, although it looked like a large financial contribution over six years; by undertaking this maintenance, the end result should be a much-improved facility for the community. The Clerk confirmed that the parish council was able to use their own contractors to undertake the maintenance on the pitches. The Amenities Officer advised that the council will be paid the funding and will have to submit invoices to the Football Foundation, providing evidence of the work that has been undertaken on the field, in order to get the next years' worth of funding. She advised that only the works that have been included in the assessment can be undertaken using the grant funding; therefore, things such as line marking and grass cutting would not be included and would have to be funded by the council separately. Members noted that the grant would pay for some of the work that the council was already paying for, such as pitch fertilising and spiking. The grant would enable the council to undertake more of this maintenance, which they would otherwise not have the funds for. It was agreed that this report should be sent to the parish council's contractors if the grant application is successful and should form the specification for the pitch maintenance.

In terms of funding available for this project, in the current financial year, the council has received a £0 rate bill for the Bowerhill Sports Pavilion but had budgeted £835 for this as it was not known at the time of budgeting whether the pavilion would be applicable to pay rates. In previous years, the council has vired this budget to the sports field maintenance budget heading, and although, if successful, the council does not have to pay any contribution this year or next year, this could be put into the sports field maintenance reserve at year end to be put towards costs for other years. Included in the grass cutting contract for the current year are goal mouth repairs; however, this grant would fund this maintenance, so the £582 budgeted for this could

be put into the sports field maintenance reserve at year end. Additionally, at budget setting, the council had budgeted £2,000 to come from the sports field maintenance reserve to fund pitch spiking and fertilising during the year, so this amount could be left in the reserve for future years as the grant would cover these costs. Separately, £3,750 has been budgeted for the ditch works, which the council has applied to the Suez Communities Fund for funding. If this is successful, the funds budgeted for these works could be put into the reserve. Members acknowledged that as they would be aware of what funding would be required each year, they would be able to budget accordingly by building funds up in the next budget.

It was noted that the council had already agreed to apply to the fund; however, officers wanted to make sure that members were aware of the cost implications before they applied, as this was not known at the time of agreement. Members agreed that they were happy to go forward with the application and that officers should apply to the fund now, and as this has already been agreed upon, they do not need to go back to the Full Council for approval first.

**Recommendation 1:** The council accept their contribution costs towards the pitch maintenance as detailed above.

**Recommendation 2:** If the grant application is successful, officers to send the Pitch Power assessment report to JH Jones, the council's contractors, to be the specification for pitch maintenance at the Bowerhill Sports Field.

#### **c) To approve quotation to fertilise the pitches during the season**

The Clerk explained that in previous years, the council had missed the boat to undertake both the pitch fertilising and spiking because, by the time the quotation got to a meeting, the window of opportunity had been missed. Last year, the contractors provided the council with a quote to be pre-approved so that they could undertake this maintenance when it was necessary during the season, which worked well last year. The contractors have provided a quotation on the same basis for this year. The Clerk advised that, as per the above agenda item, this maintenance could be funded as part of the grant application that the council is going to make to the Football Foundation. Members felt that they should accept the quotations, and the contractors should only be instructed if the grant application to the Football Foundation is unsuccessful as this work would form part of the grant.

**Recommendation:** The council approve the quotation of £2,420 + VAT from JH Jones to undertake pitch fertilising during the season if the council is unsuccessful in obtaining grant funding from the Football Foundation for this maintenance.

#### **d) To approve quotation to spike the football pitches**

This item was discussed above under item 8c.

**Recommendation:** The council approve the quotation of £800 + VAT from JH Jones to undertake pitch spiking during the season if the council is unsuccessful in obtaining grant funding from the Football Foundation for this maintenance.

**e) To approve quotation for annual cold water boost pump service**

The Clerk reported that, as part of the pavilion maintenance regime, the cold-water boost pump needed to be serviced on an annual basis. The officers had obtained two quotations for this, which were as follows:

**Quotation A**

**Quote A1- One off service**

- Journey to site with all relevant materials and equipment. isolate system as required.
- Carry out full service on Grundfos Hydro Multi-E 3 CRIE 5-4 Booster Pump Set, complete with controls and 12LV expansion vessel.
- Test and leave the system fully operational.

**Total      £395.00 + VAT**

**Quote A2- Three-year contract**

As per the above specification.

**Total      £385.00 + VAT**

**Quotation B**

One off service

**Total      £390.00 + VAT**

Members considered both quotations and noted that quotation A2 held the price for three years if the council was to take out a maintenance contract for this length, and it was also at a slightly reduced cost. Members felt that the three-year contract offered the best value for money, and therefore this should be approved.

**Recommendation:** The council approve quotation A2 from (Carter Pumps) at a cost of £385 + VAT (excluding materials) per year for three years.

**f) To approve quotation for annual ventilation service**

The Clerk advised that officers had obtained a quotation to service the ventilation system at the pavilion, which is as follows:

- To Inspect and Service the Lossnay LGH-65RX5-E in the games room

**£207.00 + VAT (this includes replacing the filters for this unit)**

- To Inspect and service of extraction fans in locker room

**£310.50 + VAT**

**Total £517.50 + VAT**

Councillor Baines queried whether the ventilation unit in the games room needed to be serviced now that the room wasn't being used as an office. It was queried whether this room was being hired out on a regular basis. The Clerk confirmed that although there have been some enquiries to use the room, it is rarely hired out; however, there were no openable windows in this room. The Clerk advised that the changing rooms had no windows to open; therefore, members agreed that the extraction fans needed to be serviced. Councillor Glover queried whether this could expose someone to legionnaires disease because of the moisture in the system if the fans were turned on after being off for some time. The Clerk advised that she was not sure, and that would be something that officers would need to investigate. The Clerk explained that the Caretaker ran the showers at the pavilion once a week, as it was the droplets in the air from the showers that were the problem. Members agreed that the quotation should be accepted, but the contractor should be asked whether the equipment in the games room needed to be serviced if it was not in use. The Clerk suggested that the contractors should also be asked whether the ventilation system should be put on each week to flush the system through. If so, this is something that the Caretaker could do each week as part of his weekly regime for the pavilion.

**Recommendation:** The council approve the quotation of £517.50 + VAT from Wiltshire Air Conditioning Services to service the ventilation system in the games room and the extraction fans in the changing rooms, pending confirmation received from the contractor as to whether the system in the games room needed servicing if it wasn't being used.

**g) To note report received from contractor following control panel repair and service and consider associated quotations**

Members reviewed the control panel report following its service undertaken in February. The Clerk advised that this had been put on the agenda because there were some recommendations detailed in the report that she wanted to draw attention to. It was recommended in the report that the council should upgrade the existing BMS system (Trend IQ3) to the latest Trend IQ4E range as the current control system is now obsolete. Officers had obtained a quotation for this work, which was provided in the late papers. It was noted that the contractor advised when providing the quotation that although the system was obsolete, replacement parts were still available for this system, and it was expected that they would be available for many years. Based on this information, members did not feel that the system needed to be upgraded to a new system at this time.

**Recommendation:** The council do not upgrade the control panel system at the Bowerhill Sports Pavilion, as replacement parts for the system were still available.

**h) To receive an update on the progress of the grant application submitted for outdoor gym equipment**

The Clerk advised that the application for the outdoor gym equipment had been submitted and officers were expecting a decision to be received by the end of July.

**i) To note drinking water fountain is currently not in use due to leak and approve quotation for its repair**

The Clerk reported that the drinking water fountain was not currently working due to an internal leak that was caused by the frost. The installers did manage to mostly stop the leak when they attended the site; however, it does slightly weep when on; therefore, the fountain has been left off. The push button on the front of the fountain doesn't operate due to an internal issue, but the push-down function does work, so it would be usable if it were turned on. The installers have advised officers on what parts would be required to fix the issues, and officers have obtained a quote from the manufacturer for the parts, which are as follows:

|  |                      |
|--|----------------------|
| • 98678C - Regulator Housing Kit for 4400  | £118.65 + VAT        |
| • Series Outdoor Bottle Fillers /Fountains |                      |
| • 55996C - inline strainers                | £ 41.29 + VAT        |
| • Delivery                                 | £ 10.00 +VAT         |
| <b>Total</b>                               | <b>£169.94 + VAT</b> |

Officers had received a quotation of £450 + VAT from the original installers, which was obtained by Aquasafe Environmental to repair the issue. Officers had contacted two other plumbers to obtain a quotation for this, but they have not received any response. Concerns were raised with regard to the future if the parts kept getting damaged due to the weather, as this was a large cost. It was advised that the installers had recommended that some rock wool be inserted inside to protect the parts. It was queried how often the fountain was used, and the Clerk advised that it hadn't really been in action long enough to determine this. In addition, the council office is no longer located on site, so it was difficult for officers to monitor; however, when officers were located at the pavilion, on a number of occasions, people asked for drinking water. It was also noted that during the summer there are lots of activities going on at the sports field, so it is more likely to be used during this period. Members agreed that this needed to be repaired, and therefore, these costs should be approved.

**Recommendation:** The council approve the quotation of £619.94 + VAT (£169.94 + VAT for parts and £450 + VAT for the contractor) for the original installers arranged by Aquasafe Environmental to repair the drinking water fountain at the Bowerhill Sports Pavilion.

**88/24 Allotments**

**a) To receive report on waiting list**

The Finance & Amenities Officer had compiled an allotment report for members to review. It was noted that there are currently four vacant plots at the allotments, three on Berryfield and one on Briansfield. There are currently eight people on the waiting list for plots. The Allotment Warden has recently undertaken the quarterly plot inspection report, and thirteen tenants have been written to due to the condition of their plot. The Amenities Officer reported that eleven tenants had responded to the letter, with two plot holders being issued a second letter.

It was noted that the Clerk had given retrospective permission to the tenant on Briansfield plot 30 to have a netted fence around their plot.

Members noted the report.

**b) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds**

The Clerk has not approved any sheds or greenhouse requests under her delegated powers since the last meeting.

**c) To consider greenhouse request received larger than Clerk's delegated powers**

The Amenities Officer had been contacted by the tenant of plot 12a on Berryfield, as they wished to erect a greenhouse on their plot. When officers reviewed this request, it was discovered that it was outside of the Clerk's delegated powers to approve due to the size they require, and, therefore, this needed to come to this committee for members to consider. It was noted that the maximum permitted size for a greenhouse as per the tenancy agreement was 183cm x 183cm (6ft x 6ft) and the request from the tenant was for a 4m x 3m (13ft x 10ft) polytunnel greenhouse. The largest greenhouse the council has previously approved was an 8ft x 6ft.

Members discussed this request and felt that the greenhouse proposed was too big, as it was much bigger than what was detailed in the tenancy agreement; therefore, the request should be refused.

**Recommendation:** The council refuse the request from the tenant to install a 13ft x 10ft greenhouse on their plot.

**d) To consider clearing options for very overgrown plot at Briansfield allotments**

It was advised that the Allotment Warden had reported to officers that, despite the waiting list, plot 16a on Briansfield has not been let out for some time. It was noted that this plot was a 2.5 perches plot, so is smaller than most of the other plots on site; however, it is very overgrown. The Clerk advised that previously, when the council had this situation, the plot had been offered out for a few years free of charge to allow the new plot holder time to get it together. Officers queried

whether members wished to do this again, as it was unfair on the other plot holders on site for the plot to be overgrown and the weeds to spread.

Councillor Franks advised that the plot holder next door to the plot has already started to clear the plot out and may wish to take it on. He explained that the issue with this particular plot is that it has been overgrown for several years, with the previous tenant only cultivating patches of the plot. He advised that it was not currently in great condition. The Clerk advised that the reason why the council allowed one of their plots to be let out for free for a few years was because they didn't want to set a precedent by clearing the plot themselves. This may give the impression to other plot holders that they can leave it in an overgrown condition and the council will clear it for them. Members felt that it was a good solution to let out the plot for two allotment years for free. The Clerk advised members that the current allotment rules were to offer the plot to the next person on the waiting list and queried what they wanted to do as Councillor Franks had advised that the plot holder next door had started to clear the plot. Members agreed that the plot should be offered to the next person on the waiting list, and the tenant who has started clearing the plot should be encouraged to join the list if they wish to take the plot on.

**Recommendation:** The Council let out plot 16a on Briansfield for free for two allotment years.

#### **e) To review rules on keeping chickens and rabbits at the allotments**

It was noted that the council last reviewed the rules for keeping chickens and rabbits at the allotments in 2021. The Finance & Amenities Officer advised that it would be worth adding something to the rules around disease control and the disposal of dead hens and rabbits. She explained that there wasn't anything in the current rules that provided information to tenants about what the council required them to do under these circumstances. She has contacted the Allotment Society, who the council has a membership with, and they have provided her with a copy of the London Borough of Bexley's hen keeping agreement. The Finance & Amenities Officer advised that she had highlighted a few pieces of information that she thought members should consider adding to the council's policy, which were as follows:

*'All deaths of Hens are to be record by the Allotment tenant & reported to the Council forthwith. All dead Hens must be disposed of according to the Animal-bi-Products Regulations 2003 (or any legislation replacing or superseding it for the time being). Where more than one Hen dies at the same time (for the purposes of this part of this agreement the term "at the same time" means within 60 hours of the death, or discovery of the death (whichever occurs last) any other Hen) would need to be taken to a vet for disposal after post-mortem examination to rule out disease.*

#### *Disease Control*

*Any sick or injured Hens must be removed from the Allotment Land forthwith by the Allotment Tenant and treatment sought without delay. The Allotment Tenant*

*must tell the Council of the name and address of the Veterinary Surgeon who examined the Hen or Hens forthwith. The cause of any disease or injury will be identified and remedial action taken by the Allotment Tenant. Any national disease prevention and/or control programmes in force for the time being, must be adhered to by the Allotment Tenant.'*

Members agreed that the above should be added to the council's rules for keeping chickens and rabbits at the allotments.

**Recommendation:** The council to add the above clauses to the allotment rules for keeping chickens and rabbits at the allotments.

**f) To note allotments is eligible for grant funding and consider options to apply for**

The Clerk reported that the allotments were eligible for grant funding from the Suez Communities Fund and queried whether there was anything at the allotments that members wished to apply for. Councillor Glover queried whether any allotment tenants had come back to the council when they were consulted on whether they wished to form an allotment association. It was noted that the council had consulted with the tenants on two occasions regarding this matter and did not receive many responses back, so this was not moved forward.

Members noted that the allotments were eligible for Suez Grant funding; however, there were no suggestions on what the council could apply for funding for at the allotments.

**g) To receive updated on Allotments database**

It was noted that the new allotment database was coming along well and was nearly completed. The IT contractor is currently adding the facility for officers to record payment information on the system, and then it will be ready to use. It was noted that once this was completed, the IT contractor would move on to creating the asset database using the same template.

**89/24**

**Shurnhold Fields**

**a) To receive update on the car park enhancement project**

The Clerk advised that there was no update on the car park enhancement project.

**b) To consider 'Friends of Shurnhold Fields' insurance update**

The Clerk advised that the 'Friends of Shurnhold Fields' were unable to insure their mower that they purchased. This was due to the fact that it was stored in a resident's personal garage and was not considered to be in a secure location. Officers had tried to insure the mower in the interim on the parish council's insurance, but because it was not an asset that the parish council owned, it was

unable to be on the council's policy. It was considered that if the asset was donated to the parish council, which would mean that it would become a council asset, officers would have been able to insure the mower. The 'Friends' had purchased the mower following receiving some grant funding for it; therefore, the asset was unable to be transferred to the parish council. Officers provided the 'Friends' with details of insurance companies and brokers to try and obtain a quotation. It is now understood that insurance for the mower is now in place. Separately, it was discovered that the 'Friends' were not covered under the parish council's public liability insurance as they were considered their own entity. Officers contacted the 'Friends', and they have confirmed that they have public liability insurance in place in their own names.

**90/24 Biodiversity Policy: To note actions contained in the policy relating to land and property management and consider way forward**

The Clerk explained that she had gone through the council's adopted policy with Councillor Keates in March, following the council's adoption of the policy at the Full Council meeting in December. She advised that the Planning Committee had reviewed this policy with regard to anything relating to planning matters, but there were a number of things in the policy relating to how the council managed their land and property. The Clerk explained, for example, that in the policy, it stated that the council carries out a biodiversity audit of their land holdings, but she wasn't sure how the council could do this. She suggested that the council could ask Melksham Town Council how they do theirs. The Clerk explained that the council's grass cutting contract doesn't specify anything about biodiversity, but she had seen an example from Corsham Town Council that included information about biodiversity and how the work should be done.

The Clerk explained that Melksham Town Council has produced an action plan on the biodiversity actions they are undertaking. She asked members whether they wished for officers to do the same for the parish council.

Members felt that this needed more consideration and should be brought back to a future meeting.

**Recommendation:** To defer the actions within the biodiversity policy to a future Asset Management meeting.

**91/24 Stabbing and Bleed kits: To consider information received following further investigations into stabbing and bleed kits and consider installing them around the parish**

It was noted that the council had previously considered installing stabbing and bleed kits around the parish. Officers had been tasked with investigating this further and had contacted other councils that had installed these kits in their parish to find out how they did this. Members had been provided with some information received from South Woodham Ferrers Town Council on the kits, who explained that it was not advisable to place the bleed kits inside of defibrillator cabinets as they would both be registered with the ambulance service, meaning that if one of these items was taken

out in the event of an emergency, the other item would be registered offline. This meant that if another emergency occurred, people would not be sent there until both items were put back online. As a result, their bleed kits are placed in a stand-alone unit. They had provided officers with an idea of the cost for the cabinet and bleed kit, which would be around £425 + VAT each. Councillor Pafford advised that when the council had previously discussed this, there was a suggestion to put these kits inside pubs. It was felt that this wouldn't be the best option because pubs are not open 24 hours a day, and therefore there could be a requirement for the kit when the pub was closed. After a discussion, members felt that these bleed kits would require professional training and, therefore, did not feel that this was something the council should install.

Members noted the information provided.

**Recommendation:** To not proceed with installing bleed and stab kits in the parish.

## 92/24 Defibrillator:

### a) To receive update on progress with defibrillator installation outside of Bowerhill Village Hall

Officers confirmed that the defibrillator cabinet had now been installed outside of Bowerhill Village Hall and that the defibrillator had been placed in the cabinet. The contractor who installed the cabinet highlighted to officers that they did not feel that it was as robust as the council's usual model and had concerns regarding the stability of the cabinet on the post. They suggested that they could install a metal plate behind the cabinet to reinforce it. Members felt that a quotation for the metal plate should be obtained.

It was also noted that due to the limited space as to where the post could be located due to services in the ground, the cabinet is located next to the gate, which hits the cabinet. The parish council's contractors went back to site the next day and fitted a small strip of wood to the gate post to prevent the gate from hitting the cabinet.

**Recommendation:** Officers to obtain a quotation to install a metal plate to secure the defibrillator cabinet outside of Bowerhill Village Hall.

### b) To consider what to do with defibrillator inside of Bowerhill Village Hall

Councillor Baines advised that now that there was a defibrillator outside of Bowerhill Village Hall, there was no longer a requirement for one to be located inside the hall. It has previously been understood that Bowerhill Primary School has taken the defibrillator for precautionary measures on occasions, but it appears that they now have their own. The council had previously agreed to donate the device to the school on the condition that they take over the maintenance costs of the device. Officers had contacted the school to see whether they would like the device, but they had not received any response to date. As it is believed that the school is now catered for, the Clerk asked whether members would like to relocate it to another location in the parish. Officers had provided members in their packs with a map of where the

current defibrillators were located in the parish to show where there may be a gap in provision. It was noted that if the council were to relocate the device to another location in the parish, a cabinet would need to be purchased for it as well as installation costs.

The clerk advised that officers had subsequently received a phone call from Councillor Sankey, whom she understood had been in conversation with the owner of Sahara on the A3102 about recent accidents in the area, and they advised that they would be happy for a defibrillator to be placed on one of their pillars upon entering their site. The Clerk advised that she hadn't taken the call, so it was unclear whether the parish council was being asked to locate a defibrillator at this location. Officers included this in the agenda pack for this evening's meeting in case members felt this was a suitable location to re-locate the defibrillator inside the village hall. It was acknowledged that the defibrillator was one that had been donated to the parish council, was some years old, and was not the standard model that the council purchased. It was felt that it shouldn't be taken out of the hall and re-located to another position. Furthermore, members felt that perhaps a bleed kit was more suitable for treating road accidents than a defibrillator.

Members felt that they should wait for a response from Bowerhill Primary School to see whether they would like the defibrillator.

**Recommendation:** The council wait for a response from Bowerhill Primary School with regard to whether they wish for the old Bowerhill Village Hall defibrillator to be donated to them. If they confirm that that they do not require the defibrillator the council leave it inside of Bowerhill Village Hall.

93/24

**Benches:**

**a) To note updated information on the "Happy to Chat" bench project and consider any action**

The Clerk reported that CAWS (Community Action Whitley and Shaw) were already doing the "Happy to Chat" bench project. Officers had contacted other councils that had also done this project to see how it worked for them. The Clerk suggested that the council could start off with some laminated signs and install them on some benches around the parish initially to see how well the scheme works.

**Recommendation:** The council install some laminated "Happy to Chat" bench signs on some benches around the parish.

**b) To note correspondence from BRAG regarding locations of outstanding benches still in storage and consider way forward**

The Clerk reported that officers had been in correspondence with BRAG (Bowerhill Residents Action Group) with regard to suitable locations for the two picnic benches purchased as part of the BRAG project and also the two wildflower benches donated by Wiltshire Council. The parish council had

already agreed on the following locations; however, due to these areas being large, they had asked for BRAG to provide specific locations within these areas.

- On the green area behind Bowerhill Primary School - **Wildflower bench**
- Behind Wellington Drive - **Wildflower bench**
- On the green opposite Tesco Express in Bowerhill - **BRAG Bench**
- Next to the humped grass area on Falcon Way on the same side of the road as the Pilot Pub- **BRAG Bench**

Officers had received a reply from BRAG, who suggested a site meeting so that a suitable area could be determined for these benches. Councillor Glover advised that the area at Wellington Drive is waterlogged, so this needed to be taken into consideration.

**Recommendation:** The council arrange a site meeting with BRAG to determine where the benches should be installed.

**94/24 Approved contractors and suppliers: To consider current list of approved contractors and suppliers**

Members reviewed the list of contractors and suppliers. It was noted that the council received good service from all the contractors listed on the list.

| <b>COMPANY</b>                             | <b>SERVICE PROVIDED</b>   |
|--|---|
| J.H.Jones & Sons                           | Grasscutting & sports field maintenance/ Bin emptying / Repairs / Concreting / Grounds Maintenance, installing bins/ noticeboards, speed indicator device deployment- <b>Agreed 1 year parish grass cutting &amp; bin emptying contract for 2024/25</b> |
| Kan connections                            | Electrician / CCTV / Mosquito   |
| Andy Strange Property & Garden Maintenance | Repairs & Maintenance   |
| Community Heartbeat Trust                  | Defibrillator, issues and temporary replacement   |

|                                   |   |
|-----------------------------------|---|
| JC Combustion Services            | Boilers @ Bowerhill Pavilion / Emergency  |
| Aquasafe Environmental Ltd        | Water / Legionella Testing @ Bowerhill Pavilion   |
| Phil Alford (Plumber)             | Plumbing  |
| Radcliffe Fire Protection Ltd     | Automatic Fire Alarm & Detection System, emergency lighting system @ Bowerhill Pavilion |
| Tollgate Security Ltd             | Intruder Alarm System @ Bowerhill Pavilion  |
| Grist Environmental               | Waste Away @ Bowerhill Sports Field   |
| Jens Cleaning                     | Jens Cleaning @ Bowerhill Pavilion  |
| idverde                           | Call out in case of an emergency  |
| SSE                               | Gas @ Pavilion  |
| EDF Energy                        | Electricity @ Pavilion  |
| XLN (Daisy)                       | Line rental and WIFI for pavilion and office  |
| Avon IT Systems                   | IT Support  |
| Water 2 Business                  | Bowerhill Pavilion (a/c 23775542)<br>Water provider                                     |
| Complete Weed Control             | Parish weedspraying   |
| Tuscan Architectural Hardware Ltd | Security Keys @ Bowerhill Pavilion  |

**Recommendation:** The council approve the current list of contractors and suppliers as per above.

**95/24 To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers**

None.

**96/24 Real Time Information displays at Bus Shelters/Stops – To consider how to prioritise future installations**

The Clerk advised that one of the actions was for the council to do a matrix to

determine which bus shelters would be priority for real time information. When members met with Wiltshire Council, they advised that they would be able to provide the passenger data and criteria they use for prioritising bus stops for real time information. When the Clerk chased this up, they advised that they did not have this kind of data to supply. It was suggested that the council ask the community groups in the parish where they think real time information should go. Suggestions could then be considered by the Highways Committee on Monday 22nd July ready for approval at the Full Council meeting on Monday 29th July. It was noted that Wiltshire Council only had a small allocation of funding budgeted for this financial year, but they would look favourably on any requests that could be match funded. Members felt that this project needed to be moved forward in order to get match funding from Wiltshire Council.

**Resolved:** The council contact the parish councillors and community groups in the parish and ask them to suggest some bus stop locations for real time information in their areas. These to be considered at the Highways Committee meeting on Monday 22<sup>nd</sup> July ready for approval at the Full Council meeting on 29<sup>th</sup> July.

Meeting closed at 22:08 pm

Chairman, 29<sup>th</sup> July 2024

## Marianne Rossi

---

**From:** hello@shawandwhitleypreschool.co.uk  
**Sent:** 19 July 2024 13:12  
**To:** Marianne Rossi  
**Subject:** RE: Rocker inside of Shaw Play Area

Hi,

Sorry we are closed now for the summer.

To replace i think the car one.

The bugs also look great.

Please contact me for further advice.

Many thanks,

Jo.

Nursery Manager

----- Original Message -----

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

**To:**  
"hello@shawandwhitleypreschool.co.uk" <hello@shawandwhitleypreschool.co.uk>

**Cc:**  
"Teresa Strange" <clerk@melkshamwithout-pc.govuk>

**Sent:**  
Thu, 18 Jul 2024 11:15:13 +0000

**Subject:**  
RE: Rocker inside of Shaw Play Area

Dear Shaw Pre-School,

I wonder whether you have had a chance to look at my below email regarding design options for the replacement rocker inside Shaw Play Area. I have tried phoning you this morning; however, I received no answer. If you would be able to get a decision on the most popular rocker to us by **Friday 26th July** that would be great.

Many thanks

Best Wishes,

Marianne

Marianne Rossi

Finance and Amenities Officer

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

SN12 6ES

01225 705700

[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

Want to keep in touch?

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

On twitter: [@melkshamwithout](#)

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](mailto: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:** Marianne Rossi  
**Sent:** 09 July 2024 09:49  
**To:** [hello@shawandwhitleypreschoolco.uk](mailto:hello@shawandwhitleypreschoolco.uk)  
**Cc:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Subject:** Rocker inside of Shaw Play Area

Good morning Shaw Pre-School,

The parish council has recently considered replacing the damaged rocker inside Shaw Play Area. The supplier that the council has recommended has provided a number of design options for the replacement, and they wondered whether the children from the pre-school might want to decide on what option the council should purchase. I have attached the options above, if you would be able to get a decision on the most popular rocker to us by **Friday 26th July** that would be great.

Best Wishes,

Marianne

Marianne Rossi

Finance and Amenities Officer

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

SN12 6ES

01225 705700

[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

Want to keep in touch?

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

On twitter: [@melkshamwithout](#)

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](mailto: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](#).

## Teresa Strange

---

**From:** Ian Nockolds <inockolds@communityfirst.org.uk>  
**Sent:** 02 July 2024 16:07  
**To:** Marianne Rossi  
**Cc:** Teresa Strange  
**Subject:** RE: Procurement query

Dear Marianne,

I have received the following advice:

*At £30,000 including VAT, the Public Contracts Regulations simply require that IF you advertise a contact opportunity (no mention of tenders), you must use Contracts Finder in addition to any other media. They do not say "you must advertise", nor do they refer to using a tender process.*

*A council doesn't need to advertise on Contracts Finder "where it makes the opportunity available only to a number of particular economic operators who have been selected for that purpose (whether ad hoc or by virtue of their membership of some closed category such as a framework agreement)" (Regulation 110).*

*The wording of the NALC Model SOs is imperfect, as they say you must follow the 2015 Regs, but adds wording that doesn't fully reflect the regulations. The Government is now using the phrase "light touch" to mean something entirely different and there is no requirement to have an existing list of approved suppliers (which is not remotely the same thing as a framework agreement).*

*If the council invited 3 or more quotes from specific suppliers, it doesn't need to advertise anything, although it does need to publish the resulting award of the contract on Contracts Finder.*

I hope this helps.

Yours,  
Ian

**Ian Nockolds**  
**Local County Advisor - (County Secretary)**  
**Wiltshire Association of Local Councils**  
[www.wiltshire-alc.org.uk](http://www.wiltshire-alc.org.uk)

Telephone: 01380 732808  
Email: [inockolds@communityfirst.org.uk](mailto:inockolds@communityfirst.org.uk)



**Community First**  
Unit C2, Beacon Business Centre, Hopton Park, Devizes, SN10 2EY  
[www.communityfirst.org.uk](http://www.communityfirst.org.uk)

---

Registered Charity No: 288117  
VAT Registration No: 639 3860 06  
Company Limited by Guarantee Reg. No: 1757334 England  
Registered with the Financial Conduct Authority No: FRN 311971

Please do not print out this email unless absolutely necessary. Save energy, paper and money

This email and any files transmitted with it are confidential and/or privileged. They are intended for the intended recipient only. If you are not the intended recipient, you must not use review, distribute, disclose, alter, print, copy, transmit or rely on this email and any file transmitted with it. If you have received this email in error telephone +44 (0)1380 722475 or email: [walcenquiries@communityfirst.org.uk](mailto:walcenquiries@communityfirst.org.uk)

---

**From:** Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)>  
**Sent:** Friday, June 14, 2024 2:48 PM  
**To:** Ian Nockolds <[inockolds@communityfirst.org.uk](mailto:inockolds@communityfirst.org.uk)>  
**Cc:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Subject:** RE: Procurement query

Hi Ian,

Many thanks for coming back to me on this, yes if you could get this clarify it would be much appreciated.

Best Wishes,  
Marianne

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

Want to keep in touch?  
Follow us on facebook: [Melksham Without Parish Council](#) or [Teresa Strange \(Clerk\)](#) for additional community news  
On twitter: [@melkshamwithout](#)  
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](mailto: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:** Ian Nockolds <[inockolds@communityfirst.org.uk](mailto:inockolds@communityfirst.org.uk)>  
**Sent:** 14 June 2024 14:07  
**To:** Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)>  
**Cc:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Subject:** RE: Procurement query

Hi Marianne,

I'd be happy to clarify with NALC how they view this conflict but given that the Model Financial Regulations have only recently been updated, I would say they take precedence. Also, Steve Parkinson works as an advisor to WALC, so I would defer to his advice on this matter.

Yours,  
Ian

**Ian Nockolds**  
**Local County Advisor - (County Secretary)**  
**Wiltshire Association of Local Councils**  
[www.wiltshire-alc.org.uk](http://www.wiltshire-alc.org.uk)

Telephone: 01380 732808  
Email: [inockolds@communityfirst.org.uk](mailto:inockolds@communityfirst.org.uk)



**Community First**  
Unit C2, Beacon Business Centre, Hopton Park, Devizes, SN10 2EY  
[www.communityfirst.org.uk](http://www.communityfirst.org.uk)

---

*Registered Charity No: 288117*  
*VAT Registration No: 639 3860 06*  
*Company Limited by Guarantee Reg. No: 1757334 England*  
*Registered with the Financial Conduct Authority No: FRN 311971*

**Please do not print out this email unless absolutely necessary. Save energy, paper and money**

This email and any files transmitted with it are confidential and/or privileged. They are intended for the intended recipient only. If you are not the intended recipient, you must not use review, distribute, disclose, alter, print, copy, transmit or rely on this email and any file transmitted with it. If you have received this email in error telephone +44 (0)1380 722475 or email: [walcenquiries@communityfirst.org.uk](mailto:walcenquiries@communityfirst.org.uk)

---

**From:** Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)>  
**Sent:** Thursday, June 13, 2024 10:53 AM  
**To:** Ian Nockolds <[inockolds@communityfirst.org.uk](mailto:inockolds@communityfirst.org.uk)>  
**Cc:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Subject:** Procurement query

Hi Ian,

I wonder whether you can help us with a query we have, please, around procurement.

We are looking to replace the safety surfacing at one of our play areas in the parish, and we have gone out to four play area companies to obtain some quotations for these works. We have just received the first quotation, which is c£38k + VAT, which in our new model financial regs is just under the tender threshold that our finance committee has recommended (due to be approved at Full Council on Monday evening). This is as per reg 5.6 in the new model, (I know the model suggested £60k, but the finance committee felt that £40k excluding VAT was more appropriate). 5.7 in the regs states the following:

***For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.***

***[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.***

I understand from looking at the Parkinson Partnership procurement note issued in January 24 that regardless of whether an opportunity was advertised, we will have to publish the award of any contract over £30k on Contracts Finder, so that's fine. But we are a bit confused between what is detailed in the financial regs that have just been issued and what is in the standing orders.

Our standing orders state the following:

- *A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).*

The two don't seem to align with each other, so we are confused about whether we do need to advertise this contract opportunity on Contract Finder or not. Our financial regs suggest that we don't and that we only need to advertise the award of a contract if it is over £30k, but our standing orders seem to suggest that we do under the "light touch" arrangements.

Are you able to clarify this for us, please?

Many thanks

Best Wishes,  
Marianne

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

Want to keep in touch?

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

On twitter: [@melkshamwithout](#)

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](mailto: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.

## Marianne Rossi

---

**From:** [REDACTED]  
**Sent:** 22 July 2024 16:56  
**To:** Marianne Rossi  
**Cc:** Teresa Strange  
**Subject:** Re: FW: Booking Forms for new season

Hello Marianne,

Sorry I've been quiet so much going on.

We don't actually have dates yet but it will most likely be 7th September. As soon as fixtures are confirmed we will be able to complete forms and let you know.

Regarding the 11v11 pitches. The committee have all agreed that we don't want a pitch over the top of the 9v9 pitches. Sorry we met last night. Currently looking for 11v11 pitches in the local area. Ha ha ha. Do you guys have anymore that could be an option?

Also, with regards to the flag posts you emailed about. I believe they were left out after their last home game. They were scattered around the field for a couple of weeks. I can only imagine the lovely young people have seen to these.

Just a side note, whoever is currently training on the pitches is using your goals and not locking them up. I walk my dog on the field most evenings and there is always kids playing in them.

Finally, I just wanted to let you know, Melksham town football club have regularly been training on the field. I just wanted to let you know as I'm sure they should be paying.

Kind regards

[REDACTED]

On Mon, 22 Jul 2024 at 16:29, Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)> wrote:

Hi [REDACTED]

I was just looking ahead to the new football season, and I wondered whether you could fill out the attached booking forms and send them back to me, please? In terms of line marking the youth pitches for the season, I wonder whether you can tell me when your season starts? Just so that we can make sure that it is all in place and ready for your first matches.

Many thanks

Best Wishes,

Marianne

## Marianne Rossi

---

**From:** Tom Birtle <Tom.Birtle@wacservices.co.uk>  
**Sent:** 19 July 2024 10:13  
**To:** Marianne Rossi  
**Cc:** Teresa Strange  
**Subject:** RE: Bowerhill Sports Pavilion- Bowerhill- Ventilation service

Hi Marianne,

Sorry for the delayed reply, it's been very busy.

Legionellosis outbreaks most frequently have been attributed to contaminated potable water, cooling towers, or components of water distribution systems. Outbreaks in hospitals have been linked to hospital potable water supplies, air conditioning systems, and cooling towers.

As the Ventilation system does not contain any form of water then there is NO risk.

Thankyou,

Tom Birtle

Wiltshire Air Conditioning Services  
Mob: 07389787907  
Tel: 01249 474117



---

**From:** Marianne Rossi <admin@melkshamwithout-pc.gov.uk>  
**Sent:** Wednesday, July 17, 2024 5:07 PM  
**To:** Tom Birtle <Tom.Birtle@wacservices.co.uk>  
**Cc:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Subject:** RE: Bowerhill Sports Pavilion- Bowerhill- Ventilation service

Hi Tom,

I hope all is well with you.

I wonder whether you are in a position to answer my queries in my below email, please?

Many thanks

Best Wishes,  
Marianne

## Marianne Rossi

---

**From:** Marianne Rossi  
**Sent:** 11 July 2024 10:09  
**To:** Teresa Strange  
**Subject:** FW: Query regarding the Circuit - Bowerhill Village Hall, Internal Site, Halifax Road, Wiltshire, SN12 6SN ID13040 / Bowerhill, On Post, Halifax Road, Wiltshire, SN12 6SN

Hi Teresa,

The new defib outside of Bowerhill Village Hall didn't come with a spare set of pads like we have with the others. Are you happy that I order a spare set? This defib is not in our maintenance package with Community Heartbeat so there will be a charge.

Also, Marilyn Mills phoned the other day to say that the child pads for the defib inside Bowerhill Village Hall had expired and asked me to order some more. There is a cost for these pads as they are outside of our maintenance package, so I just wanted to check what you wanted to do now that there was a defib outside of the hall? I also noted on the system (although Marilyn hasn't mentioned this to me) that the adult pads have expired, which is a cost to us if we order some more because it's outside the maintenance package. The Asset Committee said to leave the device in the hall if the school didn't want it, but I wonder whether it just gets taken offline if we are not going to move it somewhere else in the parish? Maybe a question for Full Council under this recommendation? If we keep it online, I think we are going to have to order the pads in case someone gets sent there, otherwise, it will waste more time for them to have to get the other defib outside of the hall.

Thank you  
Marianne

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

Want to keep in touch?

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

On twitter: [@melkshamwithout](#)

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](mailto: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.

## Teresa Strange

---

**From:** Teresa Strange  
**Sent:** 18 July 2024 16:32  
**To:** Alexandra Crawford  
**Subject:** FW: Updated Shurnhold car park design for EA permitting and construction  
**Attachments:** PS sketch 2.pdf; PS updated sketch 1A.pdf

Hi Alex

I have had a brief chat with Andy from the volunteer group, and there are a few questions – on timescales, when residents will be informed, do we have to shut the public open space, do we need to temporarily close the Right of Way, can the shed be relocated as they want/need two shipping containers etc.

I wondered if it was best to just get everyone in the room? Might be quicker and easier in the long run?

You, possibly Danny, Friends of Shurnhold Fields (the volunteers), Melksham Without Parish Council, Melksham Town Council, Highways (as improving the entrance at their request), Right so Way.

If so, perhaps you could let me know your availability:

Weds 24<sup>th</sup> day and evening

Thurs 25<sup>th</sup> day

Fri 26<sup>th</sup> day

Tues 30<sup>th</sup> day

Weds 31<sup>st</sup> evening

Hope that is okay, I don't want to make more work for you, but hope we can get all queries answered in one go!  
All the best, Teresa

---

**From:** Alexandra Crawford <alexandra@purcellsolutions.co.uk>  
**Sent:** 16 July 2024 09:57  
**To:** Everett, Daniel <Daniel.Everett@wiltshire.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; David Sharp <dsharp@bta-architects.co.uk>  
**Cc:** Neil Gibson <terraformdesignuk@gmail.com>  
**Subject:** Updated Shurnhold car park design for EA permitting and construction

Hi all

Please find attached an update to the original carpark plan to account for the EA flood risk management requirements. I will update the EA permit and add the carpark to our drafted version for the flood bund once you are all happy with the update. David I hope you allow us to use your original sketch as a base for expediency – you will see there is a credit as to the source.

Please feel free to call to discuss if required.

Kind regards

*Alex*

**Alexandra Crawford**

C.WEM, CEng, MICE, FCIWEM, NECReg, NECDip

**DIRECTOR PURCELL SOLUTIONS LTD**

Tel: 0751 646 1894

**Upcoming leave: 1<sup>st</sup> to 5<sup>th</sup> August 2024 returning to work Tuesday 6<sup>th</sup> August 2024**

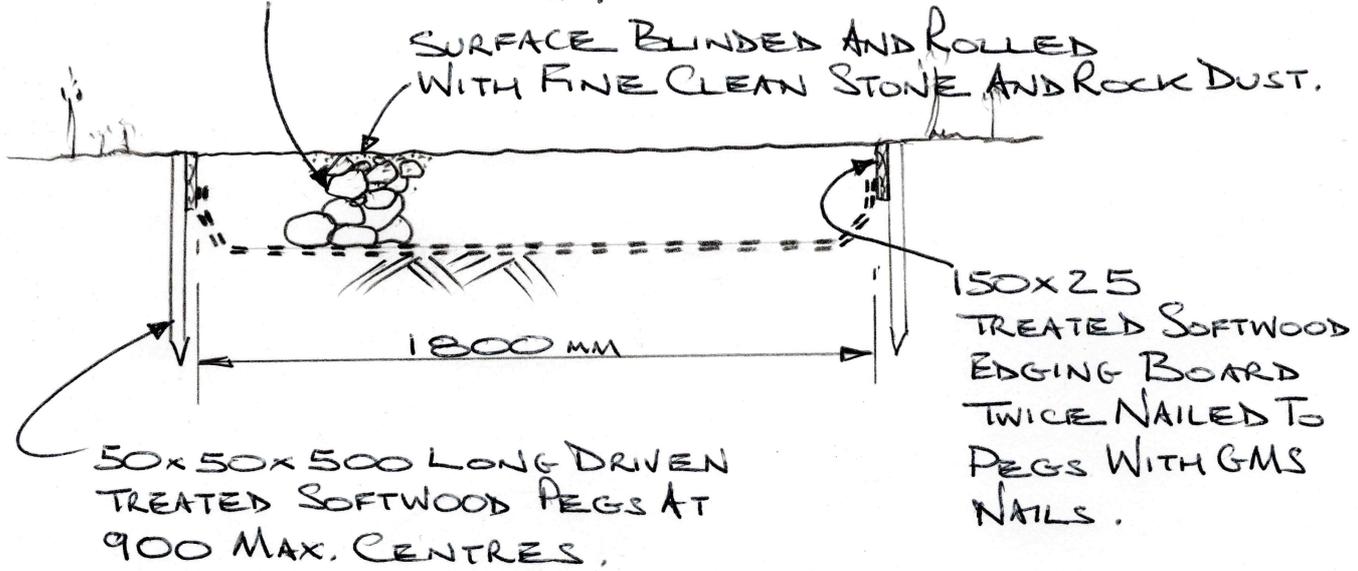


Purcell Solutions Ltd. 28 Roundstone Street, Trowbridge, BA14 8DE

Reg Co. Number: 11584820

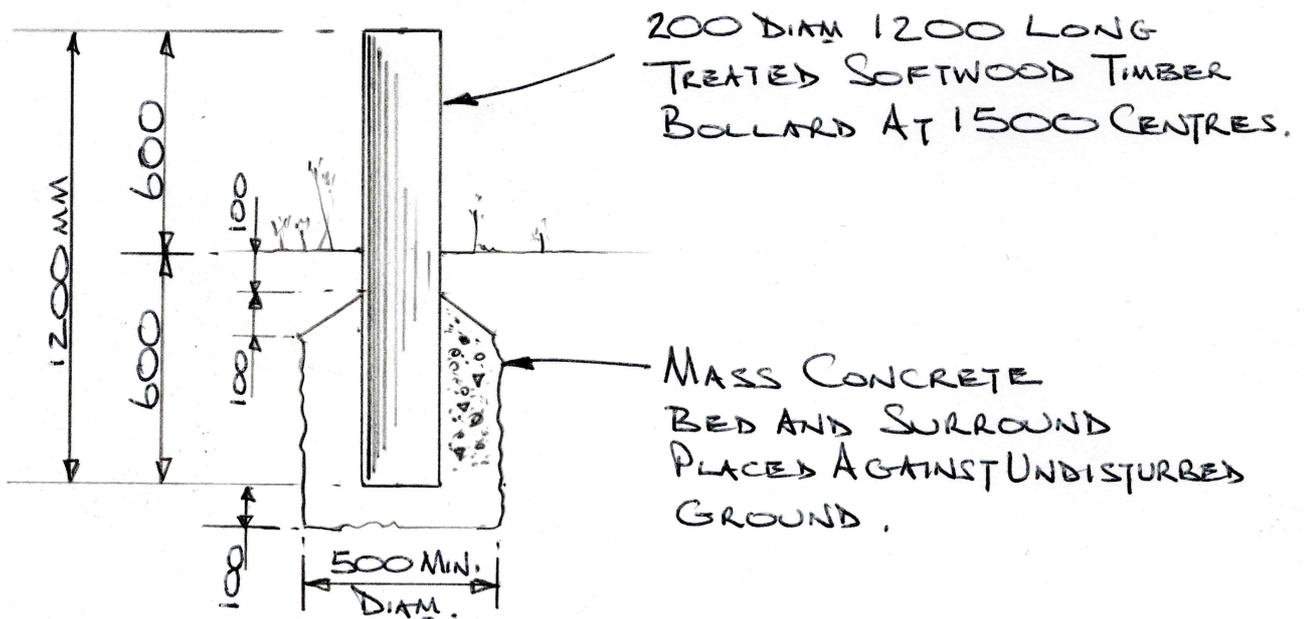
*This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission.*

250 DEPTH OF 100 DOWN CLEAN  
CRUSHED STONE PLACED ON  
WOVEN GEOTEXTILE MAT, BROUGHT  
UP TO LAP EDGING BOARD.



FOOTPATH DETAIL  
SCALE 1:20

o ALL TIMBER TREATED FOR MIN. 25 YEAR DESIGN LIFE.

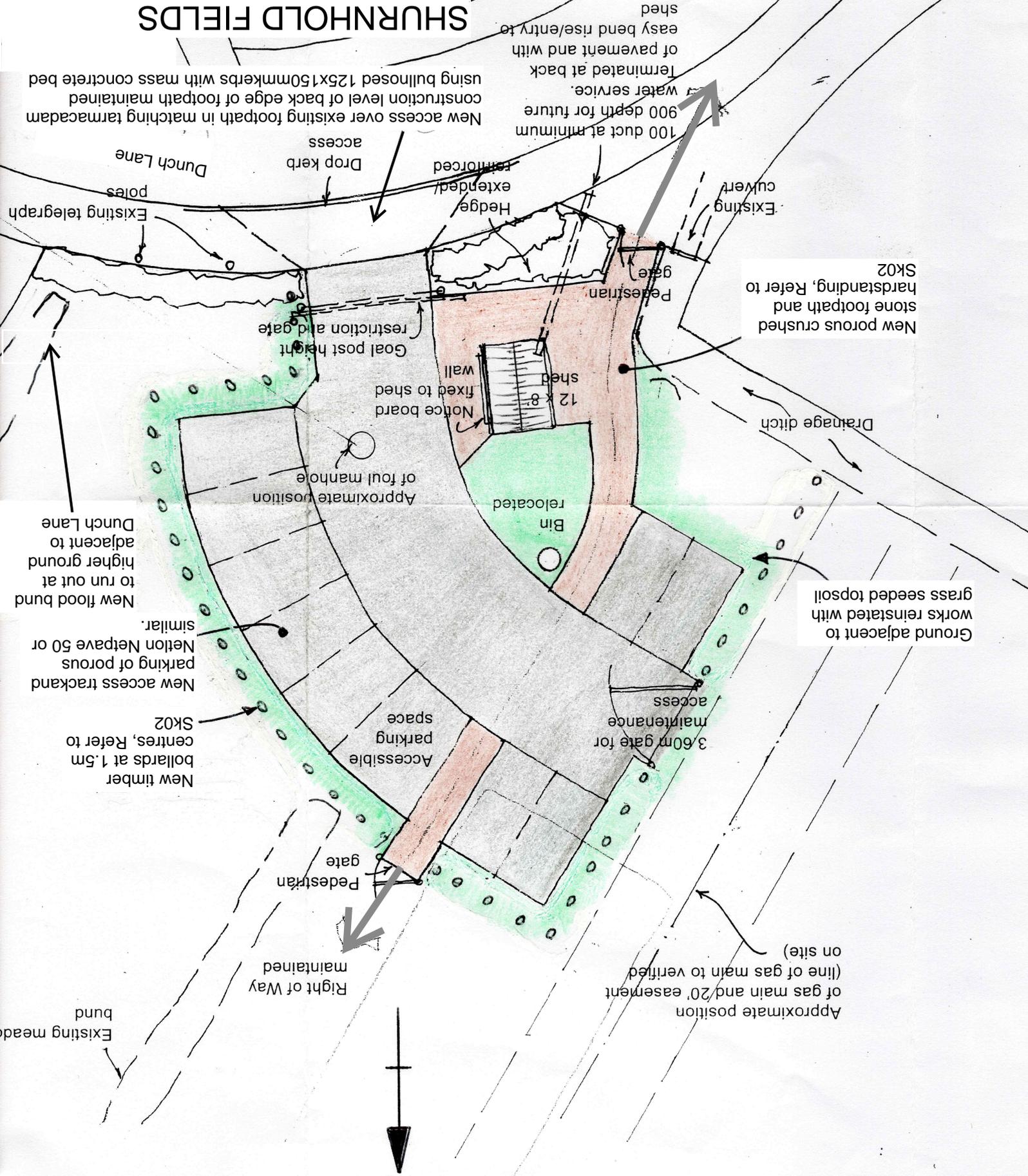


BOLLARD DETAIL  
SCALE 1:20

# SHURNHOLD FIELDS

## PARKING AREA AS SKETCH PLAN AS PROPOSED SK01 July 2024

Extracted from bta architects sketch  
220042/SK01A



## Marianne Rossi

---

**From:** [REDACTED]  
**Sent:** 18 July 2024 10:04  
**To:** Marianne Rossi  
**Subject:** Vacant allotment

Morning Marianne,

Hope all is well with you and the Team? I was just wondering if the allotment in the corner is vacant? I'm not keen to take it on but it is in a real mess. I doubt the contractors will cut it as they don't seem to cut out end, possibly because their equipment won't fit past the water trough? So just wondered if we could put the chickens on it to keep the grass down and hopefully make it appealing for someone to take it on next year? Completely understand if it's a no but if you don't ask :)

Very best wishes

[REDACTED]



## Lorraine McRandle

---

**From:** Traffic Order Consultations <TrafficOrderConsultations@wiltshire.gov.uk>  
**Sent:** 19 June 2024 14:52  
**To:** Teresa Strange  
**Cc:** Holder, Nick; Sankey, Mike; Locum; Lorraine McRandle; Committee Clerk  
**Subject:** RE: PROPOSED TRAFFIC REGULATION ORDER FOR CONSULTATION – Various Roads, Melksham (East) – 20mph Speed Limit Zone and 40mph Speed Limit

Dear Ms Strange

1. **THE COUNTY OF WILTSHIRE (VARIOUS ROADS, HUNTERS WOOD, MELKSHAM) (20MPH SPEED LIMIT ZONE) ORDER 2024**
2. **THE COUNTY OF WILTSHIRE (VARIOUS ROADS, MELKSHAM AND MELKSHAM WITHOUT) (40MPH SPEED LIMIT) ORDER 2024**

Thank you for your email regarding the above proposals on behalf of Melksham Without Parish Council, which I shall pass to the officer in charge of the project for their consideration.

With regard to the naming of Eastern Way, there appears to have been a small error on the description of the indicative plan although the label indicating the road in the indicative plan does correctly reflect the naming as Eastern Way, I can also confirm that all legal paperwork (the legal Order, Press Notice and Statement of Reasons) all correctly refer to the road as Eastern Way.

All letters of objection or support for the proposals will be considered in a future report to the Cabinet Member for Highways, Street Scene and Flooding.

I will write to you again when I have more information regarding the proposals.

Yours sincerely

**Hannah Bahadoor**  
**Team Leader Legal and Technical Support**  
Sustainable Transport - Highways

**Wiltshire Council**

Tel: 01225 713402  
Email: [hannah.bahadoor@wiltshire.gov.uk](mailto:hannah.bahadoor@wiltshire.gov.uk)  
Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)  
Follow Wiltshire Council



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

**Please note my working days are Tuesday, Wednesday and Thursday**

---

**From:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Sent:** Tuesday, June 18, 2024 5:11 PM  
**To:** Traffic Order Consultations <TrafficOrderConsultations@wiltshire.gov.uk>  
**Cc:** Holder, Nick <Nick.Holder@wiltshire.gov.uk>; Sankey, Mike <Mike.Sankey@wiltshire.gov.uk>; Locum

<locum@melksham-tc.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Committee Clerk <committee.clerk@melksham-tc.gov.uk>

**Subject:** FW: PROPOSED TRAFFIC REGULATION ORDER FOR CONSULTATION – Various Roads, Melksham (East) – 20mph Speed Limit Zone and 40mph Speed Limit

Dear Hannah

Thank you for consulting on this proposed traffic order.

Melksham Without Parish Council considered this when they met last night.

They note that the 20mph area is in Melksham Town and so have not commented.

Eastern Way is the boundary between Melksham Without Parish Council and Melksham Town Council (as is Western Way).

The parish council support and welcome the 40mph speed limit on the whole of Eastern Way but do want to clarify with you why the new stretch of road is being referred to as Rocket Road. Whilst it may be the name of the residential stretch of road, the parish council feel strongly that Eastern Way should be referred to as that, and not be called Rocket Road – as indicated on the attached drawings – for a stretch.

We look forward to hearing back from you on this aspect.

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](http://www.melkshamwithout-pc.gov.uk)

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

Want to keep in touch?

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

On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

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](mailto: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:** Bahadoor, Hannah <[Hannah.Bahadoor@wiltshire.gov.uk](mailto:Hannah.Bahadoor@wiltshire.gov.uk)>

**Sent:** 29 May 2024 15:31

**To:** Bahadoor, Hannah <[Hannah.Bahadoor@wiltshire.gov.uk](mailto:Hannah.Bahadoor@wiltshire.gov.uk)>

**Subject:** PROPOSED TRAFFIC REGULATION ORDER FOR CONSULTATION – Various Roads, Melksham (East) – 20mph Speed Limit Zone and 40mph Speed Limit

Dear all,

1. **THE COUNTY OF WILTSHIRE (VARIOUS ROADS, HUNTERS WOOD, MELKSHAM) (20MPH SPEED LIMIT ZONE) ORDER 2024**
2. **THE COUNTY OF WILTSHIRE (VARIOUS ROADS, MELKSHAM AND MELKSHAM WITHOUT) (40MPH SPEED LIMIT) ORDER 2024**

Please find attached a copy of the above proposed Traffic Regulation Orders forwarded to you for consultation.

This proposal will be advertised in the Wiltshire Times on 7<sup>th</sup> June 2024 and the consultation period ends on 1<sup>st</sup> July 2024.

Comments on this proposal, quoting reference HKB/TRO/MELK may be made by:

Email to [trafficorderconsultations@wiltshire.gov.uk](mailto:trafficorderconsultations@wiltshire.gov.uk)

or

In writing to:

TRO Team  
Sustainable Transport Group  
Highways & Transport  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire BA14 8JN

**Hannah Bahadoor**  
**Team Leader Legal and Technical Support**  
Sustainable Transport - Highways

**Wiltshire Council**

Tel: 01225 713402

Email: [hannah.bahadoor@wiltshire.gov.uk](mailto:hannah.bahadoor@wiltshire.gov.uk)

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

Follow Wiltshire Council



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

**Please note my working days are Tuesday, Wednesday and Thursday**

Attachments:

Draft Orders x 2  
Indicative Plan  
Press Notice  
Statement of Reasons

---

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

## Melksham Community Support (MCS) Service Project report: Q1 – April to June 2024

The project, overseen by Age UK Wiltshire, started on 1<sup>st</sup> April 2023 with the following outcomes agreed:

1. Improve the **wellbeing of older people** living in Melksham Town and Melksham Without, by offering support, access to information and practical help.
2. Ensure that support is available to **those who need it most**, particularly those who don't have a support network.
3. Promote the take-up of welfare benefits and access to other sources of **financial support**.
4. Promote and provide **holistic support** tailored to the individual's need.
5. Provide an **evidence base** of future needs.

Through this project Age UK Wiltshire employs a part-time (17.5 hours/week) Senior Project Worker, specifically to support the population of Melksham Town and Melksham Without.

### Promotion

We have continued to promote the service, particularly to people living in the Melksham Without Parish Council area, including:

- Dowding Court and Kestrel Court, Bowerhill – door to door leafleting
- Berryfield Estate – door to door leafleting
- Berryfield Mobile Home Park – door to door leafleting
- Parish noticeboards
- Village halls
- Whitley Village Shop
- Sprocket's cafe, Whitley
- Food Bank
- Pharmacies
- Veterans' Breakfast (town centre but attracts older people from across the Melksham area)

Sarah has visited cafes, shops, pubs and reading rooms in the villages and communities around Melksham, discussing the service and leaving leaflets for distribution, but this has not so far resulted in many contacts.

An article about the Melksham Community Support service was published in Melksham News earlier this month - <https://melkshamnews.com/melksham-community-support-for-older-people-celebrate-first-year/> - and has been 'liked' by 428 people on the Melksham News website. The article was widely shared on local Facebook groups, and we are grateful to the Melksham Without Parish Council Clerk for her support. We have so far received four phone calls as a result of the article.



The number of older people making initial contact has reduced recently, although Sarah is still visiting new contacts each week. After the summer holidays, and as winter approaches, there will be another publicity drive, including a further leaflet drop in some Berryfield streets next month, more promotional work with pharmacies and continuing to go along to events, clubs and get-togethers to talk with older people.

We will be holding monthly Information & Advice outreach sessions at locations across the Melksham Community Area, an initiative supported by the Area Board. The first of these will be held later this month at the library. These outreach sessions will provide an opportunity to further promote the Melksham Community Support service across the area.

### Home Visits – the start of support

During the first home visit Sarah has a Guided Conversation with the older person to help identify any difficulties they may have, the support that is needed and what someone would like to achieve, in a conversational way which helps people to feel at ease. All aspects of someone’s daily life are covered, from when they get up in the morning to going to bed at night. We cover domestic issues, personal care and other care needs, health, socialisation, financial needs and their support networks. The Guided Conversation is never hurried and is taken at the person’s preferred pace, sometimes over more than one visit. This conversation helps Sarah to identify the areas of support needed and how to help to improve someone’s general wellbeing.

### Activity in Quarter One

During this quarter a total of **21** people (Q4 – 17) got in touch or were referred for Sarah’s support, of whom four live in the Melksham Without Parish Council area. We continued to offer support to **27** people whose first contact was before April, of whom seven live in Melksham Without.

There were **253** contacts (Q4 – 180) with or on behalf of people, and Sarah supported people with **162** (Q4 – 163) different issues.

The support provided fell into the following seven categories, and this table shows the number of issues handled in each category during Q1:

|  |    |
|--|----|
| Finance – helping to put more money into people’s pockets  | 11 |
| Socialisation – helping people to get out and about more   | 40 |
| Independence - helping people to be sustainably independent and to be connected with their community | 43 |
| Volunteer support – exploring how volunteers can support people to improve their wellbeing           | 2  |
| Wellbeing – helping people to feel better  | 54 |
| Falls prevention – supporting people to take action to reduce their risk of falling                  | 12 |
| Melksham Emergency Register  | 0  |



## Examples of support provided to people living in the Melksham Without Parish Council area in Q1

A client had an injury which was making things tricky for her. The MCS service supported with the following:

- Showing her how to use the speakerphone function on her phone
- Referral to Link scheme for hospital appointments
- Falls prevention resources and guidance
- Regular shopping trips
- Confidence building (after a fall)
- Encouragement to have an income maximisation check (there are currently barriers but we will continue to work on this)
- Discussions around transport options and support to find suitable local transport

Ongoing support (first home visit was a year ago), this quarter we supported with:

- Advice on replacement white goods
- Hospital transport and arranging an escort
- Support with preparing for a hospital appointment
- Shopping following an operation
- Attending a social group with the client
- Information about an income maximisation check and Attendance Allowance

Ongoing support (first home visit was last September), including:

- Housing options support and signposting for housing advice (this was then followed up by our Information & Advice service)
- Scams information
- Disabled Facilities Grant

### Client feedback

“It was great to get your input today. Thank you for visiting and pointing us in the right direction.”

“Thank you for talking to me and not at me, for not telling me what to do but for taking the time to explain things to me and talking so I can hear you. I appreciate it so much.”

“Thank you very much for referring us to Alzheimer's Support. We are now registered with them and we will be receiving their Home Support Service soon. I look forward to this starting so I can have a break - you don't know what that means to me.”

“Thank you for helping me get to the Veteran's Breakfast. Now it has moved it is too far for me to go on my own so I am grateful. It is the only time I go out to socialise and see some friends.”

“Thank you for all your help. I have enjoyed speaking to you. I will stay in touch.”



“Many thanks for helping me. I would be stuck if you hadn't come to see me. It gives me peace of mind knowing you are there and I can call on you.”

“Many thanks to you and the rest of the team for helping me out, as you always do. God bless you all.”

“I am so grateful you are taking me shopping. I don't know what I would do without your help.”

### **MCS phone line**

The MCS phone line has been running since the early days of the Covid pandemic, during which time it provided a huge amount of practical and emotional support to the Melksham community.

The number of requests made to the MCS phone line for help with shopping and prescriptions has continued to reduce in this quarter, as previously regular callers to the phone line have all been offered additional, holistic support (for example, only one person now requests regular support with prescriptions). Often a request for support for a task that can be managed independently is a symptom of other support that is needed, and it is this other support that Sarah has talking to people about. Active MCS clients have a direct number for Sarah, with the MCS line the first point of contact for new referrals.

In Q1 four volunteers supported with collecting prescriptions or shopping. We will soon be updating the Whatsapp group, so only active volunteers (registered with Age UK Wiltshire) will receive requests. There will be a separate group for Melksham Emergency Support, managed by the Town and Parish Councils.

### **Other Age UK Wiltshire services**

- In Q1 the Information & Advice service advised or supported 58 people living in Melksham. (Q4 – 49).
- There were 96 attendances (27 people) at the Fitness & Friendship Club at Bowerhill (Q4 – 64), with average attendance 14.
- Four people in the Melksham area continue to receive weekly calls from an Age UK Wiltshire Telephone Befriender.

Kate Brooks  
Age UK Wiltshire  
15<sup>th</sup> July 2024



# Information & Advice Drop-In



**Tuesday, 30th July, 10am-2pm**



**Melksham Library, Community Campus,  
Market PI, Melksham SN12 6ES.**

Our Information & Advice service offers comprehensive information and advice on a wide range of issues affecting older people including welfare benefits and money; arranging care and support; housing options; finding local services and later life planning.

Find out more at our Information & Advice drop-in! We'll have useful information guides and leaflets, and an advisor on-hand to answer any queries. You can also find out more about the Melksham Community Support service, which offers a range of support for older people living in the Melksham area.



Funded by

**Wiltshire Council**



## Lorraine McRandle

---

**From:** Charlie Thomson <charlie@melksham.church>  
**Sent:** 05 July 2024 15:12  
**To:** Lorraine McRandle  
**Cc:** Teresa Strange  
**Subject:** Re: Cemetery capacity, St Barnabas Church

Apologies for tardy reply here - this slipped through before my out of office went on for 3 weeks!

Anyone residing in (or with a link to) the parish, may be buried in the churchyard

Thanks  
Charlie

**Charlie Thomson**  
Rector  
Melksham Team Ministry  
<http://melksham.church>

On 17 Jun 2024, at 14:24, Lorraine McRandle <office@melkshamwithout-pc.gov.uk> wrote:

Hi Charlie

Further to my email below, in anticipation a question may be asked at tonight's meeting is there a tie to who can be buried at the church ie do they have to have a connection to the church and/or Beanacre.

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](mailto:office@melkshamwithout-pc.gov.uk)  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

## Teresa Strange

---

**From:** Teresa Strange  
**Sent:** 08 July 2024 17:26  
**To:** Cllr Anne Sullivan; Cllr David Pafford (david.pafford@melkshamwithout-pc.gov.uk); Cllr John Doel (john.doel@melkshamwithout-pc.gov.uk); Cllr Nathan Keates; Cllr Robert Shea-Simonds (robert.shea-simonds@melkshamwithout-pc.gov.uk); Cllr Shona Holt (shona.holt@melkshamwithout-pc.gov.uk); Councillor Alan Baines (alan.baines@melkshamwithout-pc.gov.uk); Councillor John Glover (john.glover@melkshamwithout-pc.gov.uk); Councillor Mark Harris (mark.harris@melkshamwithout-pc.gov.uk); Councillor Richard Wood (richard.wood@melkshamwithout-pc.gov.uk); Councillor Terry Chivers (terry.chivers@melkshamwithout-pc.gov.uk); Martin Franks; Peter Richardson  
**Cc:** Lorraine McRandle; Marianne Rossi  
**Subject:** FW: PCC launches public consultation to gather residents' views to inform future policing priorities

Dear Councillors

For any of you that have a view on priorities for the local police, you can fill out this survey.

Please let me know if you feel that this should be an agenda item at the next full council meeting, so that the parish council can give a view.

Kind regards, Teresa

---

**From:** Amy Pantall <WiltshirePCCmedia@onclusivenews.com>  
**Sent:** 05 July 2024 10:51  
**To:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Subject:** PCC launches public consultation to gather residents' views to inform future policing priorities



---

05 Jul 2024

Please see the latest media release from the OPCC.

Kind regards,

Amy

# PCC launches public consultation to gather residents' views to inform future policing priorities



## **A consultation survey to shape the future of policing in Wiltshire has been launched by Philip Wilkinson, the county's Police and Crime Commissioner today (Friday, 5 July).**

Mr Wilkinson said: "From my perspective as your representative in Wiltshire and Swindon holding Wiltshire Police to account, this 'Use Your Voice' consultation survey is incredibly important and will help me to ensure that the priorities and plans that I set and define in my new Police and Crime Plan are focused and prioritized on your concerns and needs".

Use Your Voice will enable residents to have their say on different aspects of policing, including which areas of policing are most important to them, their perception of crime rates over the past three years and how they think Wiltshire Police could improve the service it provides.

This will then inform and set out the PCC's revised priorities, and how they will be delivered throughout Wiltshire while reflecting and meeting the needs of residents and communities, in Making Wiltshire Safer: Police and Crime Plan 2024-2029.

Mr Wilkinson continued: "I'm pleased to announce the launch of my Use Your Voice survey to hear what really matters to the public. We first launched this survey in 2021 when I was first elected as Police and Crime Commissioner. As time has moved on, and

our crime demand changes along with the policing service, we now need to revise those priorities within the initial plan and set the policing blueprint for the next five years.

“Listening to the views and opinions of Wiltshire’s residents will mean the Police and Crime Plan is directly informed by them and the policing priorities have been directly influenced by them as well.

“It is crucially important that all our communities get a say and a chance to use their voice for good. Don’t think that I don’t want to hear your views – if it matters to you, it matters to me.

“Since I set the last Police and Crime Plan we have seen some great improvements, including being taken out of ‘special measures’ following the most recent HMICFRS inspection.

“This represented a substantial moment in our onward journey towards our aspiration to be an outstanding police force, and Chief Constable Catherine Roper’s vision and leadership has meant changes are being delivered at pace.

“However, I know there is lots more to be done to continue on our improvement journey, and I specifically want to ensure more work is done around tackling rural crime and combatting the organised crime groups, alongside a more specific focus on business and retail crime.

“Through working collaboratively across the south-west through Operation Ragwort, I want to ensure our rural communities know that our approach is intelligence led and they can be confident that their concerns are being dealt with robustly.”

The Use Your Voice survey is open from today (Friday 5 July) and will remain open until Friday 2 August. All feedback will be analysed and used to inform the draft plan.

Members of the public will be able to download the draft plan from the PCC website and provide feedback in early September. The revised plan will replace Making Wiltshire Safer: Police and Crime Plan 2021-2025 after it is presented at Wiltshire’s Police and Crime Panel meeting in November.

To fill out the survey, please click [here](#).

## Contact Information

**Amy Pantall**

Campaigns and Communications Manager

OPCC

[amy.pantall@wiltshire.police.uk](mailto:amy.pantall@wiltshire.police.uk)

## Downloads



## PCC Use Your Voice WLC 550x306

[Download](#)

---

This has been sent to you by The Office of the Police and Crime Commissioner for Wiltshire and Swindon because we believe it to be of interest and we have a legitimate reason for contacting you

Email not displaying correctly? [View it in your browser.](#)

If you'd rather not receive these emails, please use the following unsubscribe link:

[Unsubscribe](#) | [Journalist Privacy Policy](#)

# Onclusive

Powered by Onclusive PR Manager © 2024

## Lorraine McRandle

---

**Subject:** FW: Safety of Lithium ion Batteries and e-bikes and scooterr  
**Attachments:** the-safety-bill-updated ESF.pdf; Fires May 2024.xlsx; Logos July 2024.pdf

---

**From:** BAILEY, Ron <[ron.bailey@parliament.uk](mailto:ron.bailey@parliament.uk)>  
**Sent:** 12 July 2024 11:09  
**To:** BAILEY, Ron <[ron.bailey@parliament.uk](mailto:ron.bailey@parliament.uk)>  
**Subject:** FW: Safety of Lithium ion Batteries and e-bikes and scooterr

Dear Local Council

### NALC & SLCC SUPPORT CAMPAIGN

You may recall I emailed you a few weeks ago (see email below) regarding our campaign on the safety of lithium-ion batteries and their disposal. Many Local Councils responded to support – but very many more felt they had to wait until after the election.

I totally understand those feelings, so now I am writing again to seek your support. We will be introducing the Bill in the new Parliament as soon as possible.

I attach the latest list of logos in support and you will see that it includes the National Association of Local Councils and the Society of Local Council Clerks, as well as most county fire and rescue services (+ the National Fire Chiefs Council).

Many Councils asked me what support entailed and I am sorry for not explaining properly. It is as much or as little as you like. The only 'definite' is that you write telling me you support the campaign. So its not at all onerous. `

After that it is up to you: you may wish to put up a poster; or an article in your magazine or on your website. We may ask you to write to your MP. But, as I said, its all up to you.

I look forward to hearing from you.

All the best

Ron

PS a number of Councils pointed out that I had the wrong email address, or that the clerk had changed. I have been through my list of 10,000 addresses making alterations – but if I have missed any please accept my apologies.

Dear Local Council

I am writing to ask your Council to support our campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal.

Let me begin by introducing myself. I am the researcher for Lord (Don) Foster (hence my email address), who has been campaigning on this issue in the House of Lords. I am also the parliamentary advisor to Electrical Safety First, a UK Charity dedicated to reducing the deaths and injuries caused by electricity.

As you will probably know lithium battery fires are on the increase – there have been over 1000 in the past few years, nearly 200 injuries and a dozen fatalities. Homes have been destroyed. The cost to the UK runs into £billions. You will doubtless know of examples in your area. I attach a spreadsheet of some recent fires – as you will see there have been some in your area.

Lord Foster and Electrical Safety First are promoting the attached Bill (a summary of which is included at the end of this email) to ensure greater safety in the use and disposal of lithium batteries and are aiming to get it into law as soon as possible. It has its First Reading on 5th June.

We have the support of many national organisations, as the attached logos show – including the National Fire Chiefs Council, the Association of Ambulance Chief Executives, the Royal Society for the Prevention of Accidents and the Royal Society for Public Health. In addition 2 coroners have called for the law to be tightened to ensure greater safety.

We are now contacting more locally based organisations, and it would be great if your Council was able to support this campaign. It would be a great boost. Please do get in touch if you require any further information.

I look forward to hearing from you,

Yours sincerely,

Ron Bailey

PS Don't worry if you are not meeting before June 5<sup>th</sup>. That is only the 1<sup>st</sup> Reading – other stages will follow, so you won't be too late. Your support will be valuable at any time.

**Clause 1** would require third party *independent* approval-testing for e-bikes, e-scooters and their batteries before entering the UK market.

**Clause 2:** incidents of fires and harmful fumes resulting from lithium-ion batteries in waste vehicles and landfills are increasing. There are reportedly more than 200 landfill fires annually, making up 48 percent of all fires, costing £158 million and contributing significantly to pollution. This clause requires the government to establish regulations for the safe disposal of used lithium-ion batteries.

**Clause 3** addresses specific fire concerns, ensuring safer access, charging, and storage of lithium-ion batteries. While an outright ban is suggested by some, conversion kits remain a financially practical solution, especially for gig economy workers reliant on sustainable transportation. Implementing a standardised approach to kits could establish design and installation controls, mitigating foreseeable risks.

UK Parliament Disclaimer: this e-mail is confidential to the intended recipient. If you have received it in error, please notify the sender and delete it from your system. Any unauthorised use, disclosure, or copying is not permitted. This e-mail has been checked for viruses, but no liability is accepted for any damage caused by any virus transmitted by this e-mail. This e-mail address is not secure, is not encrypted and should not be used for sensitive data.

## **The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill**

A Bill to make provisions regarding the safety of electric-powered micromobility vehicles and of lithium batteries; to give duties to the Secretary of State regarding those matters; and for connected purposes.

### **1. The safety of electric-powered micromobility vehicles and secondary lithium-ion batteries used to power such vehicles**

(1) No person shall after 31<sup>st</sup> August 2025 place on the UK market any electric-powered micromobility vehicle or a secondary lithium-ion battery used to power such vehicles unless –

(a) conformity assessment procedures have been carried out by a conformity assessment body ('CAB') authorised by the Secretary of State to carry out such assessments; and

(b) the manufacturer has drawn up the technical documentation and declaration of conformity; and

(c) the electric-powered micromobility vehicle and the battery used to power such vehicles bear the CE or UKCA mark to demonstrate conformity with designated or harmonised standards.

(2) The Secretary of State must within 6 months of the passing of this Act publish a list of CABs recognised as being able to carry out conformity assessment procedures pursuant to subsection (1).

(3) Where in the opinion of a CAB, a product covered by this Act has successfully met the essential safety requirements of applicable regulations, it shall issue a certificate of conformity to the manufacturer.

(4) Where a certificate of conformity has been issued pursuant to subsection (3) a manufacturer must display a CE or a UKCA mark on any product covered by this Act before it is placed on the UK market.

(5) No person shall display a CE or a UKCA mark on any product covered by this Act unless a certificate of conformity has been issued for the product given in accordance with this Act.

### **2. Disposal of Secondary Lithium-ion Batteries**

(1) The Secretary of State must, within 6 months of the passing of this Act, make regulations regarding the safe disposal of lithium batteries.

(2) The regulations made pursuant to subsection (1) may include a requirement for sellers of such batteries to:

(a) Display a prominent warning about the dangers of improper disposal of lithium batteries not in accordance with those regulations; and

(b) Attach as part of the sale

(i) Information regarding the cell chemistry of lithium batteries and;

(ii) information regarding the safe disposal of such batteries.

### **3. Duties of the Secretary of State**

(1) (1) The Secretary of State must, within 12 months of the passing of this Act, make regulations

(a) Specifying safety standards for micromobility vehicle conversion kits and associated components; and

(b) Requiring that all micromobility vehicles have either

(i) a non-proprietary charging system with a communications protocol;  
or

(ii) a proprietary charging system with a matched charger

and such regulations may include details of the means by which those standards will be enforced and the penalties for failing to comply with those standards.

(2) The Secretary of State must within 6 months of the passing of this Act consult such persons as he considers have an interest in this matter on whether to implement an interim measure which prohibits the sale of universal chargers for electric-powered micromobility vehicles until such time as the regulations detailed in (1) (a) or (1) (b) come into force.

### **4. Offences**

Any person who fails to comply with the terms of this Act commits an offence.

### **5. Interpretation**

In this Act, the following terms have the following meanings:

- 'Electric-powered micromobility' means electric scooters or electric bicycles powered by secondary lithium-ion batteries, as defined in the Department of Transport 2020 publication 'Future of Transport Regulatory Review Moving Britain Ahead Call for Evidence'.
- 'A lithium battery' is a non-rechargeable battery with lithium as an anode.
- 'A secondary lithium-ion battery' is a type of rechargeable battery in which the main reaction is the transport and intercalation of lithium ions into the cathode and anode respectively as defined in the BEIS Research Paper No 2020/037 entitled 'Domestic Battery Energy Storage Systems A Review of Safety Risks'.
- 'A proprietary charging system' comprises of a manufacturer specified plug and socket system designed only to operate in combination with each other.

- 'A non-proprietary charging system' comprises of a non-manufacturer specified plug and socket system consisting of a standardised plug and socket and a communications protocol.
- 'A communications protocol' is a set of formal rules describing how to transmit or exchange data.
- 'A CE marking' means a mark consisting of the symbol "CE" set out in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A 'UKCA' marking is a UK Conformity Assessed marking displayed in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A conversion kit is the electrical drive train, battery and charging system, that is fitted to a regular pedal bicycle to convert it to an electric bike.

## **6. Regulations**

(1) The Secretary of State must, within six months of the passing of this Act, make regulations specifying:

- (a) Any amendments to the definition of the term 'electric-powered micromobility' that, in the Secretary of State's opinion, are necessary.
- (b) The penalties that shall apply to breaches of this Act.

(2) Regulations under this Act shall be made by statutory instrument pursuant to the negative resolution procedure.

## **7. Extent, Commencement, and Short Title**

(1) This Act extends to the whole of the UK, subject to resolutions being passed by

- (a) The Scottish Parliament;
- (b) Senedd Cymru;
- (c) The Northern Ireland Assembly

applying it to their respective countries.

(2) This Act comes into force on the day on which it is passed.

(3) This Act may be cited as the Safety of Electric-Powered Micromobility and Lithium Batteries Act 2023."

## Lorraine McRandle

---

**Subject:** FW: Briefing Note 24-15: Local Nature Recovery Strategy 2  
**Attachments:** 24-15\_Local\_Nature\_Recovery\_Strategy\_2.pdf; 24-15 Webinar and Survey invitation.doc

---

**From:** Democratic and Member Services <[Committee@wiltshire.gov.uk](mailto:Committee@wiltshire.gov.uk)>  
**Sent:** 12 July 2024 14:20  
**Subject:** Briefing Note 24-15: Local Nature Recovery Strategy 2

Good afternoon,

Please find attached a copy of Briefing Note 24-15, Local Nature Recovery Strategy 2.

Work is progressing on developing the Swindon and Wiltshire Local Nature Recovery Strategy and the mapping exercise to identify areas for nature recovery across the county is almost complete. An online mapping feedback survey will be launched on 22nd July, and two webinars will take place, one for the public and one specifically for farmers and landowners. These webinars will give the opportunity to learn more about the LNRS map, and how you can give your feedback on the map formally via our survey, as well as to offer an opportunity for general questions and answers.

Please share widely and encourage people to complete the survey from 22 July and sign to attend the webinars.

Note: this Briefing Note has been circulated to Parish and Town Clerks at the request of the author.

Kind Regards

**Democratic and Member Services**  
[committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk)

-----

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.

## Local Nature Recovery Strategy Briefing Note No. 24 - 15

**Service :** Natural and Historic Environment

**Further Enquiries to:** Alison Levy

**Email:** [Alison.levy@wiltshire.gov.uk](mailto:Alison.levy@wiltshire.gov.uk)

**Date Prepared:** 9/7/2024

### What is a Local Nature Recovery Strategy?

Local Nature Recovery Strategies (LNRS) are a mechanism to deliver nature recovery at a local and regional scale as introduced in the [legislation.gov.uk: Environment Act 2021 - Local nature recovery strategies Section 106](https://www.legislation.gov.uk/ukpga/2021/12/section-106). Wiltshire Council has been appointed by DEFRA as responsible for preparing the LNRS for Wiltshire and Swindon.

The Wiltshire and Swindon Local Nature Recovery Strategy will consist of a document containing biodiversity priorities and a habitat map which will inform and guide nature recovery across Wiltshire and Swindon.

The Local Nature Recovery Strategy will:

- agree priorities for nature's recovery
- map the most valuable existing areas for nature
- map specific proposals for creating or improving habitat for nature and wider environmental goals

### The reason for this project

The Wiltshire Council Business Plan states that our mission is to ensure:

- The people of Wiltshire are empowered to live full, healthy and enriched lives.
- Our communities continue to be beautiful and exciting places to live.
- Our local economy thrives and is supported by a skilled workforce.
- We lead the way in how council and counties mitigate the climate challenges ahead.

To support this, Wiltshire Council has produced a Climate Strategy and a Green and Blue Infrastructure Strategy to help meet these aspirations. A central part of these strategies is to support nature recovery across Wiltshire for the benefit of people, nature and to help mitigate climate change.

## **LNRS Update**

Priorities and measures for nature recovery in Wiltshire and Swindon have been developed and refined from suggestions gathered at stakeholder engagement opportunities and events earlier this year. To read our latest reports detailing the methodology for the LNRS User Testing and Longlisting processes please look at our webpage or see our previous LNRS Briefing Note.

Mapping for the LNRS is currently underway, and initial drafts are now being applied to the whole of Wiltshire and Swindon. Once drafted for the whole area, we want to hear feedback from local people about what we've done so far.

## **Next steps**

County wide engagement and opportunities for feedback on the LNRS draft mapping will take place in July 2024, through an online interactive survey which will be live between 22nd July – 9th August. It will be supported by a video and two webinars on Tuesday 23rd July at 7am (exclusively for farmers and landowners) and on Thursday 25th July at 6pm (open to all). More information on how to book a place or where to access the survey is in the attached letter.

Alison Levy, LNRS Officer for Wiltshire Council, will be visiting farmer groups throughout July to speak about the LNRS directly with farmers and landowners, who are key stakeholders in this project.

We will also be hosting a members only first look event at the end of September. Details to be confirmed via a briefing note in due course.

The project programme aims to seek sign off by the supporting authorities; Swindon Borough Council, New Forest NPA and Defra at the end of October 2024, ahead of formal public consultation in November and December 2024, with final council approval and adoption in February 2025.

## **Suggested actions for councillors**

We would welcome your attendance at one of our webinars and invite you to complete the online survey. Please see the attached invitation letter for information on how to book your place and where and when you can access the survey.

In addition, to ensure we have a wide range of participants attending these webinars and completing the online survey, please could you raise awareness of these sessions and the survey with your networks, town and parish councils and to the wider community, particularly farmers and landowners, nature related local interest groups and residents.

If you have any questions, please get in touch  
[localnaturerecoverystrategy@wiltshire.gov.uk](mailto:localnaturerecoverystrategy@wiltshire.gov.uk).

**End**



County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

## Wiltshire and Swindon Local Nature Recovery Strategy (LNRS)

July 2024

Dear Sir/ Madam,

I am writing to you about the Local Nature Recovery Strategy (LNRS) for Wiltshire and Swindon, and to invite you to feedback your views on the LNRS Map which has now been drafted following our longlisting and shortlisting processes.

Wiltshire and Swindon councils are required to prepare a LNRS in 2024. The following link will take you to the Government's website should you wish to remind yourself why this is necessary and important. [Local nature recovery strategies - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/local-nature-recovery)

Priorities and measures for nature recovery in Wiltshire and Swindon have been developed and refined from suggestions gathered at various stakeholder engagement opportunities and events held earlier this year. To read our latest report detailing the methodology for the LNRS Longlisting process please look at our [webpage](#).

Mapping is currently underway, and initial drafts are now being applied to the whole of Wiltshire. Once drafted for the whole county, we want to hear your feedback on what we've done so far.

We will be launching an online mapping feedback survey on 22nd July, and holding two webinars, one for the public and one specifically for farmers and landowners. These webinars will give you the chance to learn more about the LNRS map, how you can give your feedback on the map formally via our survey, as well as offer an opportunity for general questions and answers.

The webinar session times are as follows:

|                            |                          |                                    |                           |
|----------------------------|--------------------------|------------------------------------|---------------------------|
| For farmers and landowners | Tuesday<br>23 July 2024  | 7am – 8.30am<br>Logon from 645am   | <a href="#">Book here</a> |
| Open to all                | Thursday<br>25 July 2024 | 6pm – 7.30pm<br>Log on from 5.45pm | <a href="#">Book here</a> |

Please help us with this important project and register for the session you wish to attend via the links above.

Our online survey, which gives you the opportunity to give detailed feedback on our LNRS mapping, will go live on Monday 22 July and close on Friday 9 August 2024. The link for this will be emailed out to our mailing list, as well as being available on our [webpage](#) from 22 July onwards.

We would appreciate it if you could send this invitation on to any colleagues or contacts you feel should attend these sessions to share their knowledge. We would also encourage you to sign up to our [LNRS mailing list here](#), if you haven't done so already, to ensure you receive Wiltshire and Swindon LNRS updates, invitations to events as well as our upcoming online survey straight to your inbox.

If you have any questions about Wiltshire and Swindon LNRS or these events, you can email us at [localnaturerecoverystrategy@wiltshire.gov.uk](mailto:localnaturerecoverystrategy@wiltshire.gov.uk).

Thank you and I look forward to meeting you at one of our webinars.

Yours faithfully

Alison Levy  
Local Nature Recovery Strategy Officer  
Natural and Historic Environment  
Wiltshire Council  
Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)