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MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 13 June 2023

Dear Members

You are summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 19 June at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

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

Click link here:

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

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

Yours sincerely

A handwritten signature in black ink that reads 'T. Strange'.

Teresa Strange, Clerk

YOU CAN ACCESS THE AGENDA PACK HERE



Serving rural communities around Melksham

AGENDA

1. **Welcome, Announcements & Housekeeping**
2. **To receive Apologies and approval of reasons given**
3. **To consider holding items in Committee due to confidential nature**
Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
4. **Declarations of Interest:**
 - a) To receive declarations of interest
 - b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
5. **Public Participation & Invited Guests**
 - Wiltshire Councillor Nick Holder, Bowerhill
 - Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
 - Wiltshire Councillor Jonathan Seed, Melksham Without West & Rural
6. **Standing Orders:** To adopt the Melksham Without Parish Council Standing Orders with the financial update to match current legislation
7. To approve the Minutes of the **Annual Council** meeting held on 22 May 2023
8. **Planning:**
 - a) To approve the Minutes of the Planning Committee meeting held on 5 June 2023
 - b) To approve the Confidential Notes to accompany the Planning Committee meeting held on 5 June 2023
 - c) To formally approve Planning Committee recommendations of 5 June 2022
 - d) To consider when to approve Neighbourhood Plan#2 for Regulation 14 consultation (defer Full Council to 31st July or extraordinary meeting in August)
9. **Finance:**
 - a) To approve the Minutes of the Finance Committee meeting held on 12 June 2023
 - b) To formally approve the recommendations of Finance Committee meeting held on 12 June 2023
 - c) To note Internal Auditor's final report for year ending 31 March 2023
 - d) To consider, approve and sign Section 1 of the External Audit Annual Return for year ending 31 March 2023 (Governance Statement)
 - e) To approve and sign Section 2 of External Audit Annual Return for year ending March 2023 (Accounts Statement)
 - f) To approve and sign Year End Accounts & Statement for year ending 31 March 2023.
 - g) To adopt the Melksham Without Parish Council Financial Regulations (following review by the Finance Committee 12 June 2023)

- h) To approve use of BACS/CHAPS (every two years) as per Financial Regulations (6.9)
- i) To note Income/Expenditure reports for May
- j) To appoint cheque signatories/online authority for June payments.
- k) To approve transfer of funds between bank accounts and fixed term deposits.

10. Highways

- a) To approve the Minutes of the Highways Committee meeting held on 12 June 2023.
- b) To formally approve the recommendations of the Highways Committee meeting held on 12 June 2023.
 - i) Min 41(c)/23: To consider further correspondence from resident, in relation to their request for safety improvements to Hornchurch Road/Bath Road junction.
 - ii) Min 40(a)(ii): To approve request for painting of “slow” on Shaw Hill and Corsham Road following Wiltshire Council Highway Officer response
 - iii) Min 41(a)/23: To approve request for new signage on Westlands Lane to discourage HGVs using it except for access.
 - iv) Min 43(a)/23: To consider a way forward in developing a strategy/policy to improve road safety in the parish.
- c) To consider submitting a response to Wiltshire Bus Review – stakeholder Engagement Survey.
- d) To note correspondence from Heron Homes regarding adoption of areas of land on Falcon Way and consider a way forward.
- e) To receive feedback from the Public Enquiry held on 13 June: Application for Definitive Map Modification: Footpaths MELW 151 in Melksham Without and MELK107 Melksham.

11. Asset Management

- a) To note update on Whitworth Play Area with regard to vehicle access to the play area over private land.
- b) To note correspondence from Bowood View Management Company regarding the installation of noticeboards and consider a way forward.
- c) To consider draft and approve land transfer of Davey Play Area (if received)
- d) To note donation of £3,000 for a defib on Pathfinder Way has been received and defib on order.

12. Community projects/partnership organisations:

- a) To consider a response to Wiltshire Council’s proposal to use Melksham House as a SEMH (Social Emotional Mental Health) school and not for community use
- b) To receive update on Age UK project worker (commissioned by Melksham Without & Melksham Town councils, with Area Board funding) and note legal power
- c) To note Whitley Community Hub have submitted plans for a community shop in the car park of The Pear Tree (PL/2023/04210) and to consider applying to Government’s Community Ownership Fund (if appropriate)
- d) To receive feedback from CAWS Summer Music Event Sat 17th June
- e) To consider hosting event to bring together volunteers running community buildings in the parish (and town?)

13. Meeting the **Climate Friendly Objective:**

- a) To note Wiltshire Council's Briefing Note 23-01: Use of Council owned land for environmental mitigation and to consider any local projects that might be suitable
- b) To note correspondence from Wiltshire Council's new Woodland Officer regarding increased tree and woodland planting, as part of Wiltshire Council's commitment to be carbon neutral by 2030 and consider any local projects that may be suitable
- c) To consider request for Tree Wardens from the Wildlife Officer, Wilts & Berks Canal Trust
- d) To note new research from CPRE on the true potential for generating electricity from rooftop solar and considering signing petition calling on the Government to commit to new and ambitious target for generating clean and affordable electricity from rooftops.



MODEL STANDING ORDERS 2018 (ENGLAND)

Melksham Without Parish Council Standing Orders

**Adopted at Annual Council Meeting 16 May 2022
Reviewed and adopted at Full Council 20 Feb 2023**

**National Association of Local Councils (NALC)
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INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council’s Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council’s needs. It is NALC’s view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and,

unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c) A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f) If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g) An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h) A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j) Subject to standing order 1(j), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k) One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l) A councillor may not move more than one amendment to an original or substantive motion.
- m) The mover of an amendment has no right of reply at the end of debate on it.

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n)n) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

n)o) Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

- i) to speak on an amendment moved by another councillor;
- ii) to move or speak on another amendment if the motion has been amended since he last spoke;
- iii) to make a point of order;
- iv) to give a personal explanation; or
- v) to exercise a right of reply.

e)p) During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

e)q) A point of order shall be decided by the chairman of the meeting and his decision shall be final.

e)r) When a motion is under debate, no other motion shall be moved except:

- i) to amend the motion;
- ii) to proceed to the next business;
- iii) to adjourn the debate;
- iv) to put the motion to a vote;
- v) to ask a person to be no longer heard or to leave the meeting;
- vi) to refer a motion to a committee or sub-committee for consideration;
- vii) to exclude the public and press;
- viii) to adjourn the meeting; or
- ix) to suspend particular standing order(s) excepting those which

reflect mandatory statutory or legal requirements.

r)s) Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

s)t) Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (5) minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b) If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c) If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the**

Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. It is desirable that the following matters be treated as confidential a) engagement, terms of service, conduct and dismissal of employees; b) terms of tenders and proposals and counter proposals in negotiations for contracts; c) preparation of cases in legal proceedings; d) the early stages of any dispute.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than (5) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).
- p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- r The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of (3) hours and shall finish no later than 10pm and 9.30pm on a Friday
- y In the event of the death of the Sovereign or another member of the Royal family or a national figure, the Clerk, as Proper Officer, will have delegated powers to action any time sensitive decisions, following confirmation by email by members of the Council or relevant Committee as appropriate. With regard to any planning application or highway requests for the LHFIG (Local Highway Footways Improvement Group) that are time sensitive, for the Clerk to have delegated powers to submit comments/requests following an informal meeting of the relevant members.

4. COMMITTEES AND SUB-COMMITTEES

- a) **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c) **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d) The Council may appoint standing committees or other committees as may be necessary, and:
 - i) shall determine their terms of reference;
 - ii) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii) shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv) shall, subject to standing orders 4(b) and (c), appoint and

determine the terms of office of members of such a committee;

- v) may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;
- vi) shall permit a committee to appoint its own chairman at the first meeting of the committee;
- vii) shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- viii) shall determine if the public may participate at a meeting of a committee;
- ix) shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- x) shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi) may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a) **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b) **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c) **If no other time is fixed, the annual meeting of the Council shall take place at 7pm**
- d) **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

- e) **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f) **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g) **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h) **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i) **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chairman of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j) **Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:**
 - i) **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii) **Confirmation of the accuracy of the minutes of the last meeting of the Council;**
 - iii) **Receipt of the minutes of the last meeting of a committee;**

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- iv) Consideration of the recommendations made by a committee;
- v) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi) Review of the terms of reference for committees;
- vii) Appointment of members to existing committees;
- viii) Appointment of any new committees in accordance with standing order 4;
- ix) Review and adoption of appropriate standing orders. NB: Financial Regulations are reviewed by the Finance Committee held in May/[June](#) and adopted at the June Full Council meeting.
- x) NB: Review of arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses to be reviewed by the appropriate committee.
- xi) Review of representation on or work with external bodies and arrangements for reporting back;
- xii) In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii) NB: Review of inventory of land and other assets including buildings and office equipment to be reviewed by Asset Management Committee in May/[June](#)/[July](#) and approved at [June](#)/[July](#) Full Council meeting. NB: Confirmation of arrangements for insurance cover in respect of all insurable risks to be undertaken by the Finance Committee in May under delegated powers.; NB: Council's and/or staff subscriptions to other bodies to be reviewed at the Finance Committee in May/[June](#) and approved by the June Full Council.
- xiv) Review of the Council's complaints procedure;
- xv) NB: Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*); to be reviewed by the Finance Committee in May/[June](#) and approved by the June Full Council.
- [xvi\)](#) NB: Council's policy for dealing with the press/media to be reviewed by the Staffing & Resources Committee and approved by the following Full Council meeting. NB: Council's employment policies and procedures to be reviewed by the Staffing &

Resources Committee and approved by the following Full Council meeting. NB: Council's expenditure incurred under s137 of the Local Government Act 1972 or the general power of competence to be reviewed by the Finance Committee in May/June and be approved by the June Full Council.

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~~xvi)~~xvii) Confirming the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. NB: The dates are determined earlier in the council calendar to ensure that diary commitments are made.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chairman of a committee does not call an extraordinary meeting within (3) days of having been requested to do so by (2) members of the committee any (2) members of the committee may convene an extraordinary meeting of the committee

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (5) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (10) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (8) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the

motion on the agenda shall be final.

- g The Clerk shall date and time every motion received. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e Confidential Notes:
 - (i) A Confidential Note for a related Minute will be marked "confidential", produced on pink paper and circulated to Members AT THE MEETING. It will be signed with the public Minute of the same number. MEMBERS MUST RETURN THE CONFIDENTIAL NOTE AT THE END OF THE MEETING FOR CONFIDENTIAL DISPOSAL (Deferred for review by IT Working Group following Full Council on 20 February 2023)
 - (ii) The Council Master Minute Book only will include the letter C next to the open Minute eg. Min. 491/14C.
 - (iii) The Confidential Note for the Minute, along with the public version of the same Minute, will be retained in a separate file marked

“Confidential Notes for Minutes” in the Clerk’s office, out of reach of the public.

- (iv) A list to be kept of Confidential Notes for Minutes at the front of the file, to show the date, subject and Minute number.

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes

or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

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- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (7?) days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her/their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and

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procedures;

- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority
- xv. The Clerk shall notify all members of Council of every new planning application and planning application decision made on a weekly basis, by forwarding the local authority notification email to all councillors and add all planning applications received by the Council on the agenda of the Planning Committee who meet every 21 days and have delegated powers to submit comments to the local authority
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also *standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported ~~and~~ which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d At the Finance Committee meeting in May/June, the Responsible Financial Officer shall provide:
 - i. each committee member with a statement summarising the Council’s receipts and payments (or income and expenditure) for the year to date for information; and
 - ii. to the committee member the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to the Finance Committee to review in May/June and then to all councillors with the agenda papers for approval by the Full Council in June. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

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 **£30,000-25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of ~~£30,000~~ £25,000 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), which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of

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- tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

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- ~~f. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.~~
- ~~g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and~~

~~published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.~~

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing & Resources committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of [the Staffing & Resources committee] or, if he is not available, the vice-chairman (if there is one) of [the Staffing & Resources committee] of absence occasioned by illness or other reason and that person shall report such absence to the Full Council at its next meeting.
- c The chairman of [the Council and the chairman of the Staffing & Resources committee or in their absence, the vice-chairmen] shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported verbally and are subject to approval by resolution by Full Council.
- d In line with the Council's adopted Grievance Policy, wherever possible, any grievance should be raised informally with the employee's line manager (the Clerk). In the case of the Clerk to the Council raising a grievance this should be directed to the Chairman for the Council unless the complaint is about the Chairman in which case another Member can be identified to handle the Clerk's concerns. The recipient of the grievance from the Clerk should share the grievance with the Staffing & Resources committee and the issues should be treated with discretion and confidentiality at all times.
- e If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to the Clerk, or in the case of the Clerk, to the Chairman.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015 if its gross annual income or expenditure (whichever is higher) exceeds £200,000.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a **The Council may use a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (2) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

27. **ELECTIONS AND CO-OPTION**

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

**MINUTES of the Annual Council Meeting of Melksham Without
Parish Council held on Monday 22 May 2023 at Melksham Without Parish
Council Offices, Melksham Community Campus (First Floor), Market Place,
Melksham, SN12 6ES at 7.00pm**

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

Officers: Teresa Strange (Clerk) and Lorraine McRandle (Parish Officer)

In attendance: Wiltshire Councillor Nick Holder (Bowerhill); Paul Carter, Chair, Melksham & District Historical Association.

1/23 Welcome, Announcements & Housekeeping

As outgoing Chair of Council, Councillor Glover welcomed everyone to the meeting.

Councillor Glover congratulated Councillor Alan Baines on 50 years at Melksham Without Parish Council. A gift was presented to Councillor Baines on behalf of the Council, including a copy of the minutes of the meeting held on 20 June 1973, when he first joined the Council, signed by Chairperson Mrs D A Doel, mother of Councillor John Doel.

2/23 Appointment of Chair

Unanimously Resolved: Councillor Glover be elected as Chair of the Council for the ensuing year.

3/23 To receive the Chair's Declaration of Acceptance of Office

Resolved: Councillor Glover duly signed his Declaration of Acceptance of Office witnessed on behalf of the Council by the Clerk.

4/23 Appointment of Vice Chair

Unanimously Resolved: Councillor Pafford be duly elected as Vice Chair of the Council for the ensuing year.

5/23 To receive Apologies and approval of reasons given

Apologies were received from Councillor Hoyle who had visiting family.

Resolved: To approve and accept the reasons for absence.

6/23 To consider holding items in Closed Session due to confidential nature under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business (Item 16b) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Clerk advised that item 16(b), approval of the Confidential Notes to accompany the Full Council meeting held on 24 April 2023 did not need to be held in closed session unless Members wished to amend the notes.

7/23 Declarations of Interest

a) To receive declarations of interest

There were no declarations of interest.

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

None were received.

8/23 Public Participation & Invited Guests

Standing Orders were suspended.

Paul Carter, Chair of the Melksham & District Historical Association

Paul Carter, Chair of the Melksham & District Historical Association, was in attendance to seek support for a museum in Melksham, given the various items pertaining to Melksham and Melksham Without currently stored in various locations.

The Chair of Melksham & District Historical Association explained that a survey to seek interest in a museum was currently taking place. However, even if there was not enough support for a museum, there was still a need to find permanent storage for the various items, which it was hoped could be put on display.

Councillor Glover invited questions from Members:

- What funding is available to support a museum?

A: Funds are available, which came via various sources, such as subscriptions from Members and entry fees to public events/talks.

- Has research been done on the costs involved in running a museum.

A: Research was currently ongoing, with a range of costs being found in running a museum, depending on the type of facility, such as a room

above a Library for instance, as at Purton, costing £700 a year, to a larger museum costing significantly more.

- Varying costs had been noted when investigating the costs associated with a museum, including those for Trowbridge Museum, with running costs being £50,000 a year and Trowbridge Town Council repaying £50,000 per year for a loan for the building

A: The idea for Melksham was to look for something on a smaller scale than Trowbridge Museum and more like Purton, ie sharing a room with another organisation.

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

Councillor Holder provided the following updates:

Local Plan

The Local Plan Review would be put before Cabinet on 11 July and Full Council on 18 July.

Pathfinder Place, Bowerhill

- A Residents' Association meeting would be taking place later in the week, and he would feedback anything necessary to the Clerk.
- Taylor Wimpey would be on site for a further 2-3 months, to undertake remedial works.
- It was understood some of the bins were not being emptied, with the contractor having refused to empty them, as dog waste was included. However, it had been pointed out to them this was part of their contract.
- Chasing outstanding highway issues and what has been agreed regarding remedial activity to be undertaken to resolve these issues.

Speeding outside Melksham Oak

Due to the concerns of speeding outside the school a petition has been launched by Cllr Holder and the school's governing body, asking for Wiltshire Council to reduce the speed limit to 20mph outside the school. Wiltshire Council have indicated, if there is sufficient demand from the public, they

would introduce a 20mph speed limit outside the school; which if supported was hoped to be introduced at the beginning of the academic year 2024.

It was hoped the Parish Council would support and publicise the petition on social media.

Councillor Glover explained as this item was not on the agenda for discussion, it would have to go to the Highway & Streetscene Committee meeting on 5 June 2023 for consideration.

Councillor Glover opened up the meeting for Members to ask questions.

- Will the 20mph speed limit be permanent or just at school time?

A: The petition did not specifically ask this question. However, there is the ability through the amount of cabling for flashing lights. Therefore, there was an opportunity that the speed limit could be introduced during term time and at the beginning and end of the school day only.

- Clarification was sought if a recent social media post, which had shown a diagram of housing in the area proposed for a primary school at Pathfinder Way had been corrected.

A: No more housing would be located on the site proposed for the new primary school. However, in the planning consent, if 10 years after the land had been transferred from Taylor Wimpey to Wiltshire Council, and the school building had not started, the whole of the site earmarked for the school would revert back to the developer for housing.

- Is there a deadline for commenting on the petition?

A: As yet, there is no deadline.

- When will the planning application for the primary school at Pathfinder Place be submitted?

A: It was understood a planning application would be submitted in the Autumn.

- There is potential for traffic congestion on Pathfinder Way, particularly if the new school finishes at the same time as Bowerhill Primary School, therefore a request had been submitted by the Parish Council to the Local

Highway & Footway Group (LHFIG) for waiting restrictions on Pathfinder Way.

A: The Headteacher at Bowerhill Primary School is in the process of updating the School Travel Plan, noting a significant number of children at the school do not live in Bowerhill and therefore, probably travel via car.

Would support the Parish Council's request for waiting restrictions on Pathfinder Way.

Standing Orders were reinstated.

Councillor Glover asked if Members wished to move agenda item 21(a), regarding support for a museum, further up the agenda, which was agreed.

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

Apologies had been received from Councillor Alford who was attending a Full Council meeting of Melksham Town Council.

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

Councillor Glover wished to record the Council's thanks to Councillor Seed, for his support in getting across the Council's concerns and requests for mitigation, relating to planning application PL/2022/02749, for 144 dwellings on land East of Semington Road at a recent Western Area Planning Committee

Resolved: To pass on the Council's thanks to Councillor Seed.

Both Paul Carter, Chair of Melksham & District Historical Association and Councillor Holder left the meeting at this point (7.51pm).

9/23 Standing Orders & Council Policies

- a) To review Melksham Without Parish Council Standing Orders and consider if any updates are required (amendments to stand adjourned for adoption at June Full Council meeting)**

The Clerk explained that in line with Standing Orders any proposed amendments to them would have to stand adjourned until the next meeting in June.

It was noted there were a few minor amendments to the Standing Orders with regard to numbering and spacing.

The Clerk explained Financial Regulations have a national figure which had to be the same in both the Financial Regs and Standing Orders and,

therefore, figures quoted in Standing Order 18(a)(v) & 18(c) had changed from **£25,000** to **£30,000**.

There was also an amendment with regard to the figures for public contract regulations: Standing Orders 18(f) & (g), as follows:

18(g): A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of **£181,302** has been revised to **£213,477**

18(f): ...or in excess of **£4,551,413** had been revised to **£5,336,937**.

Councillor Richardson queried whether public bodies had to advertise contracts in the Official Journal of the European Union (OJEU) since Brexit and suspected there was a more updated model of Standing Orders from the National Association of Local Councils (NALC).

The Clerk agreed to investigate.

Resolved: To approve the Standing Orders as amended and for the Clerk to investigate the latest version of Standing Orders from the National Association of Local Councils (NALC).

b) To review and adopt Complaints Procedure

The Clerk explained that as detailed in the Standing Orders the Complaints Procedure had to be reviewed and adopted annually. The only changes since the document was last reviewed in 2022, being the contact details, which required updating.

Councillor Glover explained under paragraph 7 it stated 'if you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of Council' and asked if this could be

amended to read 'you may make your complaint **in writing** directly to the Chair of the Council....'

Resolved: To adopt the Complaints Procedure, with the above amendment.

10/23 Code of Conduct:

a) To note update from Wiltshire Council on its new Code of Conduct and top tips for councillors

Members noted the update from Wiltshire Council on its new Code of Conduct, based on the Local Government Association (LGA) template.

b) To review and adopt Code of Conduct & Protocol for Member/Officer Relationship

Members explored the merits of adopting the new Wiltshire Council model, or keeping to their own version, noting that a review of different models had taken place in May 2021; including the LGA template.

Resolved: To re-adopt the combined Melksham Without Parish Council Code of Conduct & Protocol for Member/Officer Relationship

c) To review social media guidance and policy and adopt

The Clerk explained Wiltshire Council's Code of Conduct had separate guidance on social media use, which stated that if Members did not adhere to guidance, it would be considered as a breach of their code and therefore sought a steer from Members if they wished to have something similar.

Members discussed the merits of the current policy based on their current policy and the Wiltshire Council guidance and policy on social media.

Councillor Richardson queried whether the Parish Council needed to have a Safe Guarding Policy, bearing in mind officer and staff engaged with members of the public.

It was clarified the Parish Council currently had a Lone Working Policy and a DBS Policy already in place that covered some elements of safeguarding.

Resolved: To re-adopt the Melksham Without Parish Council Social Media Policy, as presented. However, if a review of the policy was requested, to place on a future agenda, within the year if necessary.

Councillor Richardson to share Community Action Whitley & Shaw (CAWS) draft safeguarding policy to the Clerk and for the Clerk to

investigate what other parish councils of a similar size, were doing with regard to safe guarding policies.

d) To review “Roles & Responsibilities of a Councillor” and adopt

Resolved: To re-adopt the Roles & Responsibilities of a Councillor, as circulated.

11/23 Parish Council Objectives

a) To review Objectives for 2022/23 and set Parish Council Objectives for 2023/24

Resolved: To adopt the following objectives for 2023/24:

- Melksham Neighbourhood Plan*
 - Implementation, monitor and use of policies in NHP#1.
 - Review of current Plan, production of draft NHP#2, formal consultation and submission to Wiltshire Council
- To input and influence Wiltshire Council’s Local Plan Review*
- To influence and lobby Central Government to change the new NPPF (National Planning Policy Framework) legislation for Neighbourhood Plans protected to a 3-year land supply, to hold for more than 2 years, working with the Wiltshire Area Localism & Planning Alliance (WALPA)
- Water refill points – to progress installation of water refill points at Bowerhill & Shaw sports fields
- To review the Emergency Plan*
- Bowerhill Sports Field enhancement project – teen shelter/gym equipment
- Shurnhold Fields car park and improved entrance project*
- To continue to maintain a good working relationship with Wiltshire Council, the Area Board and all the neighbouring parishes who abut Melksham Without.
- Progress East of Melksham Community Centre with Melksham Town Council
- Move towards pilot of Real Time Information (RTI) in bus shelters (Mitchell Drive and Melksham Market Place)*

b) To review Priorities for Term of Council (2021/25)

Resolved: To adopt the following long-term objectives and priorities for the four-year term of office 2021-2025:

- To continue to use less paper/become more climate friendly (in line with Wiltshire Council’s goal of being Carbon Neutral by 2030).
- Work towards obtaining Quality Gold Award <https://www.nalc.gov.uk/our-work/local-council-award-scheme>
- Continue to provide enhanced access to council meetings via remote technology to improve community engagement.

- To obtain mains drainage for Beanacre (Westlands Lane installation already taking place in 2023)
- To achieve the best outcome for the parish as a whole, for the proposed A350 Bypass.
- To continue to progress wider Realtime Information (RTI) in bus shelters across the parish and town*
- To seek to obtain higher speed internet access in the parish
- To develop a policy to improve road safety in the parish, maximizing the levers that the council have control or influence over

* Working with Melksham Town Council

12/23 To review and adopt revised Committee Structure & Terms of Reference

The Clerk explained the Terms of Reference had been updated to include 'liaise with Berryfield Village Hall Management Trust' under point 3.4(d) for the Asset Management Committee remit

Resolved: To adopt the current Committee Structure, Terms of Reference and Scheme of Delegation as circulated, with the above amendment.

13/23 Appointment of Committees & Working Parties 2023/24

It was felt the current committee and working party appointments worked well, therefore it was suggested they remain the same.

Resolved: The following committees and working groups were appointed for 2023/24, with the Chair and Vice Chair Ex-Officio of all committees:

a) Asset Management Committee

Councillors Alan Baines, Terry Chivers, John Glover, Shona Holt, Rob Hoyle, David Pafford & Andy Russell

b) Finance Committee

Councillors Alan Baines, John Doel, Shona Holt, John Glover, David Pafford, Robert Shea-Simonds & Richard Wood

c) Highways & Streetscene Committee

Councillors Alan Baines, Terry Chivers, John Glover, Mark Harris, David Pafford, Stefano Patacchiola & Robert-Shea-Simonds

d) Planning Committee

Councillors Alan Baines, Terry Chivers, John Glover, Mark Harris, Peter Richardson, David Pafford & Richard Wood

e) Staffing Committee

Councillors Alan Baines, John Glover, Shona Holt, Rob Hoyle, David Pafford, Stefano Patacchiola, Robert Shea-Simonds

f) Working Parties

Community Resilience Working Party

Councillors John Glover, Rob Hoyle, David Pafford, Peter Richardson & Richard Wood

Shurnhold Fields Joint Working Party (with Melksham Town Council)

Councillors John Glover; David Pafford & Stefano Patacchiola

Office Accommodation Project Working Party

Councillors John Glover, Mark Harris, David Pafford, Stefano Patacchiola, Andy Russell, Robert Shea-Simonds & Richard Wood

(Councillor Stefano Patacchiola as IT rep for this project)

IT & Data Protection Working Party (amalgamation of IT Working Party and Data Protection Working Parties)

Councillors John Glover, Mark Harris, Shona Holt, David Pafford & Stefano Patacchiola

CIL Sharing Working Party (with Melksham Town Council)

Councillors Alan Baines, John Glover & David Pafford.

Health & Safety Representative

Councillor Stefano Patacchiola

14/23 Appointment of Organisation Representatives 2023/24

Organisations:

Resolved: To appoint the following Council representatives to the following organisations for 2023/24.

Age UK Melksham	John Doel
Berryfield & Semington Road Action Group (BASRAG)	Richard Wood
Berryfield Village Hall Management Trust	
Shona Holt	
Bowerhill Residents Action Group (BRAG)	R Hoyle (sub: A Russell)
Bowerhill Hall Management Trust	Andy Russell
CCTV Working Group (Town Council)	Stefano Patacchiola

Community Action Whitley & Shaw (CAWS)
 CPRE (Wiltshire Branch)
 Health & Wellbeing Group (Area Board)
 Local Highways & Footpath Improvement Group
 Melksham Area Board
 Melksham ATC
 Melksham Charities/Almhouses

Melksham Hospital & Community (Friends of)
 Melksham Joint Neighbourhood Plan Steering Group

Melksham Oak Community School Governor
 Melksham Transport User Group
 Operational Flooding Working Group
 Parish Highways & Street Scene Rep

PCSO Liaison
 Press Representative
 Shaw Hall Management Committee
 Shurnhold Fields (Friends of)

Whitley Reading Rooms
 Wilts & Berks Canal Trust
 Wiltshire, Swindon & Oxfordshire Canal Partnership
 WALC (Wiltshire Association of Local Councils)

Peter Richardson
VACANCY
 John Glover
 Alan Baines
 J Glover & D Pafford
 Andy Russell
 R Shea-Simonds &
 John Doel
 R Shea-Simonds
 J Glover &
 D Pafford (A Baines
 & R Wood reserve)
 David Pafford
 Mark Harris
 Alan Baines
 Parish Officer –
 L McRandle
 Officers
 Clerk – T Strange
 Stefano Patacchiola
 (1 of 3 from
 Shurnhold Working
 Group Reps)
 John Doel
 Mark Harris
 Mark Harris
 Rob Hoyle

Footpath Representatives:

Beanacre
 Berryfield
 Bowerhill, Redstocks and The Spa
 Sandridge & Blackmore
 Shaw & Whitley

Terry Chivers
 Richard Wood
 J Glover & A Russell
 Alan Baines
 S Patacchiola &
 T Chivers

The Clerk queried whether Members wished to consider the representatives on the Neighbourhood Plan Steering Group task groups.

Members felt given the Neighbourhood Plan was about to be approved, the task group representatives on the Steering Group remain the same, in order to keep consistency.

15/23 To approve dates of meetings for 2023/24

A revised list of meeting dates had been circulated to members, which included a new Finance Committee meeting to be held on 12 June and postponed Asset Management Committee meeting to be held on 10 July.

Resolved: To approve the revised list of meeting dates.

a) To approve venue for Annual Parish Meeting 15 April 2024

The Clerk explained Shaw Primary School had been contacted regarding their availability, however, was still awaiting a response.

Discussion ensued on alternative venues, if Shaw Primary School was not available.

Resolved: To allow until the end of term for a response from Shaw Primary School and to have St Barnabas Church, Beanacre, as a backup for the Annual Parish meeting on 15 April 2024 if necessary.

16/23 a) To approve the Minutes of the Full Council meeting held on 24 April 2023

Councillor Glover informed Members that since the meeting, the lights on part of Semington Road had been dimmed as requested and repairs to Shaw Village Hall were due to take place in May half term. Riggs had been appointed to undertake the work and whilst they were not the cheapest, they could meet the necessary timescales.

Resolved: To approve and for the Chair to sign the Full Council minutes of 24 April 2023.

b) To approve the Confidential Notes to accompany the Full Council minutes of 24 April 2023

Resolved: To approve and for the Chair to sign the Confidential Notes accompanying the Full Council minutes of 24 April 2023.

17/23 Planning

a) To approve the Minutes of the Planning Committee meeting held on 15 May 2023

Resolved: To approve and for the Chair to sign the Planning Committee minutes of 15 May 2023.

b) To formally approve Planning Committee Recommendations of 15 May 2023

The Clerk explained the letter to the Traffic Commissioner (Min 519/22) had already been sent, given the short deadline.

With regard to planting at Pathfinder Way and planting of trees, this was on the list to query with the developers.

The comments regarding the Permitted Development Rights consultation (Min 520(b)/22) consultation had already been submitted given the short deadline.

Resolved: To formally approve the recommendations of the Planning Committee meeting of 9 May 2022.

18/23 Finance

a) To approve the Minutes of the Finance Committee meeting held on 15 May 2023

Resolved: To approve and for the Chair to sign the Finance Committee Minutes of 15 May 2023.

b) To formally approve the Finance Committee recommendations of 15 May 2023 and a quotation for sports field surface cover if obtained.

The Clerk explained 3 different companies had been contacted regarding insurance cover for Bowerhill Sports Field surface, however, none of them provided such cover. Therefore, the Parish Council would be taking on the risk themselves.

The Clerk queried whether Members wished to put monies in Reserve, given the savings from the insurance cover. However, £47,000 was already in reserves for Bowerhill Sports Field, and £28,000 for replacing equipment which is not be insured such as Wiltshire Council bus shelters, as they no longer replace them when damaged, as well as own items not insured as of a similar value to the excess payment on the policy.

Resolved: To approve the recommendations contained within the Finance Committee minutes of 15 May 2023.

c) To note Income/Expenditure reports for April

It was highlighted all the grant cheques were showing on the report; however, Bowerhill Village Hall had returned their cheque, as they could not use the online cheque deposit due to its value. Therefore, a BACS payment of £5000 had been made instead.

The Clerk highlight half of the Council's precept of £122,635.52 had been received.

Members noted the new instant savings account at Unity had been opened.

Resolved: To note the Income and Expenditure reports for April.

d) To appoint cheque signatories/online authority for May payments

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

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

The Clerk sought approval to transfer £60,000 from the Unity Instant Access Account to the Unity Current Account for cashflow.

The Clerk sought delegated powers, in case of an emergency to be able move money back into the Unity Current Account from the Unity Savings Account

The Clerk informed the meeting £196,000 had been transferred from the Lloyds Account into the fixed term deposit.

Resolved: To approve the transfer of £60,000 from the Unity Instant Access Account into the Unity Current Account and to give delegated powers to the Chair and Vice Chair of Finance to authorise transfer of monies back into the Unity Current Account, if necessary for any urgent payments arising

f) To note new employer pension contribution rates

Resolved: To note the new employer pension contribution rates, an increase from 18.7% to 19.7% for 2023/24.

19/23 Highways

a) To note new guidance for SIDs (Speed Indicator Device) published by Wiltshire Council

It was noted the new guidance would be submitted to the Highways Committee meeting on 5 June 2023 to review.

Councillor Patacchiola explained within the guidance, devices, including ANPR cameras could be put up without a streetworks licence by members of the public and therefore had signed up for the course. A course regarding the installation of the ANPR was not yet available.

- b) To approve Solagen quote to reprogram (old) device (deferred from previous meeting) NB: seeking clarification that the quote allows the device to meet the new guidance**

The Clerk sought delegated powers for the Highways Committee to review and approve the quotation.

Resolved: To give delegated powers to the Highways Committee to approve the quotation if appropriate.

20/23 Asset Management

- a) To note PV battery has now been installed & commissioned at Berryfield Village Hall (last of outstanding works)**

Members noted the PV battery had now been installed but only worked on certain parts of the system when drawing off the battery.

The Clerk explained the final certification from Rigg had been received, and sought approval for payment of £5,905.08 + VAT for the solar battery now this has been commissioned.

The Clerk clarified the 1.5% retention figure remaining would be paid in September, 12 months from start of construction and would be paid out of the Berryfield village hall reserve.

Resolved: To approve the payment of £5,905.08 + VAT for the solar battery from the Berryfield Village Hall budget.

- b) To note following demolition of the former Berryfield Village Hall the area has been re-seeded and the security fencing removed (last of outstanding works)**

Members noted the site of the former village hall had been reseeded and security fencing removed and viewed a photograph of the site.

- c) To note update on Whitworth Play Area under delegated powers**

Councillor Glover explained whilst the play area had now been transferred to the Parish Council by Bellway and the tarmac path installed, unfortunately, the wet-pour safety surfacing was not in a good condition and would most likely have to be replaced, with a report included in the agenda pack, providing an update on recent works undertaken.

It was difficult to understand why Wiltshire Council had accepted the condition of the safety surfacing, when these issues had been pointed out at site visits.

The Clerk stated she had sought a ball park replacement figure, with c£32,500 being advised.

Members expressed frustration at Bellway on this issue and questioned whether anything could be done to make them more accountable.

Councillor Glover felt if Wiltshire Council supported the Parish Council in their concerns that the safety surfacing was substandard, it would then be up to Wiltshire Council to pursue this with Bellway, if they did not, it would be up to the Parish Council to pursue.

It was suggested that this was very much a learning experience, which Wiltshire Council may also wish to bear in mind when dealing with the same developer in other areas of Wiltshire.

The Clerk highlighted the report in the agenda pack, included the following additional costs, associated with the installation of the footpath by the Council's contractor, and had been approved under delegated powers:

£1,300 + VAT (to create suitable sub base for the tarmac to be laid on)
£1,210.50 + VAT (safety surfacing edge repairs)
£263.85 + VAT (to remove Heras fencing)

Total Cost:

Tarmac Pathway and edge repairs	£9,179.92 + VAT
Teen Shelter Surfacing	£1,665.60 + VAT
Removal of Heras fencing around play area	£ 263.85 + VAT
Total	£11,109.37 + VAT

Resolved: To note the extra costs approved under delegated powers and to forward extracts of the report to the Play Area Officer at Wiltshire Council, highlighting the Council's concerns as previously expressed, and highlighting lessons learnt with regard to play area installation.

To make others aware of the difficulties encountered to prevent a repeat occurrence, including the ward member Wiltshire Councillor Seed, and the other Area Board members.

d) To consider aspects of land transfer of Davey Play Area (if received)

The Clerk informed the meeting that she was still awaiting the land transfer documentation; however, both the parish council and Taylor Wimpey solicitors were in discussions.

21/23 Community projects/partnership organisations:

- a) To note 'Melksham Carers' event to be held at the Assembly Hall on Friday 9 June from 4pm-7.00pm and to consider if the Parish Council wishes to be involved.**

Members noted the event to be held on 9 June.

Resolved: For the Parish Council not to have a presence at the event.

b) To consider supporting a request for a Melksham Museum

Following the presentation by the Chair of Melksham & District Historical Association, members considered the proposal for a museum in the Melksham area and noted the financial implications associated with the various options.

Resolved: To support a museum in the Melksham area, subject to the costs involved.

c) To note Sergeant Gemma Rutter has joined Melksham Neighbourhood Policing Team replacing Sergeant James Twyford.

It was noted Sergeant Twyford had moved on to another division of Wiltshire Police.

The Clerk explained it could be useful to re-send the Parish Council's priorities for the parish, such as speeding hotspots and abandoned trailers on Bowerhill Industrial Estate etc.

Councillor Harris reported that as a private individual he was also pursuing the issue of abandoned trailers on Bowerhill Industrial Estate.

Resolved: To re-send the Council's priorities for the parish, including abandoned trailers on Bowerhill Industrial Estate.

d) To receive update on recent meeting with Cash Access UK

Councillor Glover noted the Clerk had attended a recent meeting, in order to make sure rural communities in the parish were taken into account.

Members were asked if they would like to be a representative at any future meetings, however, no volunteer came forward.

22/23 Meeting the Climate Friendly Objective: Works planned at Shurnhold Fields

It was explained a meeting had taken place earlier in June, with both the Drainage Engineer, Wiltshire Council and Wessex Water, to ascertain if the spoils from the drainage works in Beanacre could be used to construct the bunds at Shurnhold Fields for flood prevention.

Councillor Baines reported having attended a recent Flood Ops meeting, Danny Everett, the Principal Drainage Engineer, Wiltshire Council was very

pleased at the prospect of receiving these soils in assisting in building the bund.

Meeting closed at 9.32pm

Signed
Chair, Full Council 19 June 2023

Date: 03/05/2023

Melksham without Parish Council Current Year

Page: 177

Time: 11:56

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		102,816.89					102,816.89	
V3288-BACS	Banked: 06/04/2023	485.00						
V3288-BACS	Future of Football	485.00			1210	210	85.00	Inv.333 11th April 23 Camp
					1210	210	100.00	Inv.335 W/C 3 April training
					1210	210	80.00	Inv. 335 W/C 10 April Training
					1210	210	100.00	Inv.338 W/C 17 April Training
					1210	210	100.00	Inv.338 W/C 24 April Training
					1210	210	20.00	Inv.339 1st May training
	Banked: 24/04/2023	64,000.00						
20508946	Fixed Term Deposit	64,000.00			210		64,000.00	V3257- Fixed Term Depos return
V3287-INTE	Banked: 24/04/2023	27.62						
V3287-INTE	Lloyds Bank	27.62			1080	110	27.62	Fixed Term interest
V3289-PREC	Banked: 26/04/2023	122,635.52						
V3289-PREC	Wiltshire Council	122,635.52			1076	110	122,635.52	Parish Precept 1 of 2
Total Receipts for Month		187,148.14	0.00	0.00			187,148.14	
Cashbook Totals		289,965.03	0.00	0.00			289,965.03	

Continued on Page 178

Date: 03/05/2023

Melksham without Parish Council Current Year

Page: 178

Time: 11:56

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 1

Payments for Month 1				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/04/2023	Bowerhill Village Hall Trust	V3220-6109	5,000.00			4620	170	5,000.00	Grant Award 2023-24
03/04/2023	Bowerhill Village Hall	V3220-6109	-5,000.00			4620	170	-5,000.00	Grant award 2023-24
03/04/2023	Shaw Village Hall	V3221-6110	8,000.00			4620	170	8,000.00	Grant 2023-24
03/04/2023	Berryfield Village Hall	V3222-6111	2,500.00			4620	170	2,500.00	Grant Award 2023-24
03/04/2023	Whitley Reading Rooms	V3223-6112	800.00			4620	170	800.00	Grant award 2023-24
03/04/2023	Bowerhill Residents Action Gro	V3224-6113	450.00			4610	170	450.00	Grant Award 2023-24
03/04/2023	BASRAG	V3225-6114	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	CAWS	V3226-6115	1,220.00			4610	170	1,220.00	Grant Award 2923-24
03/04/2023	1st Bowerhill Scout Group	V3227-6116	1,000.00			4610	170	1,000.00	Grant award 2023-24
03/04/2023	4 Youth (South West)	V3228-3117	2,750.00			4610	170	2,750.00	Grant award 2023-24
03/04/2023	2385 (Melksham) Squadron ATC	V3229-6118	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	Shaw and Whitley Toddlers	V3230-6119	500.00			4610	170	500.00	Grant award 2023-24
03/04/2023	Group Five	V3231-6120	500.00			4610	170	500.00	Grant award 2023-24
03/04/2023	Melksham Phab Club	V3232-6121	350.00			4610	170	350.00	Grant Award 2023-24
03/04/2023	Wiltshire Air Ambulance	V3233-6122	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	HELP Counselling Services	V3234-6123	180.00			4610	170	180.00	Grant award 2023-24
03/04/2023	Life Education Centres	V3235-6124	300.00			4610	170	300.00	Grant Award 2023-24
03/04/2023	Age UK Wiltshire	V3236-6125	300.00			4610	170	300.00	Grant Aid 2023-24
03/04/2023	Stepping Stones	V3237-6126	250.00			4610	170	250.00	Grant Award 2023-24
03/04/2023	Wiltshire Citizens Advice	V3238-6127	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	Alzheimers Support	V3239-6128	300.00			4610	170	300.00	Grant Award 2023-24
03/04/2023	Rainbow Day Centre Melksham	V3240-6129	300.00			4610	170	300.00	Grant Award 2023-24
03/04/2023	Meadowbrook CIC	V3241-6130	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	FearLess Charity	V3242-6131	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	Melksham Food & River Festival	V3243-6132	400.00			4610	170	400.00	Grant Award 2023-24
03/04/2023	Melksham SixtyPlus Club	V3244-6133	300.00			4610	170	300.00	Grant award 2023-24
03/04/2023	that meeting space	V3245-6134	200.00			4610	170	200.00	Grant Award 2023-24
03/04/2023	Shaw & Whitley Connect	V3246-6135	250.00			4610	170	250.00	Grant Award 2023-24
03/04/2023	TransWilts CIC	V3247-6136	1,000.00			4610	170	1,000.00	Grant Award 2023-24
03/04/2023	AFC Melksham (Disabled Football)	V3248-6137	300.00			4610	170	300.00	Grant Award 2023-24
03/04/2023	Melksham Gardeners Society	V3249-6138	200.00			4610	170	200.00	Grant Award 2023-24
03/04/2023	Melksham Amateur Swimming Club	V3250-6139	340.00			4610	170	340.00	Grant Award 2023-24
03/04/2023	Shaw & Whitley Friendship Club	V3251-6140	450.00			4610	170	450.00	Grant Award 2023-24
03/04/2023	Shaw & Whitley Garden Club	V3252-6141	200.00			4610	170	200.00	Grant Award 2023-24
03/04/2023	Wiltshire Youth Canoe Club	V3253-6142	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	Melksham Tourist Information C	V3254-6143	600.00			4630	170	600.00	Grant Award 2023-24
03/04/2023	Melksham WI	V3255-6144	150.00			4610	170	150.00	Grant Award 2023-24
03/04/2023	Whitley Cricket Club	V3256-6145	300.00			4610	170	300.00	Grant Award 2023-24
03/04/2023	Fixed Term Deposit	20508946	64,000.00			210		64,000.00	V3257-Transfer to fixed term d
03/04/2023	HM Land Registry	V2359-6146	4.00			4680	170	4.00	Land searches for NHP
17/04/2023	HM Land Registry	V3260-6147	4.00			4250	120	4.00	Land search- Bowerhill
18/04/2023	Plusnet	V3264-DD	36.60		6.10	4190	120	30.50	Inv.010- Campus wifi & Line
24/04/2023	HM Land Registry	V3261-6148	8.00			4680	170	8.00	Land search NHP
27/04/2023	Fixed Term Deposit	20517266	192,000.00			210		192,000.00	V3290- Fixed Term Deposit
28/04/2023	Suez	V3265-DD	148.94		24.82	4770	220	124.12	Inv.618- B'hill waste away

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Date: 03/05/2023

Melksham without Parish Council Current Year

Page: 179

Time: 11:56

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 1

Total Payments for Month	284,091.54	0.00	30.92	284,060.62
Balance Carried Fwd	5,873.49			
Cashbook Totals	<u>289,965.03</u>	<u>0.00</u>	<u>30.92</u>	<u>289,934.11</u>

Date: 03/05/2023

Melksham without Parish Council Current Year

Page: 172

Time: 11:56

Cashbook 2

User: MR

Unity Bank

For Month No: 1

Receipts for Month 1

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 :	406,463.43					406,463.43	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>406,463.43</u>	<u>0.00</u>	<u>0.00</u>			<u>406,463.43</u>	

Continued on Page 173

Date: 03/05/2023

Melksham without Parish Council Current Year

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Time: 11:56

Cashbook 2

User: MR

Unity Bank

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/04/2023	Instant Access Unity 20476339	V3258-TRAN	346,000.00			230		346,000.00	Transfer to instant access
13/04/2023	Bowerhill Village Hall	V3220-BACS	5,000.00			4620	170	5,000.00	Grant Award 2023/24
17/04/2023	Plusnet	V3263-DD	26.40		4.40	4384	220	22.00	Inv.005- Pavilion WIFI & Line
17/04/2023	Lloyds Bank PLC	V3266-DD	855.99		75.48	4150	120	32.48	Coloured Paper
						4150	120	9.16	Magnets for NB
						4150	120	3.32	CCTV Warning sign
						4370	120	16.67	Dishwasher Cleaner
						4381	220	89.98	Toilet Paper for pavilion
						4120	120	11.20	Finance agenda postage
						4650	170	296.00	SLCC Membership
						4650	170	55.00	ILCM Mmembersh (SLCC)
						4120	120	3.50	Notices & Posters
						4175	120	81.00	Office 365 subscription
						4190	120	33.90	Office phone charges
						4175	120	1.00	Website hosting
						4120	120	3.30	Full Council agenda postage
						4155	120	18.45	Biscuits for meeting
						4150	120	29.71	A4 Paper
						4150	120	29.70	A4 Paper
						4155	120	12.79	Biscuits for meeting
						4150	120	8.32	Green Pens
						4370	120	10.57	Disposable Cleaning Cloths
						4370	120	1.90	CIF
						4200	120	12.99	Meeting subscription
						4150	120	16.57	Labels for printing
						4140	120	3.00	Monthly fee
27/04/2023	Agilico	V3267-BACS	132.71		22.12	4130	120	110.59	Inv.881- Office photocopying
27/04/2023	Jens Cleaning	V3268-BACS	435.00			4381	220	435.00	Pavilion Cleaning-Feb/March
27/04/2023	JH Jones & Sons	V3269-BACS	1,604.65		267.44	4402	320	60.15	Inv.3356- Allotment grass cut
						4400	142	221.90	Inv.3356- Play Area grass cut
						4780	142	52.50	Inv.3356- Play Area bin emptyi
						4781	220	79.58	Inv.3356- JSF bin emptying
						4401	220	692.17	Inv.3356- JSF Grass cutting
						4400	142	34.66	Inv.3356- Kestrel Shrub Mainte
						4409	142	163.33	Inv.3356- Hornchurch grass
						4820	142	32.92	Inv.3356- Shurnhold Fields
27/04/2023	Whitley Reading Rooms	V3270-BACS	180.00			4560	142	180.00	Room hire CEG Event
27/04/2023	Wiltshire Publication	V3271-BACS	83.52		13.92	4230	120	69.60	Annual Parish advert
27/04/2023	Whitley Reading Rooms	V3272-BACS	237.60		39.60	4560	142	198.00	Broadband & line for CAWS CEG
27/04/2023	Community Heartbeat Trust	V3273-BACS	28.80		4.80	4049	142	24.00	Inv.292- Triangle sign for Sha
27/04/2023	Community Heartbeat Trust	V3274-BACS	90.00		15.00	4049	142	75.00	Inv.347- Data card for upgrade

Continued on Page 174

Payments for Month 1				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/04/2023	Wiltshire Council	V3275-BACS	2,593.25			4270	140	2,593.25	Office rent- 1.4.23-30.6.23
27/04/2023	HM Revenue & Customs	V3276-BACS	2,228.11			4041	130	736.45	Period 1 April 2023
						4000	130	282.87	Period 1 April 2023-NI
						4000	130	427.00	Period 1 April 2023-T
						4020	130	190.60	Period 1 April 2023-T
						4020	130	129.23	Period 1 April 2023-NI
						4010	130	169.80	Period 1 April 2023-T
						4010	130	115.96	Period 1 April 2023-NI
						4460	142	164.80	Period 1 April 2023-T
						4800	320	11.40	Period 1 April 2023-T
27/04/2023	Wiltshire Pension Fund	V3277-BACS	1,947.69			4000	130	221.34	Period 1 April 2023
						4020	130	123.24	Period 1 April 2023
						4010	130	116.83	Period 1 April 2023
						4045	130	1,486.28	Period 1 April 2023
27/04/2023	JH Jones & Sons	V3278-BACS	237.60		39.60	4722	320	198.00	Inv.3389- Plaining spread allo
27/04/2023	Melksham Town Council	V3284-BACS	4,091.17			4670	170	4,091.17	Public Toilets- 21/22
27/04/2023	Melksham Town Council	V3285-BACS	421.20		70.20	4820	142	351.00	Caretaking - 1 Oct 21-31 Dec 2
27/04/2023	BSS Group PLC	V3286-BACS	413.42		68.90	4721	220	344.52	Water boost pump service
28/04/2023	Teresa Strange	V3279-BACS	██████			4000	130	██████	April 2023 Salary
28/04/2023	Lorraine McRandle	V3280-BACS	██████		3.20	4020	130	██████	April 2023 Salary
						4155	120	6.85	Refreshments for Annual Parish
						4680	170	3.00	Land registry search NHP
						4680	170	15.99	Buy a plan for NHP
						4120	120	2.25	Agenda pack postage
						4680	170	6.00	Land Search for NHP
						4120	120	2.95	Agenda Pack postage
28/04/2023	Marianne Rossi	V3281-BACS	██████			4010	130	██████	April 2023 Salary
28/04/2023	Terry Cole	V3282-BACS	██████			4460	142	██████	April 2023 Salary
						4050	142	47.50	April Travel Allowance
						4051	142	39.15	Mileage x87 miles
28/04/2023	David Cole	V3283-BACS	██████			4800	320	██████	April 2023 Salary
Total Payments for Month			373,159.13	0.00	624.66			372,534.47	
Balance Carried Fwd			33,304.30						
Cashbook Totals			406,463.43	0.00	624.66			405,838.77	

Total Salaries
April 2023

£6,425.13

Date: 03/05/2023

Melksham without Parish Council Current Year

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Time: 11:56

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		300,000.00					300,000.00	
Banked: 03/04/2023		64,000.00						
20508946	Current Account & Instant Acc	64,000.00			200		64,000.00	V3257-Transfer to fixed term d
Banked: 27/04/2023		192,000.00						
20517266	Current Account & Instant Acc	192,000.00			200		192,000.00	V3290- Fixed Term Deposit
Total Receipts for Month		256,000.00	0.00	0.00			256,000.00	
Cashbook Totals		<u>556,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>556,000.00</u>	

Continued on Page 98

Date: 03/05/2023

Melksham without Parish Council Current Year

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/04/2023	Current Account & Instant Acc	20508946	64,000.00			200		64,000.00	V3257- Fixed Term Depos return
Total Payments for Month			64,000.00	0.00	0.00			64,000.00	
Balance Carried Fwd			492,000.00						
Cashbook Totals			<u>556,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>556,000.00</u>	

Date: 03/05/2023

Melksham without Parish Council Current Year

Page: 1

Time: 11:57

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 1

Receipts for Month 1

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: 04/04/2023	346,000.00						
V3258-TRAN	Unity Bank	346,000.00			220		346,000.00	Transfer to instant access
Total Receipts for Month		346,000.00	0.00	0.00			346,000.00	
Cashbook Totals		<u>346,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>346,000.00</u>	

Continued on Page 2

Date: 03/05/2023

Melksham without Parish Council Current Year

Page: 2

Time: 11:57

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		346,000.00						
	Cashbook Totals		<u>346,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>346,000.00</u>	

**MINUTES of the Planning Committee of Melksham Without Parish Council
held on Monday 5 June 2023 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 (Chair of Council); David Pafford (Vice Chair of Council); Alan Baines (Vice Chair of Planning); Mark Harris and Peter Richardson

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

In attendance: Wiltshire Councillors Nick Holder (Bowerhill Ward) and Mike Sankey (Melksham East) and 3 members of public

23/23 To Appoint a new Chair and Vice Chair of Planning Committee

Following the Annual Council meeting held on 22 May 2023, when the committee was appointed, the Clerk sought nominations for Chair of the Planning Committee.

Councillor Baines nominated Councillor Wood, which was seconded by Councillor Glover.

There were no further nominations.

Resolved 1: Councillor Wood be duly elected as Chair of the Planning Committee for the ensuing year.

Councillor Wood duly took the Chair and sought nominations for Vice Chair of the Planning Committee, proposing Councillor Baines, which was seconded by Councillor Pafford.

There were no further nominations.

Resolved 2: Councillor Baines be duly elected as Vice Chair of the Planning Committee for the ensuing year.

24/23 Welcome, Announcements & Housekeeping

Councillor Wood welcomed everyone to the meeting, noting those present had been made aware of the fire evacuation procedures and recording and publication of the meeting on YouTube.

25/23 To receive Apologies and approval of reasons given

Apologies were received from Councillor Chivers who had a medical appointment out of County and was unlikely to make the meeting in time.

Resolved: To approve and accept the reasons for absence.

26/23 **Declarations of Interest**

a) To receive Declarations of Interest

Councillor Baines declared a non-pecuniary interest in planning application PL/2023/03858: Conversion of rural building to form a single, two bed dwelling, New Road Farm, 240 New Road, as the applicant was known to him.

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

None received.

c) To note standing Dispensations relating to planning Applications

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

27/23 **To consider holding items in Closed Session due to confidential nature** *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business item where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk advised that some agenda items be held in closed session.

Resolved: For the following agenda items to be held in closed session for the reasons given.

10(b)(ii), 10(b)(iii) and 11(d) relating to site selection work for the Neighbourhood Plan, as still a work in progress, and related contact with developers.

11(b)(ii) as part of contractual/legal negotiations relating to Whitworth play area.

28/23 **Public Participation**

Standing Orders were suspended.

Councillor Holder informed the meeting that a Pathfinder Place Residents' Association meeting was due to take place later in the week, to which he had been invited. Unfortunately, there were still a few issues to be rectified on site, such as emptying of bins, particularly near the play area, and issues with gardens, as the development is built on Oxford

Clay, which were currently being investigated by Taylor Wimpey.

Councillor Glover noted most of Melksham was built on Oxford Clay and whether this was basis for an objection to new development.

Councillor Holder felt that whilst this might not be a basis for objecting to a planning application, that perhaps the Parish Council may wish to comment on this when responding to planning applications and the need to mitigate against any issues which could arise.

Standing Orders were reinstated.

29/23 To consider the following new Planning Applications:

PL/2023/03797: Modification of Planning Obligation Address: Land at Verbena Court, Melksham, SN12 7GS. Application to modify obligations contained within the S106 agreement relating to marketing land within the Local Centre pursuant to consented outline planning permission 04/01895/OUT.

Whilst this application is not in the parish, but in the town, it had been placed on the agenda for comment, given the site was in the parish originally when the planning application was submitted and subsequently approved.

Comments: The Parish Council do not approve of this modification to the planning obligation for the following reasons:

- The obligation to provide a community centre has not been fulfilled. There is no appropriate community facility East of Melksham, even though one was originally included in the Section 106 Agreement.
- Neither the Parish Council, the community, or the Wiltshire Councillor at the time were consulted by Wiltshire Council on proposals to take the community facility contribution out of the Section 106 Agreement and use to make the school bigger. There was no opportunity to raise concerns and objections at the time, as the parish council were only made aware retrospectively.
Whilst a community facility has been provided at Forest & Sandridge School, this is inadequate as most of the day it is not available to be used.
- Melksham Town Council had previously sought to acquire this site for a community facility and were rebuffed, as they had been informed that the land was in multiple ownership, which made it too difficult to

pursue. However, this does not seem to be the case, given a planning application for a care home is now intended to be submitted.

- It was noted in objecting to the provision of a 70-bed care home on Land South off Western Way, as part of proposals for 210 dwellings (planning application 20/08400), the CCG (Clinical Commissioning Group) had stated they could not cope with the impact on their services that a 70-bed care home would bring, due to the complex needs of the residents. Members felt that this would still be applicable, as more development had been approved and occupied since that comment had been made.

It was agreed to also forward these comments to the Town Council.

[PL/2023/01275](#): 16 Halifax Road, Bowerhill. Installation of new feather fence to side and front of house, 2 no. garden gates and installation of black steel chimney to side of house.

It was noted this application was retrospective and had previously been raised with Planning Enforcement by the Parish Council. Since then, new structures seemed to have had been built within the fencing, such as a shed.

It was noted the neighbouring property (14 Halifax Road) also had similar height fencing; however, it was unclear if a structure had been built in front of the building line, similar to the shed within the application site.

It was noted in commenting on the application that Highways had suggested that new plans be submitted with better pedestrian visibility splays, inviting the applicant to submit plans accordingly.

Councillor Baines noted as similar fencing was installed at the neighbouring property, albeit it, not to the same height, that the fence across the frontage of the property be similar height to that in front of the shed and not the full height as constructed.

Concern was also raised that the fence to the rear between the two properties would effectively shade the neighbour's garden completely and whether the neighbour would be concerned about this.

Councillor Glover noted the height of the fencing was not in line with the overall Bowerhill Village setting and

understood properties were not supposed to have front walls in gardens on most of the old estate.

Comments: The Parish Council do not support this application, for the following reasons:

- The excessive height of the fence, which needs to be lowered.
- Not in accordance with the overall original Bowerhill Village setting.
- Concern at new structures being installed in front of the established building line.

PL/2023/03437: Sandridge Tower. Sandridge Hill, Bromham. Erection of Replacement Outbuilding (Retrospective).

Comments: No objection.

PL/2023/03858: New Road Farm, 240 New Road, Melksham. Conversion of rural building to form single, two bed dwelling.

Comments: Whilst having no objection to this application, Members asked that a planning condition be included, if approved, that the new dwelling forms part of the footprint of the host dwelling and therefore, cannot be sold as a separate dwelling in the future.

The Parish Council ask as the roof is South facing and will be replaced, that solar panels are installed at the same time.

30/23 Revised Plans: To comment on any revised plans on planning applications received within the required **timeframe (14 days)**

None received.

31/23 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

The Clerk explained that residents were still reporting HGVs accessing the site on Westlands Lane from the A350 in contravention of the site management plan, and this wider HGV use of the Lane was an agenda item on the following Highways & Streetscene Committee.

32/23 Planning Policy

a) **To note dates the draft Local Plan will be considered by Wiltshire Council**

The Clerk informed the meeting that it was understood that the draft Local Plan will be on the agenda for the Wiltshire Council Cabinet on 11 July 2023 and Full Council on 18 July 2023. It was understood agenda papers would be published in early July and therefore the Parish Council would have sight of the draft Local Plan and its proposals with regard to Melksham and surrounding villages.

b) **Neighbourhood Planning**

i) **To note minutes of Steering Group Meeting held on 3 May 2023.**

Members noted the Neighbourhood Plan Steering Group minutes of 3 May 2023.

ii)C **Update on the Neighbourhood Plan Review and to consider any time critical requests before the next Steering Group meeting.**

This item was held in closed session.

The Clerk provided an update on the Neighbourhood Plan Review.

iii)C **Update on Neighbourhood Plan Site Selection and to note Confidential Notes to accompany the Steering Group Meeting held on 3 May 2023.**

This item was held in Closed Session.

Members noted the Confidential Notes to accompany the Neighbourhood Plan minutes of 3 May 2023, which included information on site selection, with the Clerk providing an update.

The Clerk explained as the draft Local Plan was due to be released shortly, the plan was to wait, to see what was included in the plan with regard to sites and the housing allocation numbers. Therefore, at the Neighbourhood Plan Steering Group meeting later in the week, not everything would be approved. It was proposed to have a Housing Task Group meeting after the Full Council meeting of Wiltshire Council on 18 July, as the housing number would be known, in order to review the sites again.

The Clerk noted the Parish Council's Full Council meeting proposed for 24 July may have to be forward a week, in order to approve the

plan prior to going to Regulation 14. Having reviewed the programme timetable, it was anticipated the plan would not be submitted to Wiltshire Council, until the first week in November.

With regard to the changes to the National Planning Policy Framework (NPPF), the Clerk explained she had spoken to one of the aides of Michelle Donelan MP, earlier in the day and enquired when the proposed changes would be implemented, with an agreement it would be chased up. However, it was understood these changes may not be implemented until the Autumn.

With regard to upcoming Housing Task Group Meetings, Steering Group Meetings and Full Council meetings, both Councillor Pafford and Glover explained they may not be available for some of the meetings and therefore two substitutes may be required for the proposed Steering Group meeting on 26 July to sign off on the sites and Neighbourhood Plan, unless it could be moved back to the week before on 19 July.

c) To note feedback on Planning Peer Review meeting held on 23 May 2023

The Clerk explained it had been a useful meeting, with several people present raising questions regarding Section 106 Agreements. The review was run by Council Leaders from other authorities who suggested the Scrutiny Committee at Wiltshire Council was a useful tool if councils felt they were not getting answers to concerns being raised.

33/23 S106 Agreements and Developer meetings: (Standing Item)

It was noted in a recent press release that the development East of Semington Road for 144 dwellings (PL/2022/02749) was being marketed as Buckley Gardens and it was unclear where this name had come from. The article also mentioned the development address was Shails Lane and in Semington village, which was a concern, particularly as Shails Lane is a private road.

Councillor Harris had researched the name Buckley and found one of the locks at Semington was called Buckley Lock, which maybe where the name had come from.

Resolved: To write to the developers, informing them the development was not in Shails Lane, reiterating it is a private road with no access to this development, it is also not in Semington. To seek clarification where the name Buckley came from. To reiterate the Parish Council wished street naming to continue the theme of canal engineers as with Bowood View.

a) To note response from Kenny Green, Development Management Area Team Leader, Wiltshire Council, regarding requests for Section 106 planning obligations from this Council

The Clerk had highlighted to Wiltshire Council's planning team the current planning applications that they had requested to be considered for adopting the play areas if they were approved. The reply highlighted this to the relevant Planning Officers requesting that this was discussed with the developers and a separate point be made in the Officer report should the application be supported.

b) To note update on ongoing and new S106 Agreements

i) Hunters Wood/The Acorns:

- **To note any updates on footpath to rear of Melksham Oak School.**

The Clerk explained there was no update on this matter.

ii) Bowood View:

- **To consider latest correspondence on play area**

This item was held in closed session.

The Clerk explained that the Parish Council had queried with Wiltshire Council why they had signed off on the play area.

Correspondence had been received from the Play Area Officer stating they were happy to contact the developer to query the substandard work as highlighted by the Parish Council's contractor.

- **To note latest correspondence with Bowood View residents' group.**

Members noted the latest correspondence from the Clerk to residents of Bowood View Residents Group providing an update on the following: the village hall and installation of a patio to the rear; play area; new footbridge to link with adjacent site for 144 dwellings Local Green Space allocation in the Neighbourhood Plan and a query on the Wilts & Berks Canal information boards. This was taken to their meeting on Monday 22nd May, with no response to date.

ii) Pathfinder Place:

- **To note latest update from Wiltshire Councillor Nick Holder/Taylor Wimpey on outstanding issues following site visit**

Members noted Councillor Holder had provided an update earlier in the meeting.

- **To consider latest correspondence from Pathfinder Place Residents Group**

It was noted the Residents' Meeting was later in the week and therefore there was no correspondence for consideration yet.

c) To note any S106 decisions made under delegated powers

None to report.

d)C Contact with developers.

This item was held in closed session

The Clerk informed the meeting a pre app meeting had been arranged with Bloor Homes regarding a site East of Melksham, adjacent to existing development, on Tuesday, 27 June at 2.00pm.

The Clerk explained Gladman had also been in touch regarding 2 sites between the former railway line and the canal in the south of Bowerhill. Gladman had been informed the Neighbourhood Plan Steering Group were still considering site allocations and therefore they were not in a position to talk to developers at this stage and therefore the Parish Council would only talk to them if they were at pre app stage whilst the other site allocation work was taking place.

Meeting closed at 7.41pm

Signed
Chair, Full Council, 19 June 2023

MINUTES of the Finance Committee of Melksham Without Parish Council held on Monday 12th June 2023 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm

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

Officers: Teresa Strange (Clerk), Marianne Rossi (Finance & Amenities Officer)

Housekeeping: Councillor Glover as outgoing Chair welcomed everyone to the meeting.

46/23 Apologies: There were no apologies received; all committee members were present.

47/23 Chairman & Vice Chair of Finance Committee for 2023/24:

a) To elect Chair of Finance Committee for 2023/24

Resolved: That Councillor Glover be Chair of the Finance Committee for 2023/24.

b) To elect Vice-Chair of Finance Committee for 2023/24

Resolved: That Councillor Shea-Simonds be Vice- Chair of the Finance Committee for 2023/24.

Councillor Glover welcome Councillor Shea-Simonds as the Vice- Chair of the Finance Committee for the forthcoming year. Councillors were keen to encourage members to try out Chairing roles to gain experience. Members thanked Councillor Baines for all of his work as Vice-Chair of the Finance Committee over the years.

48/23 Declarations of Interest

Councillor Glover declared an interest in all agenda items that related to the Chairman's Allowance. Councillor Holt declared an interest in agenda item 11 as Chair of the Berryfield Village Hall Trust.

Councillor Glover subsequently declared an interest in agenda item 14 (schedule of charges), as this related to council photocopying charges for organisations. Councillor Glover occasionally organises photocopying to be printed on behalf of Girlguiding Overseas, so would not vote on this agenda item.

49/23 Dispensation Requests for this Meeting

None

50/23 Public Participation

There were no members of the public present.

51/23 Financial Regulations: To review Finance Regulations:

It was noted that the Clerk had gone through this document and suggested a few minor amendments to be made. These were as follows:

11b and 11h relating to procurement thresholds which had been increased from £25k to £30k in line with national guidance.

Members felt that the comments made in the document were very useful in explaining the alterations required and as there wasn't anything substantial that need to be discussed were happy to accept the amendments.

Recommendation: The council accept the minor amendments suggested and approve the Financial Regulations.

52/23 To note JPAG (Joint Panel on Accountability and Governance) Practitioners' Guide March 22 for the year ending 31st March 23 and the review of the March 23 guide for the year ending 31st March 24

Members noted the JPAG (Joint Panel on Accountability and Governance) document, which had been annotated by officers. The Clerk explained that this document detailed the criteria that needed to be met in order for the council to be able to answer 'yes' to each statement under section 1 on the Annual Governance Statement. The comments made on the document by officers demonstrated evidence to members on how the council met each assertion.

The Clerk highlighted to members the clause under 5.133 (joint committees and arrangements) which stated 'Authorities also need to account for their share of the bank balance (in line 8) and the reconciliation figure in either earmarked reserves (line 7) or for those using an I&E basis as a debtor or creditor in the line 7 to line 8 reconciliations'. She queried with members whether they wished for her to seek some advice from the internal auditor, with regards to the management of funds relating to Shurnhold Fields. Members did not feel that this was required as this had not been an area of concern highlighted by the auditor.

Recommendation: The council do not seek advice from the internal auditor with regards to clause 5.133 relating to the management of Shurnhold Fields funds, as this had not been highlighted as a cause for concern.

53/23 Statement of Accounts & Accompanying Report 2022/23:

a) To note Finance Committee minutes 9th January 2023 (Budget setting) annotated with actual figures for 2022/23:

Members noted the Finance Committee minutes of the 9th of January 2023 when the anticipated year-end figures were reviewed. The Clerk explained that she had

annotated these minutes to show the actual year-end figures against the anticipated figures at budget review in January. This was so that members could see any difference between anticipated and actual figures.

b) To review Statement of Accounts and Accompanying Report for 2022/23

Members reviewed the statement of accounts and the accompanying reports. The Clerk explained that she had provided in the agenda packs a detailed income and expenditure report, which was not normally included in the statement of accounts and reports. She felt that it would be helpful for members to see as although this was the same report presented to Full Council at quarter 4, when reviewing spend against the budget, this showed all of the adjustments made at the year-end closedown (accruals, debtors, virements and movements to and from reserves. The Clerk advised that the figures shown in the report correlated with the figures shown on the year-end accounts.

The Clerk advised that as part of the year end documents officers had also included a supporting written statement which would be published. The Clerk had highlighted in the report that she needed to check a figure relating to the insurance to ensure that it included the Berryfield Village Hall insurance element. The Clerk confirmed that it didn't, therefore the document would need to be updated with the new insurance value which was £2,635,943.

Councillor Baines queried whether there was a title number for the parish council owned farm land to the rear of the allotments in Berryfield. The Clerk explained that Shaw Village Hall didn't have a title number, due to the fact that this pre-dated the land registry, so this may be the case with this land but would investigate. It was noted that there were title numbers for both allotment sites at Berryfield, which was leased land under a farm business tenancy.

Councillor Glover highlighted that Shaw Village Hall, Play Area and MUGA (Multi Use Games Area) was detailed under land the council owned, however Shaw Playing Field wasn't on there. He noted that it was included in the address element for the play area and MUGA, but queried whether the field should also be a separate entry on the document. It was agreed that the playing field should be added under this section as a separate entry.

Councillor Holt highlighted that Berryfield Park and Village Hall was listed on the document and wanted to ensure that this didn't get confused with the new Berryfield Village Hall. It was noted that the Clerk had put a comment in this section explaining that the portacabin village hall had been demolished in December 2022. The Clerk explained that the parish council still leased the land that the old Village Hall was on, as part of the play area lease, however the car park area was owned by Selwood Housing. Members queried whether the council still needed to lease this bit of land and if not whether it could be separated from the play area lease. The Clerk confirmed that the play area and this piece of land came as one, so could not be separated.

The committee confirmed that they were happy with the figures detailed in the statement of accounts.

Resolved 1: Officers to amend the insurance figure in the statement of accounts to £2,635,943.

Recommendation 2: Officers to investigate whether there is a title number for the parish council owned farm land at the rear of the allotments in Berryfield.

Recommendation 3: Shaw Playing Field should be detailed under the land section as a separate entry.

c) To review the Bank Reconciliation as at 31st March 2023

Members reviewed the bank reconciliations for each of the council's bank accounts as at 31st March 2023 and confirmed that the bank reconciliations agreed with the bank statements.

The balance of each bank reconciliation as at 31st March 2023 was as follows:

Lloyd's Current Account	£102,816.89
Unity Trust Bank Current Account	£406,463.43
Fixed Term Deposit (Lloyds)	<u>£300,000.00</u>
Total	£809,280.32

Recommendation: The Council accept the bank reconciliation as at 31st March 2023 as a true record with a closing balance of £809,280.32; this was part of the documentation to send with the External Audit.

d) To review Reserves breakdown as at 31st March 2023

The Clerk explained that officers had put together the breakdown of reserves at budget review in January, which the council approved. Following the year end close down some figures had changed slightly, so adjustments had been made accordingly to the principles the council had already set. It was noted that reserves had been split between contingency, short term, medium term and ringfenced. Ringfenced reserves were those funds that could only be spent on a particular project and were unable to be moved across to be used on something else.

The Clerk drew members attention to the general reserve which stood at £44,130 and was the fund left over at the end of the financial year. This was different from the general contingency reserve, which the council had in place and could draw upon during the financial year if they incurred additional expenditure that had not previously been budgeted for. The Clerk explained that the auditors had previously advised that the general reserve should be between 3-6 months of running costs. The council had previously agreed in their reserve policy that they should hold one month's worth of running costs, due to the fact that they held an adequate number of reserves which could be vired across as necessary. Members formally noted the general reserve amount.

The reserve breakdown is as follows:

ACTUAL AS AT 31 MARCH 2023	COUNCIL RESERVES	CONTINGENCY/COMMITTED 2023/24	SHORT TERM Up to 3 years	MEDIUM TERM CAPITAL REPLACEMENT Over 3 years	RINGFENCED for specific use due to legal agreement from funding source
£348,373.82	New Hall, Berryfield	£114,741.03	£183,823.41	£49,809.38	
£4,400.00	Shaw Hall	£4,400.00			
£1,200.00	Photocopier replacement	£1,200.00			
£47,463.57	Bowerhill Sports Field & Pavilion maintenance. LONG TERM REPLACEMENT OF CAPITAL ITEMS	£5,000.00	£10,000.00	£32,463.57	
£21,068.00	Bowerhill Sports Field & Pavilion maintenance	£10,000.00	£11,068.00		
£40,000.00	Replacement Play Area Safety Surfacing & Equipment LONG TERM CAPITAL REPLACEMENT	£28,000.00	£8,084.00	£3,916.00	
£10,000.00	Shurnhold Fields (ex George Ward Playing Field) project CAPITAL	£10,000.00			
£6,000.00	Recreation & Sports Facility Enhancement		£6,000.00		
£10,850.00	Defibrillator replacement every 8 years	£10,850.00			
£4,000.00	General Highway & Footpath / Lighting	£4,000.00			
£5,006.21	Legal fees	£5,006.21			
£5,765.67	Community Projects/Match Funding	£5,765.67			
£14,000.00	Elections	£14,000.00			

£9,463.34	Contingency - staffing	£9,463.34			
£28,471.00	Contingency - replacement / renewal of council assets (including Wiltshire Council assets) and instead of insuring low value street furniture items TO BE RENAMED STREET FURNITURE RESERVE	£20,471.00	£8,000.00		
£30,242.77	General Contingency	£30,242.77			
£26,571.38	CIL (Community Infrastructure Levy) ringfenced funding	£26,571.38			£26,571.38
£5,123.31	New Reserve: CIL 10% SHARING POT WITH MTC SO RING FENCED	£5,123.31			£5,123.31
£36,441.61	Sandridge Solar Farm Community Funding	£36,441.61			£36,441.61
£80,008.26	Shurnhold Fields Open Space Maintenance Contribution	£2,000.00	£6,000.00	£72,008.26	£80,008.26
£8,361.00	NEW RESERVE - To show SSEN reserve received for MCS in Emergency Plan mode as RINGFENCED	£7,680.50	£680.50		£8,361.00
£0.00	NEW RESERVE - To show Berryfield Public Art fund from Wiltshire Council - as RINGFENCED				
£0.00	NEW RESERVE - to show potential funding coming from CAWS for SID#3 AS RINGFENCED				
£0.00	Davey (Pathfinder) Play Area s106 Maintenance				

	Contribution AS RINGFENCED				
£742,809.94		£350,956.82	£233,655.91	£158,197.21	
			£742,809.94		

Recommendation: The Council approve the reserve breakdown as per above.

e) To review receipts and spend of CIL (Community Infrastructure Levy) for 2022/23

Members reviewed the CIL receipts and spend for 2022/23. It was noted that as the Melksham Neighbourhood Plan was adopted on 8th July 2021, an additional 10% CIL was payable to the parish council on any developments where Wiltshire Council have received CIL receipts after the adoption of the plan. This means that the total CIL payable to the parish council on such developments is 25%. It has previously been agreed that as the Melksham Neighbourhood Plan was a joint partnership between the town council and parish council, the additional 10% CIL receipts that each council received would be put into a sharing pot for joint projects.

In the 2022/23 financial year the additional 10% applied to the following parish developments:

Development	MWPC share	10% sharing pot
Frogditch Farm	£ 804.38	£ 536.25
39/40 Eden Grove	£2,409.13	£1,606.08
27 Beanacre	£2,757.82	£1,838.54
Garden 406c The Spa	£ 993.17	£ 662.12
406C The Spa	<u>£ 243.76</u>	<u>£ 162.50</u>
Total	£7,208.26	£4,805.49

This means that £4,805.49 has been transferred into the CIL sharing reserve, to be used on joint projects with the town council.

Recommendation: The parish council report the following CIL income and expenditure for 2022/23:

CIL income received in 2022/23

Frogditch Farm 225 Lower Woodrow (15/09689/FUL)	£ 1,340.63
Land rear of 39/40 Eden Grove (21/01791/FUL)	£ 4,015.21
27 Beanacre, Beanacre SN12 7PT (20/03543/FUL)	£ 4,596.36
Garden of 406c The Spa (18/03329/REM)	£ 1,655.29
406C The Spa (19/10934/FUL)	<u>£ 406.26</u>
Total	£12,013.75

CIL spent in 2022/23

Speed Indicator Device (SID - 2nd device)	£ 2,296.12
Street Furniture	£ 2,611.00
Replacement of Wiltshire Council bins	£ 1,133.84
Village Hall Grants	£14,700.00
To level Plainings in Allotment Car Park	<u>£ 198.00</u>
Total	£20,938.96

Transfers to Earmarked Reserve:

10% CIL Sharing pot with Melksham Town Council	£ 4,805.49
Bowerhill Sports Field Reserve	<u>£ 5,000.00</u>
	£ 9,805.49

CIL Reserve as at 1st April 2022

	£ 45,302.21
CIL income received in 2022/23	£ 12,013.75
CIL spent in 2022/23 -	£ 20,938.96
CIL transferred to Earmarked Reserves -	£ 9,805.49
CIL Reserve as at 31st March 2023	£ 26,571.51

f) To review spend of Sandridge Solar Farm funding for 2022/23

Members reviewed the Sandridge Solar Farm Community Fund spend for 2022/23, the council have to provide details each year of what the Solar Farm funds had been spent on and report back to the owners. Councillor Glover reported that as at 31st March 2023 the Solar Farm reserve stood at £36,441.61. Councillor Baines explained that the reserve fund remained high at year end due to the fact that the council did not move forward with the installation of the Falcon Way bus shelter in the year, which had originally been anticipated.

Recommendation: The parish council report the following Sandridge Solar Farm income and expenditure for 2022/23:

The Sandridge Solar Farm funding received in 2022/23 was a one-off payment of £16,119.14.

The fund was spent of the following during the 2022/23 financial year:

Weedspraying	£2,407.00
Erection of SID on fortnightly basis	£1,279.00
Play Area/ MUGA Safety Surfacing Clean	£3,300.00
Roundabout grass cutting and maintenance	<u>£1,760.00</u>
Total Spend 2022/23	£8,746.00

g) To recommend for approval by Full Council the Statement of Accounts & Annual Report for the year ending 31st March 2023

Recommendation: The Council approve the Statement of Accounts and Annual Report for the year ending 31st March 2023.

h) To recommend for approval Local Government Transparency Code Compliance Report for 2022/23

The Clerk explained that this was something that the council produced each year, as this included all of the things the council were required to report under the Transparency Code. This document was the best way to include all of the requirements in one place. The Clerk advised that one element that needed to be reported on was the relationship between the remuneration of chief officers (for the purpose of the parish council this is the Clerk) and the remuneration of the other staff. This calculation is the ratio of the Clerk's remuneration to the median of the rest of the staff. She advised that this report had gone into the agenda packs without a figure, however this had now been worked out. She explained that this was calculated, in line with the guidance on everyone's taxable earnings and not their hourly rate or full-time equivalent, so was not an accurate reflection, as some staff only worked part time hours, whereas others were full time. The ratio of the Clerks remuneration to the median of the rest of the staff was 1.6:1, which would be updated in the document.

The Clerk advised that officers would update the land ownership section in this report accordingly, following the amendments made in the statement of accounts report.

Recommendation: The Council approve the Local Governance Transparency Code Compliance Report for 2022/23 with the inclusion of the ratio and the amendments to the land ownership section as confirmed above.

54/23 Audit:

a) To note no action to be taken as result of External Audit report for 2021/22

The Committee noted that there had been no recommendations from the External Auditors for 2021/22.

b) To review Internal Auditor's reports for 2022/23

Members reviewed the internal auditor's reports for 2022/23, it was noted that the auditor undertook two visits during the financial year. Members noted that there had only been three observations, one of which was the year end bank reconciliations which had not been signed at the time of the audit. This had now been signed and would be sent to the internal auditor in due course. The auditor had highlighted that the value of the Chair's allowance had not been recorded in the minutes during the year. Members were reminded that the council normally increased the allowance by the percentage of the staff increase which is often agreed retrospectively, however all staff members received a flat rate amount in the 2022/23 year, which meant that some staff members had a higher percentage increase than others depending on their scale point. The council discussed this at their April 2023 Full Council meeting and approved this figure retrospectively. In the future this will be an agenda item to ensure that the figure is approved and detailed in the minutes. The final observation was regarding internal controls and it didn't appear that this was formally noted in the minutes. The Clerk advised that

moving forward this would be something officers would make sure was included in the minutes, and was an agenda item under 9ci at this evening's meeting.

Members noted the internal auditor reports.

c) Internal Control:

i. To note feedback from Internal Control councillor visit, document internal controls and consider effectiveness of internal control

The Clerk explained that the council had to be satisfied that it had effective internal controls. Councillor Shea-Simonds attended the office to undertake some internal control checks on Friday 9th June and had sent a report to members detailing what he had reviewed. Councillor Shea-Simonds advised that he had gone through a number of things with the Finance & Amenities Officer and was happy to confirm that the state of internal control was very good. He advised that he had reviewed three areas of the council's income and also the council's payroll record, which included questions and answers throughout the visit. Details of what he reviewed under each area was included below:

- **Sports Field Bookings and Income for 2022/2023:** The parish council hold a spreadsheet of information on sports field bookings to ensure that there was control over what income was due in and what had actually been received. The spreadsheet was colour coded with details of all hirers, invoice numbers, booking dates, payments due and income received. At the bottom of the spreadsheet there are details on the overall amounts due, received and if there were still any outstanding invoices. Councillor Shea-Simonds was shown this spreadsheet in conjunction with the summary income and expenditure year-end report, to prove that what was reported in the year end accounts from the finance system matched what was detailed on the spreadsheet. He confirmed that all totals matched.
- **Allotments Income 2022/23:** The council hold an allotment income spreadsheet similar to the sports field one. The allotment year goes from 1st October to 30th September each year, which means that the allotment year is spread across two financial years. Councillor Shea-Simonds undertook a spot check on the income for one allotment plot and the Finance & Amenities Officer was able to show a clear audit trail between what was reported on the spreadsheet and what had been received in the bank.
- **Other Invoices Income 2022/23:** The council hold a spreadsheet for all other invoices produced, this is for things such as the occasional photocopying or invoicing the town council for their share of the cost for Shurnhold Fields or the Neighbourhood Plan. Councillor Shea-Simonds reviewed this spreadsheet and was satisfied with its effectiveness.
- **Payroll 2022/23:** A spreadsheet was held for all of the council's payroll, which details staff's salary, National Insurance, and pension contributions. All five staff members were included on this spreadsheet

as well as the Chairman's allowance which has to be submitted through HMRC. Councillor Shea- Simonds was shown a print out of the payment record from HMRC and reviewed this against the payment totals on the payroll spreadsheet and was pleased to confirm that these all matched.

ii. To review the current internal control policy, alternatives and consider if a policy required moving forward

Members were presented with the current internal control policy as well as an example from Thurston Parish Council for comparison. The Clerk explained that the council reviewed the JPAG guidance annually, which advised the council on proper practice. She queried with members whether a policy was required as internal controls were also detailed in the council's risk register, as well as annual spot checks being undertaken. Members felt that the policy should remain, but did not need to be updated as it was adequate.

Recommendation: The council readopt the internal control policy.

d) To note guidance from External Auditors

Members noted the guidance from the External Auditors. It was noted that the council would need to submit documents that were required in list 4, intermediate level, as income and expenditure was over £200,000.

e) To consider answers to Section 1 (Annual Governance Statement) of External Audit documentation (Full Council will also need to consider separately when they meet on 19th June)

The Clerk advised members that the Full Council as the corporate body would need to answer these questions at the meeting on Monday 19th June. She explained that this process was made easier if the Finance Committee confirmed that they had checked all of the guidance and evidence and made a recommendation to Full Council.

Recommendation: The questions in Section 1 of the Annual Governance Statement 2022/23 to be answered "yes" by the Full Council on 19th June, 2023.

f) To recommend for approval by Full Council the External Audit Annual Return and additional information requested

The Clerk advised that all of the figures members had seen during the process of the meeting went into the Annual Return accounting statement. She explained that herself as the RFO (Responsible Financial Officer) would need to sign this before the Full Council meeting. The Clerk explained that anything that has a variation of 15% more or less than last year's figures required an explanation. A full break down of the variances had been explained on a separate spreadsheet, which had been circulated to the committee in their agenda pack.

It was noted that box 3 (total other receipts) was lower in this financial year, than last year which was mostly due to the fact that in the previous year the council

had received £494,827 for their public works loan. No new loans had been applied for in this financial year, therefore these receipts were lower.

Box 6 (all other payments) was much higher in this financial year and was due to the construction costs associated with the construction of Berryfield Village Hall. The council also transferred over £315,030 to Melksham Town Council, which was CIL monies that had been received for the East of Melksham development. This development had now moved into the parish of the town following the Community Governance boundary review and the council had resolved to transfer over with a legal tie to ensure that it was used for the benefit of the residents of that area, for a community centre

Box 9 (fixed assets) was higher this year, this was because the construction of Berryfield Village Hall was completed and handed over to the parish council on 5th September 2022. Whilst the hall had been listed on the asset register in the 2022/23 financial year, this was only the construction value of the hall as at 31st March 2022. Following the completion of the hall, the remaining construction amount of £543,421 had been added to the asset register. The council had also moved offices to the new Melksham Community Campus during the year, therefore items purchased associated with this had also been added to the asset register.

Recommendation: The figures in Section 2 of the Annual Governance & Accountability Statement and accompanying documents be approved by the Full Council on 19th June, 2023.

g) To note key dates for Exercise of Public Rights

It was noted that the public had a right to view the published accounts. The dates set for the period for the exercise of public rights commence on Monday 26th June 2023 and end on Friday 4th August 2023.

55/23 Bowerhill Sports Field:

a) To consider applying for grant funding from the football foundation for new goal posts bearing in mind cost implication to the council

Members considered the report compiled by the Finance & Amenities Officer on items relating to the Bowerhill Sports Field and Pavilion. One of the items was concerns raised by Staverton Rangers regarding lost balls in the bushes. It was noted that the council had previously considered these concerns and had approved to cut back the hedges to mitigate this issue. Unfortunately, Staverton have reported that this has not resolved the issue and have asked the parish council to consider alternative options. The council had previously considered ball nets, like the ones at Semington, however at the time felt that they were quite expensive and were wary about having a permanent fixture at the sports field. The Finance & Amenities Officer had spoken to the parish council contractors to see whether there were any other options to mitigate these issues. Unfortunately, moving one of the adult pitches closer to the pavilion was not a suitable option, due to this area being the wettest. This was because as soon as any wet weather sets in, this area would become unplayable, which in turn would result in only one

adult pitch being playable. Although, the youth pitches were in this area the footfall from these matches would not cause as much damage as an adult match would; as they are lighter underfoot.

The only other option to mitigate this issue would be for an adult pitch to be turned landscape way, unfortunately if the council did opt to go forward with this option, there would be no room for a second adult pitch. It was noted that this would be a risk because if the pitch was unplayable or become worn, there was no other adult pitch option available for teams to use. This option would also reduce the number of adult teams the council could have at the sports field, which would affect income from pitch hire. Members agreed that this wouldn't be a suitable option to move forward with and felt that the two adult pitches should remain.

The Finance & Amenities Officer reported that she had found some grant funding from the Football Foundation for goal posts and suggested that the council may wish to consider purchasing some movable ones. For a set of 11 aside goal posts the maximum that could be applied for was £1,200 or 75% of the grant up to the maximum grant value. It was noted that currently the goal posts were fixed and were up for the whole season, with them only being taken away in the closed season. There had been occasions where teams from other venues had attended the sports field to train, when their pitches had been unplayable. This had been at times when the pitches at the sports field were not playable and the council had called matches off for their home teams, only to retrospectively find out that other teams had trained on the pitches.

It is considered that if the goal posts were not up all of the time and only out for matches, this may protect the goal areas as people may not gravitate to this area. This would also stop teams from other venues turning up to train as the goal posts would not be available to them to use. In addition, officers were aware that Staverton trained at the field and were not currently being charged for this, due to them not requiring the use of the pavilion facilities. If the goal posts were only for hirers of the field, this could be something the council could charge for. Members also considered that it was a benefit that the movable posts would not need goal sockets, which would give flexibility to move a pitch if a particular area was becoming worn during the season.

Members queried who would move the goal posts on and off of the pitches, the Clerk confirmed that this could be done by the teams themselves as the posts would be locked up with the hirers only having the code. Questions around storage of the posts were raised, the Clerk advised that FOF FC were already storing their goal posts at the side of the field (on the boundary with Knorr Bremse), so they could be stored in this area.

The Clerk advised members that this would be a policy change for the council if they did decide to take the goal posts away and replace with mobile ones. Members noted this, however felt that if it was a few people coming to have a kick around they didn't need to have goal posts up and could use the open space.

The Finance & Amenities Officer had explained in her report that these types of goal posts were expensive to purchase and had found some suitable ones from

Live4Soccer at a cost of £2,755 + VAT per pair of posts. After consideration members agreed that it would be a good idea to purchase goal posts on wheels and felt that as there were two adult pitches, two sets should be purchased for both pitches. Members agreed that the council should apply for the grant from the Football Foundation for these goal posts. It was queried where the money would come from to purchase the new goal posts, whilst it was acknowledged that if the grant was successful the council would receive some funding towards them, they would still need to fund part of the cost. The Clerk advised that this expenditure could come from the Bowerhill Sports Field & Pavilion maintenance reserve, which also still had an element of the Covid grant funding. There is also a capital reserve for the Sports Field.

Recommendation 1: The council continue with two adult 11 aside pitches at the Bowerhill Sports Field.

Recommendation 2: The council apply to the Football Foundation for funding towards two sets of goal posts for both 11 aside adult pitches and if successful purchase 2x 11 aside senior Europa self-weighted goals (24ftx8ft) from Live4Soccer at a cost of £2,755.00 + VAT each. The expenditure for this to come from the Bowerhill Sports Field & Pavilion maintenance reserve.

b) To consider requests from teams to hire the sports pavilion and field for next season (determines layout which determines income/fees)

The Finance & Amenities Officer advised that she had received four requests from adult teams to hire the sports field next season. This was on top of the two current teams who had confirmed that they wished to stay at the sports field for the new season. The requests were from the following teams:

Current teams:

- AFC Melksham (Chippenham & District Sunday Team)
- Staverton (Trowbridge & District Saturday Team)

New requests:

- Bath Road Wanderers (new team entering league)- Chippenham & District League (Sunday)
- Steeple Ashton)- Chippenham & District League (Sundays)
- FC Devizes United- was one of our teams a few years ago but would like to come back and have two teams one on a Saturday and one on a Sunday.

It was noted the maximum number of teams the council could accommodate with two 11 aside pitches were eight. This would be four in the Trowbridge & District League (Saturday Afternoons) and four in the Chippenham & District League (Sunday Mornings) as matches could be alternated. The Finance & Amenities Officer explained that she wouldn't advise the council to allow the maximum capacity, as this would mean that both pitches would be played on at least twice per weekend. She felt this would overstretch the pitches with that level of usage and would result in matches being cancelled due to pitches becoming worn; it also meant that the changing rooms and toilets would have to be cleaned on a Saturday evening/very early Sunday morning. The committee agreed with this

and acknowledged that they wouldn't be able to accommodate all of the requests received from teams, to protect the condition of the pitches.

The committee felt that the current adult teams should be accommodated and carefully considered the other requests received, bearing in mind the level of usage the pitches could tolerate. The Finance & Amenities Officer suggested that four teams (two in the Trowbridge & two in the Chippenham Leagues) would allow both pitches to be played on only once per weekend. This was because the leagues could alternate matches to ensure that only one home match was played on per day. After a detailed discussion members felt that on top of the current teams, the council could accommodate the following new teams:

- Bath Road Wanderers (Sunday Team)
- Steeple Ashton (Sunday Team)
- FC Devizes United (Saturday Team)

Members felt that five teams would be manageable as fixtures could specifically be alternated. Members wished for officers to arrange with the Trowbridge league to alternate the Saturday afternoon matches, so that only one match was played each weekend. This would then mean that with the Sunday teams there would only be a maximum of three adult matches being played across each weekend. Members acknowledged that whilst they were unable to accommodate FC Devizes United's Sunday team, they hoped that by allowing their Saturday team to play it was a good compromise. If any of the other teams pulled out before the start of the season, members wished for officers to contact FC Devizes United's Sunday team and offer them a place.

Recommendation: The parish council allow the five adult teams as stated above to play at the Bowerhill Sports Field next season, on the proviso that officers can ask the Trowbridge & District League to alternate the Saturday matches so that only one match is played each Saturday. If any of the teams pull out before the start of the season FC Devizes United's Sunday team should be offered a place.

c) To review and set fees and charges for the 2023/24 football season

Members reviewed the current fees and charges for the sports field and pavilion. It was noted that the sports field maintenance costs have been increased by 10% this year, as well as the costs for gas and electricity increasing. Members considered whether they should increase their hire costs for the new season, weighing up the impact it may have on hirers, against the increase in running costs. The Finance & Amenities Officer included in members packs a list of current charges with an indication of what the charges would look like with a 5% or 10% increase. Members carefully considered the charges and felt that increasing all of the charges by 10% wouldn't be unreasonable considering the current cost of living crisis. It was noted that the current charge for an adult 11 aside pitch was £60, with a 10% increase this would only be a rise of £6 per match, which was only circa 50p extra per match for each player.

This increase means that the pavilion and sports field hire charges for the 2023/24 season starting in August 2023 will be the following:

Football pitch	Hire charge 2023/24
Club – per match – adult with use of pavilion	£66.00
Club- per match – adult without use of pavilion	£38.50
Club – per match – junior 9v9 pitch without use of pavilion	£33.00
Club – per match – junior 7v7 pitch without use of pavilion	£27.50
Club – per match – junior 5v5 pitch without use of pavilion	£22.00
Club – per match – adult with use of changing rooms for toilet and handwashing uses only	£50.60
Weekend Youth pitch Blanket Booking- Future of Football FC (FoF FC)	£110.00

Hire of outside toilet and car park for training sessions	2023/24
Under 25 people	£16.50
From 26-50 people	£22.00
Over 50 people	£33.00

Training Camps for Future of Football Ltd	2023/24
Includes use of car park, changing rooms to store bags for the day and outside toilet- Per session	£110.00- Per day
Bowerhill Bomber Race	£82.50
Fitness Instructor use of one changing room	£11.00

Hire of Kitchen and games Room- Note minimum hire charge of £11 per session	2023/24
1 hour hire	£11.00
2-hour hire	£11.00
3-hour hire	£16.50
4-hour hire	£22.00
5-hour hire	£27.50

Recommendation: The council increase their pavilion and sports field hire charges to the charges listed above for the 2023/24 football season commencing in August.

56/23 To agree amount to charge Berryfield Village Hall Trust for building insurance from 1st June 2023 to 31st May 2024

The Clerk explained that as per the lease with the Berryfield Village Hall Trust, the parish council now insured the village hall as part of their parish policy schedule. It has been agreed that the hall's share of the cost would be charged back to the Trust. Officers had contacted the insurance provider to see whether they could be provided with an accurate figure on how much Berryfield Village Hall's share of the insurance cost was. The insurance provider had advised that the village hall's share of the cost was £375.58 including IPT (insurance premium tax). This was for the year starting 1st June 2023 to 31st May 2024.

Recommendation: The parish council invoice Berryfield Village Hall Trust £375.58 including IPT for the village halls share of the insurance cost for the year from 1st June 2023-31st May 2024.

57/23 VAT: To note feedback following online VAT training and consider any actions required

Members noted that officers had attended an online VAT training course. Officers highlighted that a few VAT queries had become much clearer following the training. For councils to be able to claim back VAT, the invoice must be clearly addressed to the council. There have been instances where staff members have purchased something on behalf of the council and claimed the cost back through expenses, however the receipts are not addressed to the council. It was clarified at the training that employees were considered to be acting as the council, therefore VAT was able to be claimed back on these types of expenses.

It was noted that the council was still waiting for updated guidance from HMRC regarding whether a business hiring the sports pitches was treated as non-business or not.

58/23 To receive feedback from officers following demo on alternative accounting software

The Clerk reported that officers had attended a demo on the Scribe accounting software as the council had been with their current accounting system for some time now, so wanted to see what else was on the market. Officers had circulated a report to members on their thoughts about the alternative system. Officers reported that although there were some differences between the two systems, there wasn't enough to warrant the council changing over to a new system. Especially, as officers did not have any issues with the current accounting package. The Clerk highlighted that unlike Scribe, Rialtas (current system) could not be accessed from the Cloud and was only accessible on the desktop PC in the office as per the council's risk assessment. She explained that this was a slight weakness due to the fact that there may be instances where the building needed to be closed down, like in covid for example. The Clerk advised that officers were in conversations with the IT contractor to arrange for a VPN connection to be set up, so officers could access the accountancy software remotely. The other major difference was that on the Scribe system officers would need to do the year end closedown themselves, whereas with the current system the council could pay for Rialtas staff to do it; which was a function that the members wished to continue with as it put the responsibility with the accounting specialist. With the year end shut down cost included; the prices were comparable for both systems.

Recommendation: The council continue with their current finance system and do not move to Scribe.

59/23 To review Schedule of Charges for 2023/24

Councillor Glover declared an interest and did not take part in any of the discussion or voting to do with this item. Councillor Shea-Simonds as Vice- Chair took over chairing this item.

Members reviewed the list of charges in the “Model publication for the freedom of information scheme” and felt that all costs should remain the same. It was noted the website address detailed in this document would need to be updated to the gov.uk one.

Recommendation: The council make no amendment to the charges in the “Model publication for the freedom of information scheme”.

Councillor Glover returned to chairing the meeting.

60/23 To review Council’s and Staff subscriptions for 2023/24

The staff subscriptions for 2023/24 were reviewed, it was noted that the council had £1,935 in the budget.

Recommendation: The council and staff subscriptions for 2023/24 are approved as follows:

Subscription	Amount budgeted
WALC & NALC	£1,130.95
SLCC (ILCM included)	£351.00
LCR	£45.00
Open Spaces	£45.00
CPRE	£45.00
Community First	£50.00
Fields In Trust	£50.00
Wilts & Berks Canal Trust	£45.00
Clerks & Councils Direct	£14.00
TransWilts	£20.00
Wiltshire Village Hall Association	£50.00
TOTAL	£1,845.95

61/23 To review and approve list of regular payments for authorisation for 2023/24 (as per Fin Reg 5.6)

As per financial regulation 5.6 the council must review the list of regular payments each year. The Clerk advised that she had added to the list Age UK as the council were paying them quarterly for the project worker for Melksham Community Support. There were a few other payments which the council had already approved relating to Melksham Community Support phonenumber and database. Member confirmed that they were happy with the list presented to them.

Recommendation: The council to approve the list of regular payments.

62/23 To review and approve Direct Debits & Standing Orders for 2023/24

Members reviewed the list of direct debits and standing orders for 2023/24. For transparency the committee was also provided with a print out from the banks detailing what direct debits and standing orders were set up.

Recommendation: The council approve the list of direct debits and standing orders for 2023/24.

Meeting closed at 20.23pm

Signed.....
Chairman, Monday 19th June 2023

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

17th May 2023

Dear Teresa,

Report on Internal Audit carried out on 24 March 2023

An audit was carried out by Kevin Rose on Friday 24 March 2023. This was the Year End audit following on from the Interim Internal Audit carried out on 21 December 2022. Further testing was carried out after the 31st March to verify the asset register, the year end bank reconciliations and the computed numbers for the Accounting Statements.

The audit was undertaken using our standard IAC Audit Checklist, used for all Local Councils, which has 198 items. A total of 56 items were tested during this audit. Including the items tested during the Interim Internal Audit visit a total of 149 items have been checked during the financial year a further 49 items on the standard Checklist were checked and confirmed as being Not Applicable to your Council. There were no items unchecked at the year end.

Areas subject to audit were;

the payment system (Box B), risk and insurance (Box C), budget and precept setting and monitoring (Box D), payroll (Box G), assets and investments (Box H), bank reconciliations (Box I), and accounting Statements (Box J).

Of the 56 items tested during this audit a Positive response was obtained in respect of 54 tests. There were 2 Negative responses identified, details of which are set out in the attached Year End Internal Audit Observations. A detailed breakdown of our audit testing and Responses is set out in the attached Year End Internal Audit Summary.

I can confirm that none of the Observations raised during the year will give rise to a Negative response in the year end Internal Audit Report.

IAC Audit & Consultancy Ltd.

Registered in England No 09753929 VAT Reg No 220 6715 38

23 Westbury Road, Yarnbrook, Wiltshire, BA14 6AG

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

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA
Director

The Clerk
Melksham Without Parish Council
First Floor, Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES

17-May-23

Explanation of "Not Covered" responses

Further to our Internal Audit of your Council for the financial year 2022/23, I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of Control Objectives F, K, L and O and we are required to explain why we have done this.

- *The reason for the Not Covered response for Objective F is that we understand that your Council does not maintain a Petty Cash.*
- *The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from limited assurance review for 2021/22 financial year.*
- *The reason for the Not Covered response for Objective L as your 'annual turnover' exceeds £25,000 and you are therefore not subject to the publication requirements of the Transparency Code.*
- *The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.*

The External Auditor may query why we have responded 'Not Covered' and, if so, you should provide them with a copy of this letter.

Yours sincerely,



Kevin Rose ACMA
Director

**Melksham Without Parish Council
Financial Year 2022-23**



IAC Audit and Consultancy Ltd

Audit date: 24 March 2023

Year End Internal Audit Observations

C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Council has formally documented Internal Controls	No	<i>Finance Committee Minutes of 23rd May 2022 record that two Councillors undertook a review of Internal Controls (this is a requirement of Regulation 6 of the Accounts and Audit Regulations 2015) however Council has not formally documented what these controls are.</i>	Council should formally document its Internal Controls. When completed the review of Internal Controls should be formally noted in Minutes of the relevant meeting.	Medium	To do moving forward.

G Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Members Allowances have been set in accordance with Members Allowances Regulations 2003.	No	<i>Chairs Allowance is approved as part of budget, however it was noted that Minutes of meetings do not record the actual value of the allowance to be paid (they refer, for example, to increasing it in line with Wiltshire Councils Members Allowance).</i>	Council to ensure that the value of the allowance to be paid is formally recorded in Minutes of a meeting of Full Council.	High	The council looked at the Chair's allowance at their April Full Council meeting and have approved the amount retrospectively for 2022/23. In the future we will ensure that the approval of the Chair's Allowance is recorded in the minutes.

I Periodic bank account reconciliations were properly carried out during the year.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Bank reconciliations have been signed and dated as evidence of independent review (Year End)	No	<i>As at the date of the year end audit visit the bank reconciliation as at 31st March 2023 had not been signed as evidence of independent review.</i>	Prior to the approval of the Accounting Statements the year end bank reconciliation to be subject to independent review and signed and dated as evidence of this review.	Medium	Has been signed and is attached.

Melksham Without Parish Council

Interim Audit Date: 21/12/2022



Internal Audit Summary 2022-23

Year End Audit Date 24/03/2023

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

Internal Control Objective	Negative Analysis					Responses				Recommendations
	Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
A <i>Appropriate accounting records have been properly kept throughout the financial year.</i>	0	0	0	0	0	6	0	0	0	0
B <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	0	0	0	0	0	34	0	5	0	0
C <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	0	0	1	0	1	10	2	0	0	2
D <i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	0	0	0	0	0	14	0	1	0	0
E <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	0	0	1	0	0	19	1	5	0	1
F <i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	9	N/A	N/A
G <i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</i>	0	1	0	0	0	23	0	2	0	1
H <i>Asset and investments registers were complete and accurate and properly maintained.</i>	0	0	0	0	0	7	0	4	0	0
I <i>Periodic bank account reconciliations were properly carried out during the year.</i>	0	0	1	0	0	11	1	4	0	1
J <i>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</i>	0	0	0	0	0	9	0	2	0	0
K <i>If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered"</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A	N/A
L <i>The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	7	N/A	N/A

Internal Control Objective		Negative Analysis					Responses				Recommendations
		Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
M	<i>The authority, during the previous year (2021/22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	0	0	0	0	0	5	0	0	0	0
N	<i>The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).</i>	0	0	0	0	0	7	0	1	0	0
O	<i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6	N/A	N/A
Total		<u>0</u>	<u>1</u>	<u>3</u>	<u>0</u>	<u>1</u>	<u>145</u>	<u>4</u>	<u>49</u>	<u>0</u>	<u>5</u>

Annual Internal Audit Report 2022/23

Melksham Without Parish Council

<https://www.melkshamwithout-pc.gov.uk/> LABEL WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			✓
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

10/05/2022

21/12/2022

25/03/2023

Kevin Rose - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

17/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Melksham Without Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.melkshamwithout-pc.gov.uk

Section 2 – Accounting Statements 2022/23 for

Melksham Without Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	1,009,568	1,329,700	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	217,977	235,689	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	673,315	481,401	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	115,605	129,832	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	52,594	104,259	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	402,961	1,025,759	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,329,700	786,940	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,386,874	809,280	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	591,426	1,150,955	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	445,500	346,500	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

MELKSHAM WITHOUT PARISH COUNCIL

STATEMENT OF ACCOUNTS

AND

SUPPORTING STATEMENT

31ST MARCH 2023



Melksham without Parish Council Current Year
Income and Expenditure Account for Year Ended 31st March 2023

31st March 2022		31st March 2023
	Income Summary	
217,977	Precept	235,689
<u>217,977</u>	Sub Total	<u>235,689</u>
	Operating Income	
18,187	General Account Income	24,607
497,529	Parish Amenities	2,663
2,736	Community Support	2,098
9,593	Jubilee Sports Field Income	11,525
2,405	Allotment Income	2,496
6,414	CIL	12,014
136,450	S106	425,998
<u>891,292</u>	Total Income	<u>717,090</u>
	Running Costs	
21,388	Administration costs	22,957
106,424	Staffing	119,803
0	Council Office Costs	6,920
367,267	Parish Amenities	1,034,084
32,480	Community Support	41,235
3,050	Joint Ventures	0
38,781	Jubilee Sports Field Expenditu	31,682
1,770	Allotment Expenditure	3,170
<u>571,159</u>	Total Expenditure	<u>1,259,850</u>
	General Fund Analysis	
16,049	Opening Balance	20,663
891,292	Plus : Income for Year	717,090
<u>907,340</u>		<u>737,753</u>
571,159	Less : Expenditure for Year	1,259,850
<u>336,181</u>		<u>(522,097)</u>
315,518	Transfers TO / FROM Reserves	(566,227)
<u>20,663</u>	Closing Balance	<u>44,130</u>

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

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>General Account</u>						
Income	703,069	301,249	(401,820)			233.4%
Expenditure	1,224,999	1,116,907	(108,092)	0	(108,092)	109.7%
Net Income over Expenditure	<u>(521,930)</u>					
plus Transfer from EMR	1,024,689					
less Transfer to EMR	462,492					
Movement to/(from) Gen Reserve	<u>40,268</u>					
<u>Jubilee Sports Field</u>						
Income	11,525	9,150	(2,375)			126.0%
Expenditure	31,682	28,752	(2,930)	0	(2,930)	110.2%
Net Income over Expenditure	<u>(20,157)</u>					
plus Transfer from EMR	3,445					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	<u>(16,712)</u>					
<u>Allotment Account</u>						
Income	2,496	2,483	(13)			100.5%
Expenditure	3,170	2,012	(1,158)	0	(1,158)	157.5%
Net Income over Expenditure	<u>(673)</u>					
plus Transfer from EMR	585					
Movement to/(from) Gen Reserve	<u>(89)</u>					
Grand Totals:-						
Income	717,090	312,882	(404,208)			229.2%
Expenditure	1,259,850	1,147,671	(112,179)	0	(112,179)	109.8%
Net Income over Expenditure	<u>(542,760)</u>	<u>(834,789)</u>	<u>(292,029)</u>			
plus Transfer from EMR	1,028,719					
less Transfer to EMR	462,492					
Movement to/(from) Gen Reserve	<u>23,467</u>					

Balance Sheet as at 31st March 2023

31st March 2022

31st March 2023

31st March 2022		31st March 2023	
Current Assets			
970	Debtors	2,828	
35,059	VAT Control A/c	591	
350	Prepayments	0	
1,027,357	Current Account 02027655	102,817	
0	Fixed Term Deposit	300,000	
359,517	Unity Bank	406,463	
<u>1,423,253</u>			<u>812,699</u>
1,423,253	Total Assets		812,699
Current Liabilities			
1,595	Creditors	1,517	
89,052	Accruals	21,245	
2,405	Receipts in Advance	2,496	
500	Holding Deposits	500	
<u>93,553</u>			<u>25,759</u>
1,329,700	Total Assets Less Current Liabilities		786,940
Represented By			
20,663	General Reserves		44,130
587,858	New Hall Berryfield Contingenc		348,374
2,857	Office Accomodation Cntng		0
42,615	B'hill Sf Capital		47,464
6,000	Recr&Sport Facility Cntng		6,000
4,000	EMR Gen Highway/Footpath/L'ing		4,000
5,450	EMR Legal Fees		5,006
766	EMR Community Projects		5,766
29,068	Sandridge Solar Farm		36,442
14,000	Election Cntng		14,000
9,850	Staffing Cntng		9,463
4,400	Shaw Hall		4,400
40,000	Play Area Surf/Eqp Contingency		40,000
10,000	Shurnhold Fields Capital		10,000
29,116	Replacemnt/Renewal Council As.		28,471
34,008	New General Contingency Reserv		30,243
10,850	Defib & Battery Replcement		10,850
45,302	CIL		26,571
22,213	Sports field Annual sum		21,068

Balance Sheet as at 31st March 2023

31st March 2022

31st March 2023

81,989	EMR Shurnhold Fields project	80,008
315,030	EMR New CC East	0
1,200	Photocopier Replacement	1,200
5,000	Flood Prevention Funding	0
2,148	EMR Covid Grants	0
5,000	Old Berryfield Hall Disposal	0
318	EMR 10% sharing Pot with MMTC	5,123
0	EMR SSE Grant for MCS	8,361
1,329,700		786,940

The above statement represents fairly the financial position of the authority as at 31st March 2023 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible
Financial

Date : _____

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
321 New Hall Berryfield Contingenc	587,857.63	-239,483.81	348,373.82
322 Office Accomodation Cntng	2,856.53	-2,856.53	0.00
323 EMR New Pavilion Bowerhill	0.00		0.00
324 EMR Bowerhill Youth Club	0.00		0.00
325 Use 326	0.00		0.00
326 B'hill Sf Capital	42,615.36	4,848.21	47,463.57
327 Shaw PA Surf&Equip Cntng	0.00		0.00
328 Recr&Sport Facility Cntng	6,000.00		6,000.00
329 EMR Gen Highway/Footpath/L'ing	4,000.00		4,000.00
330 EMR Legal Fees	5,450.00	-443.79	5,006.21
331 Legal Fees Cntng	0.00	0.00	0.00
332 EMR Community Projects	765.67	5,000.00	5,765.67
333 Sandridge Solar Farm	29,068.47	7,373.14	36,441.61
334 Election Cntng	14,000.00		14,000.00
335 Staffing Cntng	9,850.00	-386.66	9,463.34
336 Shaw Hall	4,400.00		4,400.00
337 Play Area Surf/Eqp Contingency	40,000.00		40,000.00
338 Shurnhold Fields Capital	10,000.00		10,000.00
339 Replacemnt/Renewal Council As.	29,116.00	-645.00	28,471.00
340 New General Contingency Reserv	34,008.00	-3,765.23	30,242.77
341 Defib & Battery Repalcement	10,850.00		10,850.00
342 CIL	45,302.08	-18,730.72	26,571.36
343 Sports field Annual sum	22,213.00	-1,145.00	21,068.00
344 CIL 2016 2017	0.00		0.00
345 EMR Area board grant	0.00		0.00
346 EMR Age Friendly Project	0.00		0.00
347 EMR Shurnhold Fields project	81,988.60	-1,980.34	80,008.26
348 EMR New CC East	315,029.94	-315,029.94	0.00
349 Photocopier Replacement	1,200.00		1,200.00
350 Flood Prevention Funding	5,000.00	-5,000.00	0.00
351 EMR Covid Grants	2,148.21	-2,148.21	0.00
352 Old Berryfield Hall Disposal	5,000.00	-5,000.00	0.00
353 EMR 10% sharing Pot with MMTC	317.82	4,805.49	5,123.31
354 EMR SSE Grant for MCS	0.00	8,361.00	8,361.00
	1,309,037.31	-566,227.39	742,809.92

**MELKSHAM WITHOUT PARISH COUNCIL
SUPPORTING STATEMENT FOR THE YEAR ENDING 31ST MARCH 2023**

1. ASSETS

Assets are defined as all items of land, buildings, vehicles, plant, and equipment. At 31st March 2022 the asset value was £591,426. During 2022/23 there were disposals of assets valuing £2,748 and new assets totalling £562,277 which gives a total asset value of £1,150,955 at 31st March 2023. The costs of assets have increased considerably in this financial year, this was mainly due to the full construction works being completed on Berryfield Village Hall. Although, in the 2021/22 financial year £237,846 had been added to the asset register for Berryfield Village Hall, this was the value of hall works as of 31st March 2022 (work in progress). In the 2022/23 financial year the village hall construction had been completed, therefore £543,421 was added to the register, which makes up the full construction cost of £781,267.

A full asset register is held by the parish council, which gives details of all the assets and the changes during the financial year. It also shows the insurance value of each item, as different from its asset value which is shown at its purchase price in line with statutory guidance. The assets were insured at a value of £2,635,943 from 1st June 2022 to 31st May 2023.

A summary of the assets held as at 31st March 2023 is detailed below:

Buildings	£801,483
Chain of Office/Chairman's Board	£1,380
Fencing/Gates	£22,934
Land	£37,254
Machinery/Tools	£327
Office Furniture/Equipment/Contents	£25,130
Outside Equipment	£2,586
Other Surfaces	£23,093
Sports Equipment	£10,147
Play Area & Playing Field Equipment/Safety Surfacing	£120,671
Street Furniture	£103,450
War Memorial	£2,500
	<u>£1,150,955</u>

2. LEASES

Office and Meeting Space Lease: In August 2022 the parish council moved from their temporary office accommodation at the Bowerhill Sports Pavilion (parish council owned building) to dedicated office and meeting room space at the new Melksham Community Campus. The lease signed was for 10 years and runs until 31st July 2032. In this financial year the total rent paid was £6,920.07, which was the proportion due from 1st August 2022 to 31st March 2023. The annual rent charges increase by £1,000 each year and are as follows:

1st August 2022 to 31st July 2023 (inclusive):	£10,373
1st August 2023 to 31st July 2024 (inclusive):	£11,373
1st August 2024 to 31st July 2025 (inclusive):	£12,373
1st August 2025 to 31st July 2026 (inclusive):	£13,373

1st August 2026 to 31st July 2027 (inclusive):	£14,373
1st August 2027 to 31st July 2028 (inclusive):	£15,373
1st August 2028 to 31st July 2029 (inclusive):	£16,373
1st August 2029 to 31st July 2030 (inclusive):	£17,373
1st August 2030 to 31st July 2031 (inclusive):	£18,373
1st August 2031 to 31st July 2032 (inclusive):	£19,373

Beanacre Play Park Lease: In September 2006, the Council completed a 99-year lease with the Salisbury Diocese for an area of land at Beanacre to install a new Play Area, with a peppercorn rent of £10 per annum payable to St Barnabas Church. A memorandum to this Lease was added in January 2010 to give vehicular right of way to a double access gate for grass cutting and to adjust mowing arrangements re the church car park.

Shaw Village Hall Lease: A new lease was drawn up between the Parish Council and the Shaw Village Hall Committee for a 14-year term, which was signed in April 2011. Under the terms of the new lease, an annual peppercorn rent of £10 is be due to the Parish Council, payable in advance on the 1st April each year; this commenced on 1st April 2011.

Allotment Sites, Berryfield & Briansfield: On 16th March 2011 Farm Business Tenancies were signed for the land the Council rents from a local landowner and also for the land that the same landowner rents from the Council (see 6. Tenancies). A Pre-emption agreement was also signed, in which the local landowner agreed to grant first option to the Parish Council to purchase the land it current leases under its new Farm Business Tenancy agreement, if he decides to sell the land at a future date. The Pre-Emption agreement on his title has been registered with the Land Registry. This is the land that the Parish Council uses for the Allotment Site known as Briansfield. The Farm Business Tenancies expired on 16th March 2016 and have not been renewed as they continue after the term expiry date as a statutory periodic tenancy from year to year, which is what both parties wanted to achieve at this stage i.e.: to continue as they are but with the ability to end the agreements with a year's notice. This way forward was considered best by both parties at present due to the uncertainty moving forward with any plans for enabling development for the "Melksham Link" canal project that may come forward.

In addition, the Parish Council has some leases for devolved service for play areas owned by Wiltshire Council, for a period of 6 years and 9 months, with the aim of taking on the eventual ownership of Kestrel Court play area. The Berryfield play area is subject to part of the Wilts & Berks Canal Melksham Link project, and the community asset transfer of that piece of land has been identified for transfer to the Wilts & Berks Canal Trust. Negotiations have begun with Wiltshire Council for 150-year leases for both play areas.

Berryfield Village Hall Lease: Following the completion of building works on Berryfield Village Hall, the hall was handed over to the parish council from the contractors on 5th September 2022. On 16th November 2022 the parish council set up the first inaugural meeting to form a new management committee to undertake the day to day running of the hall. A lease was drawn up between the parish council and the Berryfield Village Hall Trust for a 125-year term and signed at the Full Council meeting on 20th February 2023. Under the terms of the new lease, an annual peppercorn rent of £10

is due to the Parish Council, payable on 25th March each year with a rent review on the fifteenth anniversary of the rent commencement date. The new Trust took responsibility of the building and opened their doors to hirers on 21st February 2023.

The following table lists all the land that the parish council has an interest in, whether leased or owned.

Your Ref	UPRN	Address	Leasehold/ Freehold	Comments
Berryfield Allotment	010014605796	Land North West Of 606c, Berryfield Lane, Melksham, Wiltshire, SN12 6EL	Leased Under Farm Business Tenancy	Registered Title: WT182400
Brainsfield Allotment	200001306521	Land At Berryfield Lane, Melksham, Wiltshire, SN12 6EH	Leased Under Farm Business Tenancy	Registered Title: WT86100
Parish Council owned farm land		Land To Rear Of 611 Berryfield Lane, Melksham, Wiltshire, SN12 6EL	Freehold, and leased to other party under Farm Business Tenancy	
Kestrel Court	200001306398	Land At Kestrel Court, Bowerhill, Melksham, Wiltshire, SN12 6SY	Devolved service lease from Wiltshire Council	WT15924
Shaw Village Hall	200001307391	Village Hall, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee to run on Council's behalf	
Shaw Play area & MUGA (Multi Use Games Area)	010008202315	Recreation Ground, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee	Due to the Health & Safety of the play area this is maintained, inspected and insured by the Parish Council
Shaw Playing Field		Recreation Ground, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee to run on Council's behalf	
Bowerhill Pavilion	010091542306	Pavilion Adjacent To Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12	Freehold	Registered Title: WT273424

		6TL		
QEII Diamond Jubilee Bowerhill Sports Field & MUGA (Multi Use Games Area)	010008202580	Bowerhill Sports Field, Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12 6TL	Freehold Registered as a Field in Trust (Diamond Jubilee Field)	
Berryfield Park (Village Hall)	010008202014	Berryfield Hall, Berryfield Park, Melksham, Wiltshire, SN12 6EE NB: This temporary portacabin village hall was demolished, removed and the ground made good on 5 th December 2022.	Devolved service lease from Wiltshire Council	Registered Title: WT276080 Car Park is on Selwood Housing owned land
Berryfield Park Play Area		Berryfield Park, Melksham, Wiltshire, SN12 6EE	Devolved service lease from Wiltshire Council	There is no UPRN allocated to this piece of land
Hornchurch Road MUGA (Multi Use Games Area)	200001305236	Land Adjacent to Hornchurch Road, Bowerhill, Melksham, Wiltshire, SN12 6QR	Land owned by Wiltshire Council	Registered Title: WT295277 The MUGA is inside the Boundary of this UPRN
Hornchurch Road Play Area	200001305236	On Land Adjacent to Hornchurch Road, Bowerhill, Melksham, Wiltshire, SN12 6QR	Land transferred to Melksham Without Parish Council in April 2018 from Bloor	Registered Title: WT203411 "Part of land on west side of Bowerhill lane, Bowerhill, Melksham". The Play Area is inside the Boundary of this UPRN.
Beanacre Play Area	010008201552	St Barnabas Church Field, Beanacre, Melksham, Wiltshire, SN12 7PT	Leased from Salisbury Diocese via St Barnabas Church	
Shurnhold Fields		Ex George Ward School Playing fields, Land to the North of Dunch Lane, Melksham, Wiltshire, SN12 8DQ	Land transferred to Melksham Without Parish Council in March 2019	Registered Title: WT444026 Joint project with Melksham Town Council, land in Melksham Without Parish Council name as

				lead council on project
Berryfield Village Hall		Land at Telford Drive, Berryfield, SN12 6GF	Land transferred to Melksham Without Parish Council in October 2021 from Bellway. Building leased to Management Trust to run on Council's behalf as of 21 st February 2023	Registered Title: WT433346

3. TENANCIES

During the year 2022/23 the following tenancies were held for Allotments:
Council as Landlord

- a) The Council is the landlord for 3.9 acres (1.58 hectares) land rented from the Council by a local landowner. Under the Farm Business Tenancies that were signed on the 16th March 2011, (expired 16th March 2016), it has been agreed that no rent shall be paid as each Farm Business Tenancy is made in consideration of each and therefore no rent is due for collection for 2022/22.
- b) The Council is the landlord to the Allotment tenants for Berryfield Allotments with 35 current tenants and for Briansfield Allotments with 36 current tenants. Details of agreement terms and tenancies are given in the Council Allotment Register. The Allotment rent applicable for the Allotment Year commencing 1st October 2021 to 30th September 2022 was £30 for 5 perches and £30 for 5 perches from 1st October 2022 to 30th September 2023. Vacant plots are let in conjunction with the waiting list and plots are given to Tenants from outside the parish boundary, if there are no residents on the waiting list. For existing Tenants from outside the parish boundary the rent will continue to be 2 x standard rent unless as a result of the boundary review under the Community Governance Review which came into effect 1st April 2018.

Council as Tenant

The Council is the tenant for the land rented from a landowner at Berryfield for Berryfield and Briansfield Allotments. Under the Farm Business Tenancies that were signed on the 16th March 2011, (expired 16th March 2016) it has been agreed that no rent shall be paid as each Farm Business Tenancy is made in consideration of each and therefore no rent was due for collection for 2022/23.

4. BORROWINGS

As part of the new Bowood View development in Berryfield there was the provision in the S106 agreement for a new village hall, with either the

developers building this themselves while on site or transferring a specified amount to the parish council. Unfortunately, the developers did not wish to construct this themselves and therefore opted to transfer the £500,000 index linked, as stated in the S106, for the parish council to build this themselves. The parish council went out to tender for this project in March 21, with this being overseen by the project manager for the project Arthur Williams.

Following this process, the parish council felt that for ease of cash flow and the fact that they wished for the construction to go ahead while construction was underway in the development, they should apply for a public works loan. In May 2021 the parish council consulted residents of the parish on their intention of apply for a public works loan for this project.

Following the public consultation, in June 2021 the parish council resolved at their Full Council meeting to apply for a public works loan totalling £495,000 over a 5-year period at a fixed rate term. In September 2021 the parish council received notification from the Public Works Loan Board that their application for £495,000 over a five-year period using EIP (Equal Instalments of Principal) repayments had been accepted.

At the Full Council meeting on Monday 13th December 2021 (Min. 212/21d) the parish council resolved for the loan application to be signed by the Chairman and Clerk.

The council have made the following loan repayments in 2022/23:

£49,500.00 Capital Loan repayment	(23 rd September 2022)
£ 2,784.38 Interest Payment	(23 rd September 2022)
£49,500.00 Capital Loan repayment	(23 rd March 2023)
£ 2,475.00 Interest Payment	(23 rd March 2023)

Total Capital Loan repayment 2022/23	£99,000.00
Total Interest Payments 2022/23	£ 5,259.38

As at 31st March 2023 the outstanding capital works loan is £346,500.00

5. SECTION 137 PAYMENTS

At the Full Council meeting on 24th January 2022 the parish council resolved and confirmed that they met the eligibility criteria for the General Power of Competence (Min.391/21). The Localism Act 2011 gives councils the power to do anything an individual can do provided that it is not prohibited by other legislation. As the council now holds the General Power of Competence it is not restricted to a maximum level of expenditure under the Local Government Act 1972, s137.

6. AGENCY WORK

The Council is currently not involved in agency work.

7. FINANCIAL PARTNERSHIP

The Council worked on several joint ventures with Melksham Town Council and contributed £5,843.66 for the joint Neighbourhood Plan (a 30% share). The joint Melksham Neighbourhood Plan received £10,000 of Locality grant

funding in 2022/23 which was held and drawn down from the Melksham Town Council bank account, as lead Council on the project.

The parish council had also agreed to pay towards the maintenance and running costs of the Market Place public conveniences (50% share with Melksham Town Council up to a total of £7,500). In 2022/23 the parish council agreed to pay £6,000 towards the maintenance and running costs of the toilets.

The parish and town councils continued work on their joint project to develop the ex-George Ward secondary school playing fields (one field in each parish) from Persimmon Homes. The project plan is to develop the fields into a more usable public open space, and have been named "Shurnhold Fields". The parish council is the lead council for this project, and therefore the land was transferred legally to the parish council and came with an open space maintenance contribution of £97,834 of which £2,500 was for legal fees. This is for maintenance costs in perpetuity and is held in a ringfenced Reserve by the parish council. The spend in 2022/23 on this project was £1,980.34 from the open space maintenance contribution Reserve, with no capital items being purchased for the open space in this financial year.

8. ADVERTISING AND PUBLICITY NEWSLETTERS

The following costs were incurred during the year:

£162.40 Advertising

£990.00 Quarterly Newsletters

9. MEMBERS' ALLOWANCES

The Council pays the Chairman an allowance and normally increases it by the same percentage as the staff increase each year which is agreed by the National Joint Council for Local Government Services (NJC). In this financial year the staff were awarded a flat rate amount, which meant that each employee, depending on their pay scale had a different percentage increase. In 2022/23 the Chairman received an allowance of £816.04 which was the same amount as the previous financial year. The council subsequently reviewed this at the Full Council meeting on 24th April 2023 and agreed to increase the rate by 6.6% to £869.90 for 2022/23 and pay the difference between what had already been paid and the increased amount. No other councillors receive an allowance. 6.6% is the increase that Wiltshire Council applied to their member allowances, and was the average increase for their staff using the same flat rate NJC award. The parish council have regard to what Wiltshire Council award their members, as the local Pay Authority, for the setting of its own member allowances.

10. SUPERANNUATION

The parish council participate in the Wiltshire Pension Fund and has operated a Superannuation Scheme for employees since 22nd June 1999. The cost of Employer Superannuation during 2022/23 was £17,201.45 for three of the Council's five employees (two employees have opted out of the scheme).

11. VAT

The VAT incurred for the financial year 2022/23 was £139,651.83. To minimise the burden of VAT upon certain public bodies and the taxpayers who fund them, Section 33 of the VAT Act 1994 includes special provisions under which these bodies can claim a refund of the VAT they have incurred on their

non-business activities. Due to the building works being undertaken at Berryfield Village Hall, the council approved to claim back the VAT on a monthly basis in the 2022/23 financial year. The following amounts were claimed back:

April 2022	£14,937.58
May 2022	£37,910.82
June 2022	£ 1,104.76
July 2022	£26,817.96
August 2022	£29,917.01
September 2022	£17,477.91
October 2022	£ 5,091.77
November 2022	£ 2,386.80
December 2022	£ 2,108.95
January 2023	£ 492.64
February 2023	£ 814.74
March 2023	£ 590.89
Total	£139,651.83

With regard to the expenditure for the Bowerhill Sports Field, the Council is able to recover all the VAT that it incurs in respect of the land as an “Open Space” as this constitutes a “non-business” activity. The recovery of the VAT that the Council incurs in respect of the “Sports Field & Pavilion” may or may not be recoverable dependent on the amount incurred. The de-minimus limit which is currently set by the Inland Revenue is £7,500 and therefore the VAT in respect of the Sports Field is way under this threshold. The income for paid use of the facilities was £11,525 with the facilities also used as public open space and the parish council’s office accommodation.

During 2015/2016 the Council applied and received from HMRC a dispensation from registering for VAT as supplies are infrequent and the value of supplies is small.

12. (CIL) COMMUNITY INFRASTRUCTURE LEVY:

There is a legal requirement for the Parish Council to publish and inform Wiltshire Council as the Local Authority, what it has spent any CIL monies on.

CIL income received in 2022/23

Frogditch Farm 225 Lower Woodrow (15/09689/FUL)	£ 1,340.63
Land rear of 39/40 Eden Grove (21/01791/FUL)	£ 4,015.21
27 Beanacre, Beanacre SN12 7PT (20/03543/FUL)	£ 4,596.36
Garden of 406c The Spa (18/03329/REM)	£ 1,655.29
406C The Spa (19/10934/FUL)	<u>£ 406.26</u>
Total	£12,013.75

The Melksham Neighbourhood Plan was adopted on 8th July 2021 which means that there is an additional 10% CIL payable to the parish council on any new developments in the parish (25% in total). To benefit from the additional CIL the Neighbourhood Plan has to have been adopted before Wiltshire Council receive any CIL receipts from developments. It has been agreed that due to the fact that the Melksham Neighbourhood Plan was a joint partnership between Melksham Town Council and the Parish Council, the additional 10% that both councils receive on any future development will be put into a sharing pot for joint projects.

For 2022/23 the additional 10% applied to all of the developments that the parish council received CIL monies for during the year. This means that the total amount of CIL transferred into the 10% CIL sharing Reserve in 2022/23 was £4,805.49, the breakdown of these figures is detailed below:

Development	MWPC share	10% sharing pot
Frogditch Farm	£ 804.38	£ 536.25
39/40 Eden Grove	£2,409.13	£1,606.08
27 Beanacre	£2,757.82	£1,838.54
Garden 406c The Spa	£ 993.17	£ 662.12
406C The Spa	<u>£ 243.76</u>	<u>£ 162.50</u>
Total	£7,208.26	£4,805.49

CIL spent in 2022/23

Speed Indicator Device (SID - 2 nd device)	£ 2,296.12
Street Furniture	£ 2,611.00
Replacement of Wiltshire Council bins	£ 1,133.84
Village Hall Grants	£14,700.00
To level Plainings in Allotment Car Park	<u>£ 198.00</u>
Total	£20,938.96

Transfers to Earmarked Reserve:

10% CIL Sharing pot with Melksham Town Council	£ 4,805.49
Bowerhill Sports Field Reserve	<u>£ 5,000.00</u>
	£ 9,805.49

CIL Reserve as at 1st April 2022	£ 45,302.21
CIL income received in 2022/23	£ 12,013.75
CIL spent in 2022/23	- £ 20,938.96
CIL transferred to Earmarked Reserves	- <u>£ 9,805.49</u>
CIL Reserve as at 31st March 2023	£ 26,571.51

13. SANDRIDGE SOLAR FARM COMMUNITY FUNDING:

The Community Benefit from Sandridge Solar Farm is £1million over 25 years, which equates to £40,000 per year. This amount is divided between the parishes surrounding it, proportionately calculated by the number of dwellings within a 2.75km radius of the centre of the Solar Farm. Within the agreement there is a requirement for the Parish Council to report back to Sandridge Solar Farm owners what they have spent the funding on.

The Sandridge solar farm funding received in 2022/23 was a one-off payment of £16,119.14. This fund was spent on the following in 2022/23:

Weedspraying	£2,407.00
Erection of SID on fortnightly basis	£1,279.00
Play Area/ MUGA Safety Surfacing Clean	£3,300.00
Roundabout grass cutting and maintenance	<u>£1,760.00</u>
TOTAL SPEND IN 2022/23	£8,746.00

Solar Fund Reserve as at 1st April 2022	£29,068.47
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Solar Fund Reserve income received in 2022/23	£16,119.14
Soar Fund Reserve spent in 2022/23	- £ 8,746.00
Solar Fund Reserve as at 31st March 2023	£36,441.61

14. RESERVES:

The Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation and has a Reserves Policy that sets out how the Council determines and reviews the level of such reserves and how they will be used. Reserves are categorised as **earmarked** (held for a specific purpose), or **general** (held to cushion the impact of uneven cash flows or unexpected events). The Parish Council has agreed that these Reserves shall be further classed as either **Short Term** (for use within 3 years), **Medium Term** (for use over 3 years) and **Ring Fenced** (can only be used for specific projects or assets).

Earmarked Reserves as at 1st April 2022	£1,309,037.31
Less Spend from Earmarked Reserves during 2022/23	- £1,028,719.04
Plus Funds transferred to Earmarked Reserve 2020/21	<u>£ 462,491.67</u>
Earmarked Reserves as at 31st March 2022	£ 742,809.97

General Reserve as at 31st March 2023	<u>£ 44,130.00</u>
TOTAL RESERVES as at 31st March 2023	£ 786,939.97

Ear Marked Reserve Analysis as at 31st March 2023:

ACTUAL AS AT 31 MARCH 2023	COUNCIL RESERVES	CONTINGENCY/COMMITTED 2023/24	SHORT TERM Up to 3 years	MEDIUM TERM CAPITAL REPLACEMENT Over 3 years	RINGFENCED for specific use due to legal agreement from funding source
£348,373.82	New Hall, Berryfield	£114,741.03	£183,823.41	£49,809.38	
£4,400.00	Shaw Hall	£4,400.00			
£1,200.00	Photocopier replacement	£1,200.00			
£47,463.57	B'hillSports Field & Pavilion maintenance. LONG TERM REPLACEMENT OF CAPITAL ITEMS	£5,000.00	£10,000.00	£32,463.57	
£21,068.00	B'hillSports Field & Pavilion maintenance	£10,000.00	£11,068.00		

£40,000.00	Replacement Play Area Safety Surfacing & Equipment LONG TERM CAPITAL REPLACEMENT	£28,000.00	£8,084.00	£3,916.00	
£10,000.00	Shurnhold Fields (ex George Ward Playing Field) project CAPITAL	£10,000.00			
£6,000.00	Recreation & Sports Facility Enhancement		£6,000.00		
£10,850.00	Defibrillator replacement every 8 years	£10,850.00			
£4,000.00	General Highway & Footpath / Lighting	£4,000.00			
£5,006.21	Legal fees	£5,006.21			
£5,765.67	Community Projects/Match Funding	£5,765.67			
£14,000.00	Elections	£14,000.00			
£9,463.34	Contingency - staffing	£9,463.34			
£28,471.00	Contingency - replacement / renewal of council assets (including Wiltshire Council assets) and instead of insuring low value street furniture items TO BE RENAMED STREET FURNITURE RESERVE	£20,471.00	£8,000.00		
£30,242.77	General Contingency	£30,242.77			
£26,571.38	CIL (Community Infrastructure Levy) ringfenced funding	£26,571.38			£26,571.38
£5,123.31	New Reserve: CIL 10% SHARING POT WITH MTC SO RING FENCED	£5,123.31			£5,123.31
£36,441.61	Sandridge Solar Farm Community Funding	£36,441.61			£36,441.61
£80,008.26	Shurnhold Fields Open Space Maintenance Contribution	£2,000.00	£6,000.00	£72,008.26	£80,008.26

£8,361.00	NEW RESERVE - To show SSEN reserve received for MCS in Emergency Plan mode as RINGFENCED	£7,680.50	£680.50		£8,361.00
£0.00	NEW RESERVE - To show Berryfield Public Art fund from Wiltshire Council - as RINGFENCED				
£0.00	NEW RESERVE - to show potential funding coming from CAWS for SID#3 AS RINGFENCED				
£0.00	Davey (Pathfinder) Play Area s106 Maintenance Contribution AS RINGFENCED				
£742,809.94		£350,956.82	£233,655.91	£158,197.21	
			£742,809.94		

Signed

Council Chair

.....

Responsible Financial Officer

Dated

.....

Melksham Without Parish Council

First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES

01225 705700 www.melkshamwithout-pc.gov.uk

Clerk & Responsible Financial Officer: Teresa Strange Email: clerk@melkshamwithout-pc.gov.uk



**MELKSHAM WITHOUT PARISH COUNCIL
MODEL FINANCIAL REGULATIONS 2022 FOR ENGLAND**

*REVIEWED BY FINANCE COMMITTEE 23rd MAY 2022 AND APPROVED BY FULL
COUNCIL 20th JUNE 2022.*

*Please see minutes of the Finance Committee Meeting on 23rd May 2022 for details of
the amendments made (min.42/22a)*

*The wording of financial reg 6.20 was updated to reflect the use of the trade card and
reg 2.2 was updated to reflect the council procedure with regards to non-finance
committee members verifying bank reconciliations at Full Council 25th July 2022
(min.143/22di)*

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1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. The bank reconciliations are presented to the Full Council once a quarter for review and the two non-finance committee members appointed by the council will sign them at this meeting. The signing of the bank reconciliations and statements will be reported in the full council minutes.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

Commented [MR1]: Bank reconciliations are presented to Full Council on a regular basis and are available in the public agenda pack, however the two non-cheque signatories are not currently signing the bank recs. The Full Council currently note this in the minutes, so we either need to start getting two non-financial members to sign them and formally report in minutes that this has been done or change this fin reg to reflect what we are actually doing.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

[3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast.]

3.2. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance Committee and the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £500; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,000.
- the Clerk in conjunction with the Chairman of Council or Chairman of the Asset Management Committee for additional works for the Bowerhill Jubilee Sports

Field football pitches to mitigate adverse playing conditions, to a cumulative value of £1,000 in any year.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services or health and safety of councillors, staff and residents, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

When a member of staff or finance committee resigns from the council the Clerk/ Officers have authority to remove that member from the bank mandate immediately. This should be placed on the following Full Council meeting agenda for [approval ratification](#) by members.

5.2. All payments made are either recurring payments on a regular basis as per 5.6 OR approved resolutions to proceed with a contract or purchase. They are therefore already approved by the Council and do not require another authorisation resolution at a council/committee meeting before payment is made.

The RFO shall prepare a schedule of payments requiring authorisation and, together with the relevant invoices, present the schedule to the two authorising Finance Committee members that month. The appropriate Finance Committee member shall review the schedule for compliance, and having been satisfied, shall authorise payment by authorising the online bank payments set up and/or signing a cheque if appropriate. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting following which the payments were authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available monthly payment run.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee; or
- c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance Committee.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question. Two members who are bank signatories, who are married or cohabiting, are not permitted to authorise the same bank transaction.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or Finance Committee at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, this is available via a password protected list held on the shared drive which is consistently updated. All members of Office staff have knowledge of this password, and therefore access to council records can be made by all staff should the Clerk be unavailable.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any of the office computers are stored on the Cloud and can be accessed via Outlook 365.

Commented [MR2]: Most payments made by the council are done by BACS

Commented [TS3R2]: Will put on agenda for full council in June

Commented [TS4R2]:

Commented [TS5]: <https://www.barclays.co.uk/help/payments/payment-information/bacs-chaps-faster-payments/> This explains the difference between them all, but I think we mainly use internet banking transfer, but the direct debits may be BAC. We haven't used CHAPS, and haven't needed to even for quite large amounts

Commented [TS6]: The Rialtas accounting system is backed up to the cloud BUT we do not have cloud access. Its on the main pc in the office rather than a laptop that is more vulnerable but if the campus was closed for some reason we would not have access. Discussed with Clive 7/6/23 to sort out a VPN to access. Have also looked at other accounting system that is cloud base. Don't want to put on a laptop too as would require the purchase of another licence

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. In addition, the other members of office staff will have a separate log on detail for audit trail purposes. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk the RFO a member. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,500 unless authorised by council or finance committee in writing before any order is placed.

6.19. A corporate Multi Pay payment card may be issued to employees with varying limits. These limits will be set by the council's Finance Committee. Transactions and purchases made will be reported to the council or relevant committee and authority for topping-up shall be at the discretion of the council relevant committee. Use of the card is governed by the Council's "Use of corporate Multipay Payment Card Policy".

6.20. Any corporate credit card opened by the council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Any trade card account opened by the parish council, named Trade UK (Screwfix) will be restricted for use by the following employees:

Commented [TS7]: We are silent on this – but actually the service administrators (ie the officers) don't approve any payments and are unable to do so

Commented [TS8]: To note that a few passwords are saved for example reporting on the Wilts Council app and the SLCC BUT this is not the same password as the banks at all

Commented [TS9]: We tend to put this to a council meeting – for example the change of insurance broker – we don't check with regular suppliers to date – do we need to do this? anyone new like Rigg we rang them to double check the bank details had been sent by them as a security check

Commented [TS10]: No debit card in use

- Clerk and RFO limit as per financial regulation 6.18
- Caretaker with a limit of £50 per month.

If required items by the caretaker exceed the monthly spend limit in place, this will require prior approval from the Clerk before purchase under her approved limit. If items exceed the Clerk's limit, it will need to go to Full Council for their approval. Payment for items purchased on the Trade UK card will be paid at the next possible payment run, following the receipt of appropriate invoices and statements.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. The salary payments to staff shall be made on the 28th of each month, or the nearest earlier working day.

7.7. An effective system of personal performance management should be maintained for the senior officers.

7.8. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.9. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange, if possible, with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO. If this is not possible, the Chairman will be shown the statement as soon as practical and countersign the statement.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

Commented [TS11]: Note that transfers between accounts in the same bank, and fixed term deposits can be done by officers who are not authorised signatories and therefore the instruction comes from the Full Council meeting with a delegated power just arranged (May meeting) that the clerk can move funds from the instant savings account to the current account in Unity for urgent payments in conjunction with the Chair and Vice Chair of Finance Committee

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

Commented [TS12]: Now back to quarterly reclaims now the village hall project finished

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

[9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).]

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £30,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

Commented [TS13]: See advice issue in jan 23 that threshold risen from £25k to £30k

Commented [TS14]: Have checked in with NALC documentation that this is latest version and conforms with Standing orders to go to June full council meeting (latest version)

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 (Financial Controls and Procurement)⁴ and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

Commented [TS15]: Threshold change from £25k to £30k

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

⁴ Based on NALC's Model Standing Order 18d ©NALC 2018

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by

law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.

15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. Charities

6.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Version History:

Date	Version/ Financial Year	Amendments
10 th January 2022	2021/22	REVIEWED BY FINANCE WORKING PARTY 10th JANUARY 2022 AND APPROVED BY FULL COUNCIL 24th January 2022. Please see minutes of the Finance Working Party Monday 10 January 2022 for details of the amendments made (min.376/21)
23 rd May 2022	2022/23	Approved Full Council 20 th June 2022- Please see minutes of finance committee 23 rd May 2022 to see <i>amendments made (min.42/22a)</i>
25 th July 2022	2022/23	The wording of financial reg 6.20 was updated to reflect the use of the trade card and reg 2.2 was updated to reflect the council procedure with regards to non-finance committee members verifying bank reconciliations at Full Council 25th July 2022 (min.143/22di)
13 th March 2023	2022/23	Finance Committee 13 th March 2023 (min.440/22) Change made to procurement threshold limits: Changed to £30,000 (from £25,000) for advertising tender opportunities on contract finder

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 :		5,873.49					5,873.49	
V3331-BACS	Banked: 02/05/2023	480.00						
V3331-BACS	Future of Football	480.00			1210	210	480.00	Inv. 339- May evening sessions
V3338-BACS	Banked: 05/05/2023	2,098.13						
V3338-BACS	Melksham Town Council	2,098.13			1480	170	1,880.99	Inv.326 Share-NHP costs 22/23
					1480	170	217.14	Inv.343- Share of NHP cost
V3339-BACS	Banked: 05/05/2023	3.44						
V3339-BACS	J Glover (British Girlguiding)	3.44			1130	110	3.44	Inv.345- Photocopying
V3340-BACS	Banked: 11/05/2023	35.00						
V3340-BACS	C Richards (Melksham Town U17)	35.00			1210	210	35.00	Inv.346- Pitch hire 7th May
V3341-BACS	Banked: 12/05/2023	590.89						
V3341-BACS	HM Revenue & Customs	590.89			105		590.89	March 2023 VAT refund
V3342-BACS	Banked: 16/05/2023	30.00						
V3342-BACS	Allotment Holder	30.00			1310	310	30.00	Berryfield 14B rent
V3343-BACS	Banked: 22/05/2023	180.00						
V3343-BACS	PCC Wiltshire	180.00			1475	142	180.00	Reimburse for room hire CEG Ev
V3344-BACS	Banked: 22/05/2023	1,200.78						
V3344-BACS	Wiltshire Council	1,200.78			1420	350	1,200.78	CIL-2023/00625-1 Eden Grove
	Banked: 22/05/2023	192,000.00						
20517266	Fixed Term Deposit	192,000.00			210		192,000.00	V3290-Fixed Term deposit retur
V3345-BACS	Banked: 22/05/2023	94.68						
V3345-BACS	Lloyds Bank	94.68			1080	110	94.68	Interest on Fixed Term deposit
500173-CHQ	Banked: 24/05/2023	1,139.40						
V3332-CHQ	AFC Melksham	120.00			1210	210	60.00	Inv.340- 6th April pitch hre
					1210	210	60.00	Inv.340- 23rd April pitch hire
V3333	Arthur J Gallagher	1,011.40			1460	142	1,011.40	Insurance reimburse
V3334	HM Land Registry	4.00			4680	170	4.00	Reimburse for land search
V3335	HM Land Registry	4.00			4680	170	4.00	Reimburse for land search
500174-CHQ	Banked: 24/05/2023	94.00						
V3336	SSE	34.00			1470	142	34.00	Electricity reimburse BYF
V3337	AFC Melksham	60.00			1210	210	60.00	Inv.341- 7th May pitch hire
V3338=BACS	Banked: 26/05/2023	10.00						
V3338=BACS	Shaw Village Hall	10.00			1120	110	10.00	Inv.348- Annual rent
V3339-BACS	Banked: 30/05/2023	300.00						
V3339-BACS	Future of Football	300.00			1210	210	100.00	Inv.347- 30th May 23 camp
					1210	210	100.00	Inv.347- 31st May 23 camp
					1210	210	100.00	Inv.347- 1st June 23 camp
V3340-FOF	Banked: 30/05/2023	600.00						

Continued on Page 181

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>
V3340-FOF	FOF FC	600.00			1210	210	300.00	Inv.334- March 2023 pitch hire
					1210	210	300.00	Inv.342- Pitch hire April 2023
Total Receipts for Month		198,856.32	0.00	0.00			198,856.32	
Cashbook Totals		<u>204,729.81</u>	<u>0.00</u>	<u>0.00</u>			<u>204,729.81</u>	

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>
18/05/2023	Plusnet	V3347-DD	36.60		6.10	4190	120	30.50	Inv.011-Office wifi and line
23/05/2023	Fixed Term Deposit	19247420LF	196,000.00			210		196,000.00	V3346-Fixed Term Deposit
31/05/2023	Suez	V3341-DD	83.06		13.84	4770	220	69.22	Inv.020- Pavilion waste away
Total Payments for Month			196,119.66	0.00	19.94			196,099.72	
Balance Carried Fwd			8,610.15						
Cashbook Totals			204,729.81	0.00	19.94			204,709.87	

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 :		33,304.30					33,304.30	
V3330-BACS	Banked: 15/05/2023	5,000.00						
V3330-BACS	Wiltshire Council	5,000.00			1485	170	5,000.00	Area Board grant Age friendly
	Banked: 27/05/2023	60,000.00						
V3324-TRAN	Instant Access Unity 20476339	60,000.00			230		60,000.00	Transfer top up current accoun
Total Receipts for Month		65,000.00	0.00	0.00			65,000.00	
Cashbook Totals		<u>98,304.30</u>	<u>0.00</u>	<u>0.00</u>			<u>98,304.30</u>	

Payments for Month 2

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/05/2023	Teresa Strange	V3325-S/0	5.30		0.88	4190	120	4.42	Reimburse for out of hours mo
12/05/2023	EDF Energy	V3328-DD	8.36		0.40	4302	220	7.96	Pavilion electrcity
16/05/2023	Lloyds Bank PLC	V3326-DD	160.87		25.78	4175	120	81.00	Office 365
						4190	120	33.90	Office phone subscription
						4150	120	3.20	Notices & Posters
						4175	120	1.00	Website hosting
						4200	120	12.99	Online Zoom meeting subscrip
						4140	120	3.00	Monthly fee
16/05/2023	Plusnet	V3327-DD	26.40		4.40	4384	220	22.00	Inv.006- Pavilion wifi & line
30/05/2023	Melksham Town Council	V3291-BACS	1,404.00			4820	142	1,404.00	Caretaking duties SHF 22/23
30/05/2023	Melksham Town Council	V3292-BACS	351.00			4820	142	351.00	Caretaking SHF-1/1/22-31/3/22
30/05/2023	Melksham Town Council	V3294-BACS	6,000.00			4670	170	6,000.00	Market Place Toilets 22/23
30/05/2023	Andy Strange Property & Garden	V3295-BACS	90.00			4490	142	90.00	Inv.01737-Re-set Hornchurch bi
30/05/2023	Woodland & Countryside Manage	V3296-BACS	1,182.00		197.00	4415	142	985.00	Inv.301 Parish tree inspection
30/05/2023	Trade UK	V3297-BACS	37.36		6.22	4490	142	31.14	Inv.645- Items for parish repa
30/05/2023	Wiltshire Council	V3298-BACS	313.66			4680	170	313.66	Inv. 851-room hire for NHP Con
30/05/2023	Agilico	V3299-BACS	290.36		48.39	4130	120	241.97	Inv.25- Office printing
30/05/2023	JH Jones & Sons	V3300-BACS	290.40		48.40	4490	142	242.00	3410- Carson R'about cut April
30/05/2023	JH Jones & Sons	V3301-BACS	1,765.12		294.19	4402	320	66.16	Inv.3407- Allotment grass cut
						4400	142	244.09	Inv.3407-Play Area grass cut
						4780	142	57.75	Inv.3407- Play Area bin empty
						4781	220	87.54	Inv.3407- JSF Bin emptying
						4401	220	761.38	Inv.3407- JSF Field Maintenanc
						4400	142	38.13	Inv.3407- Kestrel Shrub Mainte
						4409	142	179.67	Inv.3407-Hornchurch grass cutt
						4820	142	36.21	Inv.3407- April Parish Mainten
						347	0	-36.21	Inv.3407- April Parish Mainten
						6000	142	36.21	Inv.3407- April Parish Mainten
30/05/2023	Rialtas Business Solutions Ltd	V3302-BACS	906.00		151.00	4185	120	755.00	Inv.603- Year end closedown
30/05/2023	Kanconnections	V3303-BACS	360.00		60.00	4721	220	300.00	Inv.1531-Remainder for CCTV
30/05/2023	Wiltshire Age UK	V3304-BACS	2,875.00			4685	170	2,875.00	Provision of MCS-1/4/23-30/6/2

Continued on Page 177

Payments for Month 2

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
30/05/2023	Rigg Construction	V3305-BACS	672.00		112.00	4582	142	560.00	056-Final works old BYF V Hall
30/05/2023	Open Spaces Society	V3306-BACS	45.00			4650	170	45.00	Membership 2023/24
30/05/2023	JC Combustion Services Ltd	V3307-BACS	504.00		84.00	4791	220	420.00	3719-Boiler & water heater ser
30/05/2023	Radcliffe Fire Protection Ltd	V3308-BACS	163.68		27.28	4212	220	136.40	Service of fire alarm & equipm
30/05/2023	Wilts Assoc of Local Councils	V3309-BACS	1,357.14		226.19	4650	170	685.00	Annual subscription WALC
						4650	170	445.95	Annual subscription NALC
30/05/2023	Clerks & Councils Direct	V3310-BACS	14.00			4650	170	14.00	Subscription 2022/23
30/05/2023	Rigg Construction	V3311-BACS	7,086.10		1,181.02	4582	142	5,905.08	060-Certificate 10 BYF V Hall
30/05/2023	Jens Cleaning	V3312-BACS	198.00			4381	220	198.00	Inv.1073- cleaning April/May
30/05/2023	HM Revenue & Customs	V3313-BACS	2,158.07			4041	130	707.76	Period 2- May 2023
						4000	130	394.60	Period 2- May 2023-T
						4000	130	261.97	Period 2- May 2023-NI
						4020	130	187.80	Period 2- May 2023-T
						4020	130	127.39	Period 2- May 2023-NI
						4010	130	166.40	Period 2- May 2023-T
						4010	130	113.75	Period 2- May 2023-NI
						4460	142	164.80	Period 2- May 2023-T
						4800	320	12.40	Period 2- May 2023-T
						4070	120	21.20	Period 2- May 2023-T
30/05/2023	Wiltshire Pension Fund	V3314-BACS	1,893.45			4045	130	1,445.31	Period 2 May 2023
						4000	130	210.02	Period 2 May 2023
						4020	130	122.35	Period 2 May 2023
						4010	130	115.77	Period 2 May 2023
30/05/2023	Teresa Strange	V3315-BACS	██████████			4000	130	██████████	May 2023 Salary
30/05/2023	Lorraine McRandle	V3316-BACS	██████████			4020	130	██████████	May 2023 Salary
						4155	120	6.00	Refreshments for meeting
30/05/2023	Marianne Rossi	V3317-BACS	██████████			4010	130	██████████	May 2023 Salary
						4120	120	2.95	Postage- Annual Council agenda
30/05/2023	Terry Cole	V3318-BACS	██████████			4460	142	██████████	May 2023 Salary
						4050	142	47.50	Travel Allowance
						4051	142	40.95	Mileage x91 miles
30/05/2023	David Cole	V3319-BACS	██████████			4800	320	██████████	Salary May 2023
30/05/2023	John Glover	V3320-BACS	32.66			4070	120	32.66	Outstanding Chairs allow 22/23
30/05/2023	Melksham Town Council	V3321-BACS	2,500.00			4685	170	2,500.00	50% share of Age UK grant MCS
30/05/2023	Zurich Insurance	V3322-BACS	4,194.64			4282	220	4,194.64	Parish Insurance
30/05/2023	AJGIBL (Gallagher)	V3323-BACS	367.36			4281	142	367.36	Cyber Insurance
31/05/2023	ID Mobile	V3329-S/O	5.30		0.88	4190	120	4.42	Reimburse May out of hours
31/05/2023	ID Mobile	V3329-DD	-5.30		-0.88	4190	120	-4.42	ERROR Out of hours mob
31/05/2023	Teresa Strange	V3329-BACS	5.30		0.88	4190	120	4.42	Reimburse for out of hours mob

Total Salaries
May 2023
£6,298.76

Continued on Page 178

Total Payments for Month	43,653.39	0.00	2,468.03	41,185.36
Balance Carried Fwd	54,650.91			
Cashbook Totals	<u>98,304.30</u>	<u>0.00</u>	<u>2,468.03</u>	<u>95,836.27</u>

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 :		492,000.00					492,000.00	
	Banked: 23/05/2023	196,000.00						
19247420LF	Current Account & Instant Acc	196,000.00			200		196,000.00	V3346-Fixed Term Deposit
Total Receipts for Month		196,000.00	0.00	0.00			196,000.00	
Cashbook Totals		<u>688,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>688,000.00</u>	

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>
22/05/2023	Current Account & Instant Acc	20517266	192,000.00			200		192,000.00	V3290-Fixed Term deposit retur
Total Payments for Month			192,000.00	0.00	0.00			192,000.00	
Balance Carried Fwd			496,000.00						
Cashbook Totals			<u>688,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>688,000.00</u>	

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 :		346,000.00					346,000.00	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>346,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>346,000.00</u>	

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>
27/05/2023	Unity Bank	V3324-TRAN	60,000.00			220		60,000.00	Transfer top up current accoun
Total Payments for Month			60,000.00	0.00	0.00			60,000.00	
Balance Carried Fwd			286,000.00						
Cashbook Totals			<u>346,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>346,000.00</u>	

MINUTES of the Highways & Streetscene Committee of Melksham Without Parish Council held on Monday 5 June 2023 at Melksham Without Office Space (First Floor), Melksham Community Campus, Market Place, Melksham, SN12 6ES at 7.46pm

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

In attendance: 3 Members of public

Via Zoom: Councillor Stefano Patacchiola

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

34/23 To Appoint a New Chair and Vice Chair of Highways & Streetscene Committee

The Clerk sought nominations for Chair of the Highways & Streetscene Committee, following the Annual Council meeting on 22 May 2023 when the committee had been appointed.

Resolved: Councillor Baines to be duly elected as Chair of the Highways & Streetscene Committee for the ensuing year.

Councillor Baines duly took the Chair and sought nominations for Vice Chair of the Committee.

Resolved: Councillor Patacchiola be duly elected as Vice Chair of the Highways & Streetscene Committee.

35/23 Welcome, Announcements & Housekeeping

Councillor Baines welcomed everyone to the meeting noting everyone present had already been made aware of the fire safety evacuation procedures for the building and procedures regarding the recording of the meeting.

36/23 To receive Apologies and approval of reasons given

Apologies for absence were received from Councillor Terry Chivers who was attending a medical appointment out of County.

Councillor Patacchiola joined the meeting via Zoom due to work commitments and was aware that whilst he could participate in the meeting, was unable to vote.

Resolved: To note and accept the reasons for absence

37/23 a) To receive Declarations of Interest

There were no declarations of interest.

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

There were no dispensation requests.

38/23 Public Participation

Standing Orders were suspended.

A resident of Semington Road expressed their concerns at the level of traffic and speeding on Semington Road, particularly now another housing development had been approved and wished to understand if there was anything in the pipeline to deal with the situation.

The resident advised that he had attended previous meetings and raised concerns at the total disregard for the 30mph speed limit along Semington Road and the inconsiderate and dangerous parking. He also raised a concern at the pointless spend of tax payers' money by Wiltshire Council to try and create a cycle route along the road, which was now unfortunately too dangerous to use. The result of which was that most cyclists used the narrow footpath and put pedestrians in danger.

Concern was also raised that the footpaths on this road were substandard and narrow in places, especially as the hedges were not regularly maintained, the zebra crossings were also poorly marked. With more pedestrians, in particular school children in the future, needing to use these paths, there needed to be an understanding of the total unsuitability of the road with regards to pedestrians and cyclists, as it currently exists.

A representative of the MOT Centre/Garage on the Hill, Bowerhill was in attendance to raise a concern at the churned-up grass verge outside the premises, which were unsightly and now exposing electric cabling and wished to seek a solution, having previously approached Wiltshire Council but to no avail.

The representative informed the meeting his company was more than happy to take on the verge themselves but was unsure how to go about this.

Councillor Baines explained an approach would have to be made to Wiltshire Council Highways, if they wished to make the area into parking spaces in order to ascertain if Wiltshire Council would transfer the land to them, with a planning application subsequently

having to be made to create parking spaces.

It was noted other businesses in Bowerhill had placed boulders etc in order to discourage vehicles parking on verges outside their businesses.

Standing Orders were reinstated.

Councillor Baines asked if items 9(b) and the concerns of the resident of Semington Road re road safety strategy could be discussed as part of item 11(a) and moved further up the agenda, which Members agreed.

39/23 To note Minutes of last Highways & Streetscene Committee meeting held on 20 March 2023 and updates on actions taken

Members noted the minutes of the last Highways & Streetscene Committee meeting held on 20 March 2023 and the various actions undertaken.

a) Note response from Sergeant James Twyford Re Lorry Trailer Parking on Lancaster Road (Min 459(b)/22).

Members noted the response from Sergeant James Twyford who since writing to the Parish Council had moved on to another section of Wiltshire Police. His replacement, Sergeant Gemma Rutter was aware of the Council's concerns and a response to the concerns had also been received from Inspector Andy Lemon.

Councillor Harris explained he had contacted the Police and the Driver and Vehicle Standards Agency (DVSA), as an individual and received a response which would be followed up, in order to make sure they continue to make an effort to try and resolve the situation. He had also contacted the Fire Service, as one trailer was parked in front of a fire hydrant.

It was noted officers had also been in touch with the DVSA and would be writing to all the businesses in Bowerhill in due course, as resolved at a previous meeting.

It was noted Sergeant Rutter had also tasked a PSCO to monitor the situation and to talk to various drivers/businesses on Bowerhill.

The Clerk explained she had also spoken to both Sergeant Gemma Rutter and the Police & Crime Commissioner (PCC) about the concerns of trailers parking on Bowerhill Industrial Estate during a recent visit to the Campus. It was understood both the PCC and the new Wiltshire Chief Constable would be

attending the Area Board meeting on Wednesday 14 June and therefore there may be an opportunity to raise this at the meeting.

Councillor Pafford, as one of the Council's representatives, for Melksham Area Board gave his apologies for this meeting and suggested Councillor Harris be his substitute and therefore raise the concerns on behalf of the Parish Council. It was noted that the Chairman would also be absent at the Area Board meeting.

Clarification was sought if a question could be raised during the meeting. The Clerk agreed to investigate this.

40/23 Local Highways & Footpath Improvement Group (LHFIG) (formerly Community Area Transport Group – CATG)

- a) **To note draft Minutes and action log of Local Highways & Footpath Improvement Group (LHFIG) meeting held on 9 May 2023. (Recommendations awaiting ratification by Area Board on 14 June)**

Councillor Baines provided an update on the meeting as follows:

Bath Road, Shaw Footway Improvements

Improvements to the footway are unlikely to take place until February half term 2024. Also awaiting Melksham Town Council to confirm funding of £1500, which had been suggested by Councillor Alford at a previous meeting.

Active Travel Scheme – Farmers Roundabout

Signing to promote use of shared use cycle route to and from Holt Road and town bridge. Awaiting input from Melksham Town Council.

Melksham Dunch Lane funding via Section 106 monies from George Ward Gardens

Consultation on full closure over rail bridge or one way operation from East to West and new parking controls to be carried out by the Town Council. Awaiting Melksham Town Council to undertake the consultation.

Issue 9-22-10: Berryfield Semington Road – request to install 2 bus shelters It stated the shelters will have Real Time Information (RTI) facility (or to be ready for RTI installation).

Recommendation: To seek clarification if RTI could be installed at the same time.

Issue 9-22-12: Bowerhill Halifax Road – request for drop kerbs to link Brampton Court with Sunderland Close. Now complete

Issue 9-22-13: DeHavilland Place and Dowding Way – Request for footway extensions and drop kerbs. Now complete.

Issue 9-22-16: Berryfield Village directional signage. Now installed and the lamppost that was obscuring one of the signs has now been removed.

Issue 9-22-17: Melksham Without (various roads). Request for Parking Control Measures.

It was noted several requests have been outstanding for over 3 years. Whilst there appears to be movement on these requests, there is a slight delay in the request regarding Canal Bridge. Semington Parish Council have a concern it could move the problem the other side of the bridge. Therefore, Semington Parish Council will consider any requests they may have, in order to co-ordinate measures around the canal bridge. Any waiting restrictions request for Semington would come under a separate regulation order, as they are in a different area to both the parish and the town.

Issue 9-19-11: Bowerhill Portal Road – Request for Bowerhill nameplate and white gates.

At the meeting it was noted the costs would not raise above the £3000 estimate.

Issue 9-22-13: DeHavilland Place and Dowding Way, Bowerhill. Request for footway extensions and drop kerbs. Now complete.

Issue 9-22-11: A350 Beanacre – Request for measures to control entry speed at North end of village: Gateway design underway.

Issue 9-22-22: Shaw Corsham Road – Traffic signal shutters: Awaiting staff resource.

Issue 9-19-9: Falcon Way/Kingfisher Bus Shelter. The Clerk informed the meeting that Bowerhill Residents Action Group (BRAG) were still chasing a response on the state of the verges on Falcon Way, following Heron Homes removing several trees and shrubs. The Clerk stated she had contacted Heron Homes in May for an update and had chased again earlier in the day. BRAG had indicated they wished to put something in the local press to highlight the issue about how unkempt a lot of the verges were.

Councillor Baines noted the verges between the bus stop and the A365 roundabout were unsightly since the removal of the vegetation. However, the land still belonged to Heron Homes and was not being maintained by Wiltshire Council, whereas the around area the bus stop did appear to still be maintained by Wiltshire Council.

New/Ongoing Issues:

Issue 9-23-7: Melksham various roads: request for Parking Review.

Councillor Baines clarified these were the new requests recently submitted by the Parish Council, however, these would be considered along with the other requests submitted some time ago (Issue 9-22-17). However, were awaiting details of the requests to be submitted by the Town Council in order to be considered in one Traffic Order.

i) Automatic Number Plate Recognition (ANPR) on Bus Gate, Semington Road (Issue 9-23-4). To note correspondence from Wiltshire Councillor Seed

Issue 9-23-4: Bus Gate at Semington Road: request for Camera Enforcement.

Councillor Baines noted Councillor Seed was taking up this issue. However, in recent correspondence to Caroline Thomas, Portfolio Holder for Transport at Wiltshire Council he had stated it was a condition of the Air Ambulance HQ planning consent the bus gate be moved, however, this was not the case. The Air Ambulance had requested it be moved, however, the costs associated with this, as provided by Wiltshire Council, were too high to justify their charity funds being used towards moving the gate.

It had previously been suggested the funding or some of the funding not used to fund highway improvements at the A350 pedestrian crossing near Townsend Farm could be used to move the bus gate, in order to cause less inconvenience to Wiltshire Air Ambulance and residents located on this part of Semington Road.

Councillor Baines asked if Members wished to highlight to Councillor Seed his comment regarding there being an obligation on Wiltshire Air Ambulance to fund moving the bus gate via a planning condition needed amending.

Councillor Glover noted buses used the access the other side of the bus gate without the requirement to unlock the gate, therefore sought clarification why the other users could not do the same, noting the gate was currently unlocked.

Councillor Baines stated a legal order was required to allow the Air Ambulance fuel deliveries to go through the bus gate and emergency vehicles. It was understood the farmer had a key to enable opening of the bus gate for farm machinery.

Councillor Patacchiola clarified the bus gate was effectively a short bus lane and therefore the rules for driving in a bus lane applied here. However, there can be an exemption list for certain users or those who may need access via a Traffic Order.

Councillor Glover sought clarification if authorised vehicles could use the open side of the bus gate.

Councillor Patacchiola clarified those who had authorisation had to use the bus gate lane, only emergency vehicles could use the bus lane itself.

It was noted Councillor Seed had suggested the Automatic Number Plate Recognition (ANPR) camera should be provided by Wiltshire Council and not the Local Highway & Footway Improvement Group (LHFIG), given Wiltshire Council will receive the revenue from fines.

Recommendation: To highlight to Councillor Seed his comment in correspondence to Councillor Caroline Thomas, regarding the obligation on Wiltshire Air Ambulance to fund the moving of the bus gate was incorrect.

ii) Speeding Concerns A365 Shaw Hill and Corsham Road (Issue 9-23-6). To note DfT Circular on Speed Limits

Issue 9-23-6: A365 Bath Road/Shaw Hill and B3353 Corsham Road – speeding concerns.

Councillor Baines advised that at the LHFIG meeting it was clarified roundels were not permitted within a 30mph speed limit, where there were street lights, for the same reasons as for repeater signs. They could only be placed at the entry points to reinforce the main signs.

Accesses along Bath Road would have been required to have sight-lines adequate for the 40mph speed of the road. Additional traffic flows were likely to cause bunching of vehicles and reduce overall speeds. It was restated at the LHFIG meeting that previous analysis of conditions concluded that a 40mph speed limit was appropriate and the most recent traffic count/survey did not show evidence of excessive speeds.

Councillor Baines highlighted a speed limit review, if the Parish Council requested one, would cost c£2900 and it was very unlikely to justify a change in limit and therefore would not be good use of resources. Therefore, this issue had been closed down and the criteria for speed limits supplied to the parish council and included on the agenda.

Councillor Baines queried if instead of 30mph roundels whether 'slow' could be painted on the road instead, as this was not a reminder of the speed limit per se and suggested making a request to Wiltshire Council for 'slow' markings to be installed.

With regard to sight lines being sufficient, Councillor Patacchiola sought clarification who was responsible for maintaining these, particularly at this time of year, as the sight lines were reduced.

With regard to guidance on speed limits, Councillor Patacchiola noted it classified the Bath Road section of road as rural, whilst up until where the speed limit changed, it is urban. As the road was classified as rural it put it in the most stringent speed restriction of 40mph, based on the fact the road is bendy and vulnerable users on the road. It was not considered urban because the entrance into the new development was just before the change of speed and then, it is not urban again until the beginning of Shaw village. Therefore, it would be useful to see why the new business centre at Bath Road was not considered urban and felt there had been material changes, since the speed limit was last reviewed. He did however, appreciate it was a very marginal case having read the guidance, and appreciated a request for a speed limit review might not succeed.

Councillor Baines suggested it would be worth discussing the issue with Councillor Phil Alford, as Wiltshire Councillor for both Shaw & Whitley and for residents of George Ward Gardens, particularly as residents of George Ward Gardens used the inadequate footway along this stretch of road, in order to access Shaw School. It was noted whilst improvements to some parts of the footway had been delayed, hopefully he would be able to influence the situation, given the concerns regarding the narrowness of the footway in places, which could be improved without spending vast amounts of money.

In respect of the accesses, Councillor Baines explained the landowners would be responsible for maintaining the visibility splays and if these were becoming obstructed, they needed to be raised on the Wiltshire Council's App.

Councillor Patacchiola highlighted that point 136 in the guidance might be worth reviewing and used as evidence for requests to Wiltshire Council in the future.

"136. In some circumstances it might be appropriate to consider an intermediate speed limit of 40 mph prior to the 30-mph terminal speed limit signs at the entrance to a village, in particular where there are outlying houses beyond the village boundary or roads with high approach speeds. For the latter, traffic authorities might also need to consider other speed management measures to support the message of the speed limit and help encourage compliance so that no enforcement difficulties are created for the local police force. Where appropriate, such measures might include a vehicle-activated sign, centre hatching or other measures that would have the effect of narrowing or changing the nature and appearance of the road".

Recommendation: To discuss the possibility of painting 'slow' on Shaw Hill, with the Highway Engineer, to ascertain if this was a possible solution, if so to see if this could be done informally or raised as an LHFIF request again.

b) To consider any questions raised at the LHFIG meeting for the parish council to respond to

i) To consider writing to Caroline Thomas, Cabinet Member for Transport, Street Scene and Flooding to progress waiting restriction requests

Councillor Baines sought clarification if Members wished to escalate the Parish Council's waiting restriction requests to Councillor Caroline Thomas, Cabinet Member for Transport given the Council's frustration some had been in the system for at over 3 years.

The Clerk informed the meeting she had spoken to the relevant Wiltshire Councillors regarding the frustration with this issue and the potential for the Council's concerns to be raised at a forthcoming Area Board meeting.

Councillor Baines noted it did not appear the Council's requests were progressing as quickly as hoped, despite the Parish Council stating they were prepared to contribute towards the costs, without the need to wait for Melksham Town Council or Semington Parish Council to submit their requests.

Recommendation: For the Clerk to have informal discussions with Highways to ascertain when the Parish Council's waiting restriction requests will be actioned and to escalate to Councillor Caroline Thomas, Cabinet Member for Transport to investigate, if a favourable response is not received.

41/23 To consider residents' requests for support by the Parish Council including requests for the Local Highways & Footpath Improvement Group (LHFIG) next meeting on 27 July 2023

a) To consider requests to change the 'No Entry for HGVs – Except for Access' signage on Westlands Lane (A350 End), due to HGVs using Westlands to 'access' sites along Westlands Lane

A resident of Westlands Lane had reported that he felt that HGVs were using the signage "Access only for HGVs" to give them access either deliberately, or by misinterpreting the signage. He requested a change in signage to "No access for HGVs".

Councillor Baines clarified the signage was a 'Weighting Restriction except for Access' sign at Westlands Lane and was the approved signage relating to access to properties and did not mean access throughout the whole lane. Therefore, felt it was an issue of Satnavs directing drivers via this route. It was unclear if

there was a way around this issue, as even if the Parish Council were able to get weight restrictions imposed, banning over weight vehicles on the railway bridge, there would be nowhere for HGVs to turn around.

Councillor Baines noted some of the HVGs were not necessarily accessing the battery storage facility on Westlands Lane, some were using it to access Whitley from Beanacre. The battery storage facility on Westlands Lane had been informed on several occasions to remind HGV drivers to use the Corsham Road end to access the site, with officers continuing to do this, if reports are received.

Recommendation: To discuss the issue with the Highway Engineer to ascertain if there is any alternative signage which could be installed.

The Clerk stated a late paper had been received from a resident of Westlands Lane requesting signage be installed reminding people to dispose of their litter responsibly, as well as the installation of a litter bin on Westlands Lane; and raised concerns about the state of the verge too.

Councillor Baines noted the verge on the Western side of the railway bridge had previously been cut by a local farmer, however, this land was now in the ownership of the solar farm and was no longer being cut on a regular basis. Residents used this piece of verge, as there was no footway on this section of Westlands Lane, but were now having difficulty as it was currently overgrown.

Councillor Baines queried if a litter bin was provided, who would empty it, given Wiltshire Council's policy was not to install new bins, with the responsibility lying with the respective town/parish council to install and empty new bins, unless an under used bin from elsewhere could be installed at this location. Concern was raised if Westlands Lane would be on a Wiltshire Council 'bin emptying route' given its remote location. It was also felt that a bin at this remote location could also attract more litter. Currently any litter dropped could be classed as fly tipping and therefore anyone doing this could be prosecuted.

Recommendation:

1. To request the solar farm company or their agent maintain the verge.
2. To not proceed with the request for litter signage or a new bin on Westland Lane.

- b) To consider a request for improvements to the verge outside a business on Lysander Road, Bowerhill and to note response from Highways following inspection of the verge in**

February

Following the concerns raised by a business owner on Bowerhill Industrial estate earlier in the meeting, members discussed how best to resolve this issue.

Councillor Baines noted that Wiltshire Council were still grass cutting verges which still had grass growing, however, if individual businesses were able to purchase/adopt the area in front of their premises, it could result in the grass cutting regime being confused and intermittent.

Recommendation:

1. To support the concerns and forward these to Wiltshire Council to ascertain if a solution could be found to the situation of churned up verges as a whole on Bowerhill Industrial estate. Various ad hoc means were being tried by businesses and this could do with looking at holistically with a consistent approach.
2. To assist the business in navigating to the correct people to talk to at Wiltshire Council with regards to any potential purchase/planning of the frontage for improvements.
3. To inform Councillor Holder (as local member) and Councillor Seed (as Chair of LHFIG) to make them aware of the situation.

c) To consider a request for improved line marking on A365 (Devizes Road) to enable safe maneuvering of vehicles onto Hornchurch Road, Bowerhill

Councillor Baines felt the current road markings were adequate and the issue was drivers turning right into Hornchurch Road not indicating or entering the right lane soon enough which was causing drivers behind them to try and overtake when they were turning right. It was noted there was a ghost island at this junction and therefore anyone overtaking at this point were breaking the law.

Recommendation: To not progress this request.

Separate agenda item as resident challenging the decision. Further correspondence in the agenda pack.

d) Proposed A350 Bypass (Standing Item): To note any updates since the last meeting.

The Clerk informed the meeting there was no update as was still awaiting the outcome of the M4 to South Coast Study, which was due to be published in the Spring.

42/23 Footpaths

- a) **To consider requesting CIL (Community Infrastructure Levy) funding held by Wiltshire Council is used to fund safe walking routes to schools.**

The Clerk explained that she had been to a recent training event where elsewhere in England parish/town council projects had been funded by the CIL element that their Local Authority had held, some from a grant scheme. Whilst that approach was not employed by Wiltshire Council it still may be worth approaching them for some of these funds. It seems that the "CIL 123 Infrastructure" list had just been replaced in May with a new "Wiltshire Infrastructure Funding Statement 2022 Appendix C Updated May 2023" which included new projects that would be relevant. Namely, "Infrastructure projects identified through the Local Highways and Footpaths Improvement Groups (LHFIG) that provide for pedestrian and cycle improvements. [NEW]" and "Since the previous Infrastructure List, new projects have been added to the List. The List can also be updated mid-year to reflect any new projects that need to be included and ensure that the Council retains an agile approach to the prioritization and allocation of CIL funding." The Clerk advised that she had calculated that Wiltshire Council had received some £5,598,644.67 in CIL from development in the parish of Melksham Without * and has passed on £693,385.71 to Melksham Without*

*Some passed to MTC following the Boundary Review

Recommendation: To request Community Infrastructure Levy (CIL) funding held by Wiltshire be used to fund safe walking routes to schools.

- b) **Footpath 107 leading from its junction with Path No 4, Murray Walk. To note additional information relating to the Public Inquiry to be held on 13 June at 10.00am.**

Councillor Baines informed the meeting he would be attending the meeting as a member of the public and, if possible, would speak to the application relating to the section in the town. With Councillor Doel attending the hearing on behalf of the Parish Council relating to the section of new path in the Parish.

It was noted Councillor Doel was not registered to speak, as anyone wishing to speak had to register within 7 days of receiving the official notification of the hearing some time ago and it was too late once the Council had considered the notification.

Councillor Baines explained he was also not registered to speak, but if there was an opportunity would do so, regarding proposals in the town, however both his private submission and the Council's submission on proposals had been forwarded to the Planning Inspector for their information.

43/23 Road Safety/Speed enforcement

- a) **To support and develop a strategy to improve road safety in the parish, maximizing the levers that the council have control or influence over.**

Councillor Richardson had produced an outline of a strategy, in order for the council to maximize the levers that the council had control or influence over with regard to road safety, following agreement at the Annual Council meeting to develop such a policy.

Both thanks and appreciation were expressed for the input of Councillor Richardson in producing a draft strategy. However, concern was raised the 'levers' available to the Council were extremely limited, as they were not the Highway Authority and therefore had to abide by the policy/criteria set out by Wiltshire Council. If the Parish Council wished Wiltshire Council to take a different stance they would have to do this via Wiltshire Council representatives.

Councillor Baines thought it would be useful to have something regarding highway safety, similar to the list of requests to developers for new developments; for an consistent approach to requests.

The Clerk explained Broughton Gifford Parish Council had employed a consultant to look at highway safety in the village who had produced a set of recommendations.

Councillor Baines noted it was unclear what the advantages of doing this were, as following the advice, several submissions were made to the Local Highway & Footway Improvement Group (LHFIG) for gateways, traffic calming measures etc, noting the Parish Council submit similar requests, without the need for employing a consultant.

It was noted a trial had taken place in Devizes at removing line marking in order to make drivers slow down, however, it was unclear what the outcome of this was, with a suggestion this could be investigated.

Concern was expressed that highway issues were complex and broad, with a lot of officer time required in formulating a strategy. It was also unclear what the outcome would achieve, particularly as the Parish Council already referred issues to the Local Highway & Footway Improvement Group (LHFIG) for consideration and also had various qualifying locations for both Community Speedwatch and Speed Indicator Devices (SIDS).

Councillor Patacchiola stated he understood the strategy was meant to be a high-level policy on things the Council would support, so there was some form of consistency, with what the Parish Council were able to do, in line with Wiltshire Council's own guidance. To develop

anything beyond this, such as a strategy to change how Wiltshire Council did things he felt, was further than the remit understood at the Annual Council meeting and would be a long-term plan and would take a long time to see action from it. It would also be difficult to change Wiltshire Council's strategy.

Councillor Shea-Simonds proposed the formation of a Working Party to look at the strategy in principle and report back to the next Highways Meeting, however, there was no seconder for this proposal.

It was noted at present, if a resident raised a highway safety concern that the Parish Council have been reasonably successful in requests submitted to LHFIC achieving safety improvements. Also, the Parish Steward had been engaged in getting vegetation cut back from narrow footways adjacent to the highway and highway safety/speed signage.

Recommendation 1: To refer this matter back to Full Council for consideration.

Highway Safety Concerns on Semington Road

Members appreciated the concerns raised by a resident of Semington Road earlier in the meeting, regarding the increase in traffic on and the level of speeding and their frustration developments were being approved along Semington Road without consideration for any mitigation against the increase in traffic.

It was noted in commenting on the various planning applications, that the Council had asked for traffic calming measures to be installed and/or funding for these. Community Speedwatch was also available in Semington Road, as well a site included on the speed indicator device (SID) schedule.

Councillor Baines explained with regard to the latest planning application for 144 dwellings on Semington Road (PL/2022/02749), the Parish Council had suggested there be a contribution for a safe walking route to the school at Pathfinder Place. The Parish Council had also noted the Section 106 legal agreement relating to Bowood View (16/00497) was required to provide a major financial contribution to improving the crossing across the A350. However, as Wiltshire Council had undertaken this work themselves, this financial contribution was still available and therefore, the Parish Council had asked for this to be used for highway measures in the immediate vicinity, particularly with regard to safe routes for pedestrians in Semington Road.

With regard to the concerns of the resident at the faded pedestrian crossing, it was understood, as part of the Section 106 Agreement relating to planning application (PL/2022/02749) for 144 dwellings, they had to refresh the line markings.

Recommendation 2: To re-emphasise to Wiltshire Council, the need for traffic calming on Semington Road for the safety of pedestrians and cyclists on the newly established cycle route.

b) To consider supporting the petition calling for 20mph outside Melksham Oak school

Councillor Baines asked if Members wished to support the campaign by both the Governing Body of Melksham Oak and Wiltshire Councillor Nick Holder, to reduce the speed limit outside Melksham Oak School to 20mph.

It was noted Wiltshire Council were showing support to implement the change in speed limit, if there was enough support from the community.

Recommendation: For the Parish Council to support the request for a 20mph speed limit at the beginning and end of the school day and during term time only. For the extent of the 20mph speed limit to extend to the end of The Spa, where the shared path is no longer segregated from the A365.

c) Speed Indicator Devices (SID)/ANPR Cameras

i) To note the new Wiltshire Council guidance on Speed Indicator Devices and ANPR Cameras.

Members noted the new guidance on Speed Indicator Devices and Automatic Number Plate Recognition (ANPR) cameras, which was particularly welcome.

ii) To receive feedback from Councillor Patacchiola on Speed Indicator Device (SID) Installation Training Course.

Councillor Patacchiola explained he had attended the Wiltshire Council training course for volunteers on speed indicator device (SID) installation, which had been quite informative and meant he was able to move a device, if necessary, and perhaps others could do, in due course, if they attended the course. However, he was happy with the current arrangement.

iii) To approve a quotation from Solagen to re-programme the device in line with Wiltshire Council's criteria and to note correspondence from Senior Traffic Engineer.

A quote of £180 (excluding VAT) had been received from Solagen to reprogramme one of the Council's speed indicator devices (SID) in line with current Wiltshire Council

guidelines. This would also prolong the battery life as it would not be activated at speeds below 30mph.

It was noted Councillor Baines had volunteered to drop off the device and collect it on the same day to save the high delivery and collection charge. However, Solagen had suggested leaving the device and collecting another day, with the Clerk stating this would be queried with them, having indicated previously, it would only take approximately 2 hours to do.

Recommendation: To approve the quotation and to reimburse Councillor Baines for his mileage costs.

iv) To note update on SID Data Pilot

Members noted the information regarding the speed indicator device (SID) Data Pilot which had recently taken place across Wiltshire with data being collected from town and parish councils in the pilot.

v) ANPR Survey. To consider a response to Wiltshire Council's survey

Whilst most of the survey related to sites outside the parish, suggestions for sites to be put forward for consideration were also being sought.

Recommendation: To put forward the following site suggestions:

- Semington Bus Gate
- Westlands Lane
- A350 Beanacre
- Western Way (A350). Crossing from Caravan Park to Lonsdale Gardens
- Semington Road, Berryfield
- A365 (outside Melksham Oak)
- Shaw Hill
- Corsham Road, Whitley

44/23 Roundabout Sponsorship

a) To consider a response from Melksham Town Council and to consider a way forward with regard to the Section 96 Licence for former 'Carsons Tyre' roundabout A350/A365 if necessary

The Clerk explained Melksham Town Council wished to take on all the roundabouts and seek sponsorship and maintain

them, but unfortunately did not have current capacity to take on this roundabout that was already planted and maintained.

It was noted the financial implications in carry on maintaining the roundabout were over c£2000 per year and a decision had previously been made to not continue with the Section 96 Licence and maintain the roundabout. However, it would cost £750 to take out the planting and return to grass as per the conditions of the Section 96 Licence.

Concern was expressed at having to remove the planting, in line with the conditions of relinquishing the Section 96 licence, given how established it was.

Recommendation: For the Clerk to speak to Councillor Holder, Cabinet Member for Environment & Climate Change, as well as the Highway Engineer, to ascertain if it was necessary to remove the planting and return to grass.

45/23 Wildflower Verges/Green Spaces

a) To note update on Bee Route proposals for a wildlife corridor along Semington Road.

The Clerk had passed information on the Wessex Water's Foundation Environment Fund to Howard Yardy, Wildlife Officer, Wilts & Berks Canal Trust. He hoped to apply in order to help with the Bee Route project, including the costs associated with obtaining a Streetworks Licence.

The Clerk explained enquiries had been made with the Council's grass cutting contractor who were happy to supervise the work on the highway associated with the project, however, they needed to clarify whether their insurers were happy with this arrangement.

b) To consider a request for different grass cutting regimes in order to encourage wildflower verges

Correspondence had been received from a resident concerned at the grass cutting regime on verges and the impact on wildlife. They also raised a concern the new trees recently planted in Berryfield Park had been damaged by grass cutting contractors, noting in other areas tree wardens were tasked to look after trees and asked if this was something which could be implemented in Melksham.

It was noted the resident had complained about the amount of grass cuttings left on the verge, however, this arrangement was part of Wiltshire Council's contract with their contractor.

The Clerk highlighted having looked at the photos of that trees provided, that the area in question was owned and maintained by Selwood Housing and not Wiltshire Council, however, officers could make Selwood aware damage had occurred.

With regard to the question relating to tree wardens, the Clerk explained she would put this on the June Full Council agenda for consideration.

c) To consider a request for a wildflower area on parts of the green to rear of Beverley Close, Bowerhill and to inform neighbouring properties

A request had been received from a resident of Bowerhill for parts of the green to the rear of Beverley Close, Bowerhill to be a wildflower area, as well as volunteering to repaint a bench located on the green.

The Clerk stated prior to making the application, the Council needed to have consulted with neighbouring properties within the vicinity, to make sure they were happy with the proposal and that no objections were received.

Councillor Harris explained he was happy to deliver any correspondence to neighbouring properties if approved.

Recommendation: To request Wiltshire Council leave parts of Beverley Close as wildflower areas (ie 2 cuts per year, cut & collect/compost on site where appropriate), as long as no objections are received from neighbouring properties.

d) Brabazon Way Project. To note update on Garden Licence and consider any next steps

The Clerk provided an update on this project explaining whilst Wiltshire Council were aware of the desire for a wildflower project on Brabazon Way and had removed from their maintenance list, unfortunately their contractor had recently cut the grass. The draft licence was still awaited from Wiltshire Council's estates team.

45/23 Weed Spraying. To note Wiltshire Council will not be undertaking weed spray this year. To consider undertaking an additional weed spray this year.

The Clerk explained the Parish Council had recently agreed to undertake one weed spray this year in the Spring, at the time it had been stated there would be no harm if Wiltshire Council undertook a weed spray as well in the Bowerhill area (only area covered by Wiltshire Council). However, Wiltshire Council had now confirmed that there were not weed spraying this year and

therefore sought a steer from Members if they wished to undertake an additional spray this year.

The Clerk informed the meeting that whilst the Council's contractor had been instructed to undertake weed spraying in the parish, this had not taken place as yet.

Councillor Baines explained it was quite late to be weed spraying, particularly given the dry weather, therefore, as it was taking place later in the growing season, there was no point in undertaking a second weed spray later in the year.

Recommendation: Not to undertake a second weed spray.

Meeting closed at 10.06pm

Signed.....
Chair, Full Council, 19 June 2023

Lorraine McRandle

Subject: FW: Highways Committee

From: [REDACTED]
Sent: 08 June 2023 08:50
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Highways Committee

Morning,
I sent that mail from my mobile so I didn't give much detail.

Basically Alan and Mark said that the current cross hatched area at the start and end of the turn off filter lanes (nicknamed ghost islands) acted the same as the solid white line and/or an actual traffic island. The excerpt from highway code shows that this is factually incorrect and in fact it leaves the decision of whether to drive on that area down to the discretion of the driver. Alan said that he didn't think that there was any alternative to reduce the "stupidity" of drivers. Well clearly from the highway code a white line would make driving on that hatched area not at the discretion of the driver but to prohibit it by law.

I feel that their response to tell me that I should indicate earlier, thus putting the burden on accident prevention on those who drive correctly, rather than those who are reckless, is somewhat condescending.

If the public cannot take this up with the County Council because it doesn't have the backing of the Parish Council based on councillors not knowing the highway code is, as you might imagine, extremely frustrating.

I wonder how they will feel when someone ends up on the wrong side of the road and ploughs into a car turning left out of Hornchurch.

I am happy to converse with them direct if you are ok with it.

Thanks.
M

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Wednesday, June 7, 2023 9:27 PM
To: [REDACTED]; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Highways Committee

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Hi [REDACTED]
Their recommendation goes to the Full Council on Monday 19th June, I will add this additional evidence to that meeting for when its considered.
All the best, Teresa

From: [REDACTED] >
Sent: 07 June 2023 21:26

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: Highways Committee

Hello both,

I was saddened to hear that my request to the highways committee was rejected.

On speaking to Alan Baines and Mark Harris they said that there was nothing that could be done because the cross hatching is already a prohibited area. On looking at the highways code they are both incorrect as per attached. The first sub point is what we have. It is not prohibited. The second sub point, which i requested to be considered, is prohibited.

How do I go about asking them to reconsider given their inaccurate reasoning? Do I have to put it to the next meeting?

Thanks,

M

THE HIGHWAY CODE



the line if necessary, provided the road is clear, to pass a stationary vehicle, or overtake a pedal cycle, horse or road maintenance vehicle, if they are travelling at 10 mph (16 km/h) or less.

Laws RTA 1988 sect 36 & TSRGD regs 10 & 26

130

Areas of white diagonal stripes or chevrons painted on the road. These are to separate traffic lanes or to protect traffic turning right.

- If the area is bordered by a broken white line, you should not enter the area unless it is necessary and you can see that it is safe to do so.
- If the area is marked with chevrons and bordered by solid white lines you **MUST NOT** enter it except in an emergency.

Laws MT(E&W)R regs 5, 9, 10 & 16, MT(S)R regs 4, 8, 9 & 14, RTA sect 36 & TSRGD 10(1)

Lorraine McRandle

Subject: FW: A365/Hornchurch Road junction

From: [REDACTED] >

Sent: 08 June 2023 10:54

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

Cc: Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; David Pafford <david.pafford@melkshamwithout-pc.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Subject: RE: A365/Hornchurch Road junction

Mark,

I think you need to refer to the Highway Code:

130

Areas of white diagonal stripes or chevrons painted on the road. These are to separate traffic lanes or to protect traffic turning right.

- If the area is bordered by a broken white line, you should not enter the area unless it is necessary and you can see that it is safe to do so.
- If the area is marked with chevrons and bordered by solid white lines you **MUST NOT** enter it except in an emergency.

Laws MT(E&W)R regs 5, 9, 10 & 16, MT(S)R regs 4, 8, 9 & 14, RTA sect 36 & TSRGD 10(1)

Last night Alan and yourself said that the hashed area is to prevent drivers from overtaking but from above you can see that it is slightly inaccurate. In fact it leaves the decision to the driver to proceed if they see the situation safe to do so. The alternative, which I asked for initially, is that a solid white line is provided which, as you see above, takes that decision away from the driver by prohibiting driving over that area.

There is nothing I can see in the highway code that treats hashed areas at a T-junction any differently to any other hashed area so the above stands. I welcome you correcting me if you have better information from a legitimate source.

Whilst I don't agree with your use of Wikipedia as a source for information pertaining to law it does actually point out precisely what I have asked for in para 7.3.

Whilst I agree with you both in your comment about not being able to legislate for stupid we can use the white line to make it an offence to do so. I do not agree with your comments that other drivers, who do abide by the rules, should adapt behaviour, somewhat contravening the rules of the road, in order to make it safer when a simple correction to the marking may have a positive impact.

Thanks,

M

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

Sent: Thursday, June 8, 2023 10:27 AM

To: [REDACTED]

Cc: Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; David Pafford <david.pafford@melkshamwithout-pc.gov.uk>

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

Subject: A365/Hornchurch Road junction

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

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Hi **Mark**

A quick Google search for "ghost island road markings" turned up this:-

[Traffic Signs Manual/Chapter 5/2009/7 - Wikisource, the free online library](#)

Might be useful in your conversations with the Highways engineer.

Para 7.3 is particularly relevant.

Regards,

Mark.

Cllr Mark Harris
Bowerhill Ward
Melksham Without Parish Council

01225 351444

07985 465824

mark.harris@melkshamwithout-pc.gov.uk

Lorraine McRandle

From: Stansby, Mark <mark.stansby@wiltshire.gov.uk>
Sent: 13 June 2023 10:45
To: Lorraine McRandle
Subject: RE: Speeding Concerns Shaw Hill

Hello Lorraine,

The painting of SLOW markings is an option which we can consider, if used sparingly.

Typically, these are painted to supplement an upright sign such as bend or junction warning signs, more often than not on high speed roads, and they should be used sparingly so not to dilute their effect. This said, they can be used as a stand-alone feature, so long as there is a clear and obvious need for them.

You are welcome to submit a fresh request for these, building up a case for their provision at each of the locations where you would like to see them installed.

I hope this is useful.

Regards,

Mark.

Mark Stansby
Senior Traffic Engineer
Highways

Wiltshire Council

Tel: 01225 713367
Email: mark.stansby@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
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From: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Sent: Thursday, June 8, 2023 3:12 PM
To: Stansby, Mark <mark.stansby@wiltshire.gov.uk>
Subject: Speeding Concerns Shaw Hill

Hi Mark

Hope you are well.

An update was provided at our Highways Committee meeting earlier in the week, on the outcome of the recent LHFIG meeting.

Members noted the issue regarding the painting of 30mph roundels on Shaw Hill had been closed (original request form attached), as to have these within a street lit area, the same rules applied as per repeater signs, in that the regulations prohibit their use.

At the meeting, it was agreed to seek advice on whether the painting of 'slow' on the highway was permitted instead

Please can you give some advice on this please.

Look forward to hearing from you.

Lorraine

Lorraine McRandle
Parish Officer
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Lorraine McRandle

From: Stansby, Mark <mark.stansby@wiltshire.gov.uk>
Sent: 15 June 2023 08:06
To: Teresa Strange
Cc: Lorraine McRandle
Subject: RE: Query on HGV access signage on Westlands Lane

Hello Teresa,

The signing provided at the Westlands Lane junction is quite old and it would not hurt for us to undertake a review, with a view to making the weight limit more conspicuous.

Feel free to submit a request for a review.

Regards,

Mark.

Mark Stansby
Senior Traffic Engineer
Highways

Wiltshire Council

Tel: 01225 713367
Email: mark.stansby@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Tuesday, June 13, 2023 1:17 PM
To: Stansby, Mark <mark.stansby@wiltshire.gov.uk>
Cc: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: Query on HGV access signage on Westlands Lane

Hi Mark

Just asking a question to see if there is anything we can request at LHFIG!

We have continual reports from residents of Westlands Lane that HGVs are accessing the lane from the A350. We have photographic evidence, and lots of wing mirrors knocked off etc.

We have raised as planning enforcement with the battery store site being developed, and with the substation and we don't believe it's all their traffic, but HGVs using as a short cut from Beanacre to Whitley or being directed by SatNav - or even deliberately misinterpreting the sign that says 'Weighting Restriction except for Access' as saying they are using it for access to where they are going – which is the on journey. We also ask the parish steward to keep the vegetation around the sign cut well back.

We don't think they can be banned entirely at the bridge, rather than just a weight restriction, as there is nowhere for them to turn around.
Is there any type of signage or something that we can request – I have been asked to ask you rather than submit a request that can't be fulfilled so as not to waste your time and/or clog up your LHFIF agenda.

Many thanks for the answer on the Slow signage on Shaw Hill, that was in a similar vein.
All the best, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
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Road Safety – a proposal for a MWPC objective in the next year

Proposal

“Develop a strategy to improve road safety in the parish, maximizing the levers that the council have control or influence over”.

Rationale

Road safety is a major concern of residents across the parish evidenced by concerns expressed on social media, the press, representations the Council Members and Officers and other face to face contact. Many of those residents are keen to see their council taking a proactive stance.

The levers that the council has control or influence over are considerable but there is a need to maximise the impact of any intervention, especially as there are constraints with regards to funding and national/WC policy.

There are a large range of levers available including above ground signage, road markings, speed limits, speed zones, CSW, SIDs, ANPR, police enforcement, road design, road condition (e.g. pot holes), driver and pedestrian visibility, pavement condition and size, street lighting, availability and condition of footpaths etc. These typically tend to be looked at individually, rather than collectively as part of a strategic approach.

A road safety strategy would support debate and decision making and provide a framework for discussion with developers, planning applicants, schools (e.g. Travel Plans), businesses, the public and all the other stakeholders.

Recognising that no single intervention will ever be a panacea, and even a collection of interventions will not irradiate road safety risks, the more the council can do to improve road safety, even marginally, is worth doing.

Being able to demonstrate a strategic approach to stakeholders will in itself be advantageous.

Inputs

There are a range of extant policies that have been developed by the Dept of Transport and unitary and parish councils, which should be considered including, for example:

- “Strategic Framework for Road Safety”, Dept of Transport, May 2011;
- “Wiltshire Local Transport Plan 2011-2026, Road Safety Strategy”, March 2011;
- “Swindon’s Road Safety Strategy”, Swindon Borough Council, June 2021;
- “Road Safety: A Guide for Councillors in England”, ROSPA, February 2019;
- “West Bergholt’s Traffic Safety – A Strategy for improvement”, West Bergholt Parish Council, July 2017;
- and many more.

It may be possible for MWPC to adopt or make reference to parts of these and others.

Outputs

The output from this objective in the first year might be a strategy, policy, protocol, a guidance document or a framework.

Using that output to inform interventions, consultation and decision making would be a powerful step forward.

Measurement

A document approved by Full Council on the recommendation of the Highways and Street Scene Committee.

Feedback from stakeholders.

Trends from traffic data collected through enforcement, SIDs (if appropriate), and public feedback etc.

PJR

May 2023

Teresa Strange

From: Teresa Strange
Sent: 02 June 2023 15:30
To: PassengerTransport
Cc: Buses at Wiltshire Council
Subject: RE: Wiltshire Bus Review Stakeholder Survey

Dear Bus Network Team

Thank you for this opportunity.

I am sure that Melksham Without Parish Council will want to contribute to this.

Are you able to send me a hard copy of the questions please, for them to consider in their agenda pack to form a corporate view?

I can't move on to the next questions in the survey without filling them in and then cut and paste, which is a bit laborious!

With many thanks,

Teresa

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

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From: PassengerTransport <PassengerTransport@wiltshire.gov.uk>
Sent: 02 June 2023 12:47
To: Buses at Wiltshire Council <buses@wiltshire.gov.uk>
Subject: Wiltshire Bus Review Stakeholder Survey

Dear stakeholder,

Wiltshire Council is currently reviewing the public transport services that it organises and as a key stakeholder, we would like to hear your views on the future of bus services in Wiltshire.

We would therefore be keen to know your thoughts on what our bus service priorities should be and how and where financial support should be focused, by completing our on-line survey. You can do this by clicking this link: [Wiltshire Bus Review - stakeholder engagement survey](#) .

Please note that **this initial survey is for stakeholders only**, so please don't share it with the wider public at this stage. We will be holding a full public consultation later this year, which will give our communities the opportunity to have their say.

The survey closes on **30th June 2023** and we look forward to receiving your responses from you by that date. However, if you experience any problems whilst completing the survey, please let us know by replying to this email or emailing buses@wiltshire.gov.uk .

Regards

The Bus Network Team at



Wiltshire Council's Passenger Transport Unit, County Hall, Trowbridge. BA14 8JN
Email: buses@wiltshire.gov.uk

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Wiltshire Bus Review

Stakeholder engagement survey

A third of bus services in Wiltshire are run by commercial bus operators - where the fares paid by the passengers have to cover the cost of the operation. Operators will determine the route taken, the times they operate, and the fares charged. These services tend to serve the busiest areas at the busiest times.

Commercial services are not viable in many areas and so Wiltshire Council contracts bus operators to provide supported bus services, which currently make up two-thirds of the bus network. The council currently spends £5.75m each year on funding bus services and so it regularly reviews expenditure to ensure it offers good value for money, while also meeting its Business Plan objectives.

Several factors have impacted the bus operators in recent years. The pandemic reduced bus use and changed travel behaviours, while driver shortages and costs of providing services have risen, reducing their viability. However, buses play a crucial role in helping to reduce carbon emissions while providing vital access to our communities.

Wiltshire Council published its Bus Service Improvement Plan in 2021, following the Government publishing its National Bus Strategy. The council has recently been awarded £2.1m by the Department for Transport (DfT) to spend on improving bus services in the county. The money will be spent on a range of improvements to encourage more people to use buses, as outlined in the council's Bus Service Improvement Plan.

Please complete this survey and let us know your views on the future priorities for bus services and how and where financial support should be focused.

About you

Your name:

Are you responding on behalf of a business or organisation?

- Yes
 No

Which business or organisation are you responding on behalf of?

What is your email address?

What is your telephone number?

Buses in Wiltshire

Do you think that buses play an important role in Wiltshire today?

- Yes
- No
- Don't know

Do you think that buses will play an important role in Wiltshire in the next 10 years?

- Yes
- No
- Don't know

For what reason(s) should bus services be provided in Wiltshire? (please rank in priority order, with 1 being the most important and 5 being the least important)

	1	2	3	4	5	6
Give travel opportunities for people with no alternative means of transport.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offer a more sustainable mode of transport that is better for the environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offer a choice to people who might not always wish to use the car.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Achieve a better use of available road space and reduce traffic and congestion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Getting to school or college	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commuting to and from work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Wiltshire Council's financial support for buses

Wiltshire Council financially supports about half the bus services across the country at a cost of £5.75m per year.

Should the council continue to financially support bus services?

- Yes
- No
- Don't know

If no, why do you think this? (tick all that apply)

- The cost too much money
- It shouldn't be up to the council to pay for this
- Money should be spent on other council priorities
- Other

Please state

Should the amount spent by Wiltshire Council on bus services increase, decrease or stay the same?

Note: Less funding would result in reduced bus services, with fewer buses and some services being withdrawn; more funding would see improved services, including new services and existing services operating more often or for longer periods. To maintain the same level of service, budgets will likely need to increase in coming years to take inflation into account. To increase support, we may need to increase fares, reduce subsidies or increase council tax, or take money from other council budgets.

- Increase amount spent
- Continue to spend about the same
- Decrease amount spent
- Don't know

What should be the main objectives of providing bus services? (please select five main objectives)

- | | |
|---|---|
| <input type="checkbox"/> The climate emergency (reducing emissions) | <input type="checkbox"/> Tackling congestion (reducing car travel) |
| <input type="checkbox"/> Providing travel for those people with no alternative travel options | <input type="checkbox"/> Getting to/from employment and training |
| <input type="checkbox"/> Getting to/from school or college | <input type="checkbox"/> Getting to/from places for personal business (such as optician, bank, Post Office) |
| <input type="checkbox"/> Getting to/from healthcare facilities (GP, hospital) | <input type="checkbox"/> Seeing friends and relatives |
| <input type="checkbox"/> Taking part in social activities | <input type="checkbox"/> Getting to/from sporting or community events |
| <input type="checkbox"/> Visiting the countryside or places of interest | <input type="checkbox"/> Getting to/from another transport service, such as train |

What makes a good bus service?

How important are each of the following characteristics to making a good bus service?

(please rate each between 0-5 where 5 is very important, 1 is not important at all)

Connections to rail, coach or other bus services	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Runs on weekdays (Monday to Friday)	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Runs Saturday	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Runs Sunday	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Runs throughout the day and evening	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Regular journeys (same time past the hour)	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Frequency (how often it runs)	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Times link to school or working hours	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Late evenings	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Choice of destination	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Journey time	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Directness of route	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Information on times and tickets	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Bus stop facilities	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Reliability	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Punctuality	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Low fares	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Value for money	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5

Easy payment method	1	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	5
Friendly and helpful driver	1	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	5
Comfort of bus	1	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	5
Information while travelling	1	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	5
Cleanliness of bus	1	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	5

How important is the provision of bus services at different times of the day/week?

(please rate each between 0-5 where 5 is very important, 1 is not important at all)

Weekdays

Morning before 7am 1 5

Daytime period 7am-7pm 1 5

Evening after 7pm 1 5

Saturday

Morning before 7am 1 5

Daytime period 7am-7pm 1 5

Evening after 7pm 1 5

Sunday

Morning before 7am 1 5

Daytime period 7am-7pm 1 5

Evening after 7pm 1 5

How important is each of the following types of bus services?
 (please rate each between 0-5 where 5 is very important, 1 is not important at all)

Local services within a city or town	1	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	5
Buses linking towns and/or cities	1	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	5
Rural and village bus services	1	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	5
School or college bus services	1	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	5
Direct buses i.e. a bus that goes to key places without the need to change	1	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	5
Community transport services, such as volunteer car service or dial-a-ride	1	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	5

What should be the minimum level of service provided on each of the following types of service on Monday to Saturday between 7am and 7pm?

Local services within a city or town

--Click Here-- ▼

Fixed timetabled bus service up to 6 journeys per day in each direction

Fixed timetabled bus service with a bus every 60 minutes

Fixed timetabled bus service with a bus every 30 minutes

Fixed timetabled bus service with a bus every 15 minutes

Buses linking towns and/or cities

--Click Here-- ▼

Fixed timetabled bus service up to 6 journeys per day in each direction

Fixed timetabled bus service with a bus every 60 minutes

Fixed timetabled bus service with a bus every 30 minutes

Fixed timetabled bus service with a bus every 15 minutes

Rural and village bus services

--Click Here-- ▼

On demand Uber style bus running up to 12 hours per day

Fixed timetabled bus service up to 6 journeys per day in each direction

Fixed timetabled bus service with a bus every 60 minutes

A mix of timetabled services where there is sufficient demand and on demand Uber style buses

What do you think the maximum cost of bus travel in Wiltshire should be for:

	£2.00	£4.00	£6.00	£8.00	£10.00
A single bus journey in a town or city?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A single bus journey from a village into a town/city (Less than 10 miles)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A single bus journey from a village into a town/city (10-19 miles)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A single bus journey from a village into a town/city (20 miles+)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	£5.00	£8.00	£10.00	£12.00	
A day ticket for unlimited bus travel across Wiltshire?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	£20.00	£30.00	£40.00	£50.00	
A week-long ticket for unlimited bus travel across Wiltshire?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Up to what age should young people be entitled to cheaper travel?

--Click Here-- ▾

- 14 years
- 16 years
- 18 years
- 20 years
- 22 years
- 25 years
- Other

Please specify

What fare level should apply to children and young people?

--Click Here--

- Two thirds of adult fare
- Half adult fare
- One third adult fare
- Free travel
- Other

Please specify

Are there any other groups of people that you think should be eligible for cheaper travel?

- Yes
- No
- Don't know

Please provide more details

How much importance should Wiltshire Council give to the following factors in deciding whether to subsidise a bus route?

(please rate each between 0-5 where 5 is very important, 1 is not important at all)

Overall usage of the service (passenger numbers)	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Overall cost of the subsidy per bus service	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Cost of the subsidy per passenger journey	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Availability of alternative bus or community transport services	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Size of population within 800 metres walking distance of a served bus stop	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Access provided along the route to facilities and services	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Journey purposes of those using the service (commuting, school, leisure, shopping etc)	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Levels of deprivation in the catchment population	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Car ownership levels among the catchment population	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
Risks of social isolation and exclusion	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5

Other considerations

Many bus services, particularly in rural areas, are likely to need some form of subsidy. Given the pressures on council funding, are there any other ways of funding bus services that could be explored in the future?

What benefits do buses present to your organisation or to those people you represent?

How can your organisation help support and promote bus provision in the future?

Do you have an interest in one or more specific bus services in Wiltshire?

- Yes
- No

Which Wiltshire bus service(s) do you have an interest in and why?

What one or two changes (if any) would you like to see made to the service(s) in which you have an interest?

Which part of Wiltshire is of interest to you? (Tick all that apply)

- North East Wiltshire
- North West Wiltshire
- Central Wiltshire
- South West Wiltshire
- Salisbury & South East Wiltshire

If you would like to make any other comments or suggestions about bus services in Wiltshire, please provide these in the box below.

Thank you for your response.

Teresa Strange

From: Teresa Strange
Sent: 08 June 2023 09:34
To: Nick.Holder@wiltshire.gov.uk
Subject: FW: Land at Falcon Way, Bowerhill

For info.....

I will put on the agenda for the June Full Council meeting, but will see what I can find out from Wiltshire Council officers in the meantime.....

Regards, Teresa

From: Teresa Strange
Sent: 08 June 2023 09:33
To: Stephen Bailey <stephen.bailey@heronland.co.uk>
Subject: RE: Land at Falcon Way, Bowerhill

Dear Stephen

Many thanks for this update, that's really useful.

We will look at as a parish council, including liaising with Wiltshire Council and will come back to you.

It won't be an immediate answer as it will need to go to a council meeting, so weeks rather than days for an answer (but not months!)

Kind regards,

Teresa

From: Stephen Bailey <stephen.bailey@heronland.co.uk>
Sent: 07 June 2023 17:49
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Land at Falcon Way, Bowerhill

Dear Teresa,

I apologise for not responding to your email dated 4 May which forms part of the string of emails below and having searched my computer found that it had been deposited in my junk folder which I have to admit I never check.

That having been said, our solicitors Osborne Clarke were again in touch with the local authority planning office in April 2023 to seek clarity on responsibility for the maintenance of those areas of land that remain in our title. To date our solicitors have not received any response but this is not unusual. We can only assume that any documents held by them indicate that the land in question should have been adopted or they do not have the time or interest in researching the matter which has been the position for several years.

Members of our company have had meetings to discuss this matter on several occasions but the local authority whilst stating they would review the matter; remain consistent in their refusal to correct any act or omission that resulted in the land not being adopted. It is therefore highly unlikely that any meeting at which we are represented would achieve very little.

The land in question is in our title a fact that has been known for several years and as such we have previously stated we would transfer the land to the local authority to correct what we believe was an error in the adoption process but they have refused to do so. However, should the Parish Council agree with the local authority they can adopt the land in our title and located in Falcon Way, Heron will subject to agreement and legal documentation transfer title to the relevant land for the sum of £1.

Kind regards,

Stephen Bailey

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 05 June 2023 12:15
To: Stephen Bailey <stephen.bailey@heronland.co.uk>
Cc: Nick.Holder@wiltshire.gov.uk
Subject: RE: Land at Falcon Way, Bowerhill

Hi Stephen
I hope that you are well.
Is it possible to catch up on where we are with your land ownership on Falcon Way please?
Many thanks,
Teresa

From: Teresa Strange
Sent: 04 May 2023 16:15
To: Stephen Bailey <stephen.bailey@heronland.co.uk>
Subject: RE: Land at Falcon Way, Bowerhill

Hi Stephen
Time has moved on, and I wondered if we were able to meet at all, with a representative from Wiltshire Council too? and have a chat about how to move forward.
I look forward to hearing from you.
With kind regards, Teresa

Teresa Strange
Clerk
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
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clerk@melkshamwithout.co.uk
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From: Stephen Bailey <stephen.bailey@heronland.co.uk>
Sent: 20 July 2022 09:05
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: Land at Falcon Way, Bowerhill

Dear Teresa,

It is sometime since you advised me that you were in discussion with someone who may be able to assist in regard to the Parish Council adopted the land HLD still have title too. Have these discussions progressed or do you now consider this impracticable.

At the moment we have not done anything regarding some residents initially asking if they could take possession of the land but will have to consider transferring title by whatever avenue is open to us.

In the meantime, we are considering with our solicitors asking the Council to remove anything which relates to the existing bus stop from our land such as the hard stand, bench and any signage if applicable as we do not hold insurance cover for the use of land in our title for such purpose. Obviously, the bus stop facility was placed on our land by one of the departments in the Council as they considered it had been adopted which was the intent of the parties concerned.

I look forward to hearing from you before we instruct our solicitors in regard to the removal of the bus stop.

Kind regards,

Stephen Bailey

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From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 02 December 2021 11:26
To: Stephen Bailey <stephen.bailey@heronland.co.uk>
Subject: RE: Land at Falcon Way, Bowerhill

Dear Stephen

We have received a few complaints ourselves about the trees being cut down, just for your info.

Our Wiltshire Councillor for Bowerhill, Cllr Nick Holder has asked if he can have your contact details, are you happy for me to pass them on?

I have had a couple of conversations too with highway and tree officers at Wiltshire Council about potential future land ownership – with a few different scenarios, and perhaps Nick is the one that could potentially pull something together.

Will keep you posted,

Kind regards, Teresa

Teresa Strange

From: Teresa Strange
Sent: 16 June 2023 12:09
To: 'Asma Shamim'
Cc: Marianne Rossi
Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Hi Asma

We have already done that, when the complaint came in, as we didn't realise that the vehicular access to the play area was over private land. We now have no way to do this without crossing grass, which is not ideal as what ever we will be bringing onto site will be heavy.

Regards, Teresa

From: Asma Shamim <Asma.Shamim@wellerslawgroup.com>
Sent: 13 June 2023 17:35
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Dear Teresa,

The Transfer grants you the right of access over the estate roads owned by the developer. There is no express right over a defined route.

Would you like me to carry out a highways search and also and Land Registry Search to establish ownership of the route you have marked red on the plan?

I look forward to hearing from you.

With kind regards

Asma Shamim



Asma Shamim

Partner

22a High Street
Great Bookham
KT23 4AG

Direct Dial: 01372 750103

Switchboard: 01483 284567

Email: Asma.shamim@wellerslawgroup.com

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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 12 June 2023 14:09
To: Asma Shamim <Asma.Shamim@wellerslawgroup.com>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: FW: Bowood View Melksham - Play Area & Village Hall.

Hi Asma
Just seeing if there is any response to this query please,
Kind regards, Teresa

From: Teresa Strange
Sent: 15 May 2023 13:25
To: Asma Shamim <Asma.Shamim@wellerslawgroup.com>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Good afternoon Asma
I wonder if I can check something with you please....
The legal transfer of the Bowood View play area included access for the parish council to maintain the play area, access for vehicles etc.
We have been on site at the end of last week and will be returning this week – to put in the tarmac path etc.
Our guys used the route as per the attached drawing, I have shown in red pen.
But we have had a complaint (every single day) from the resident at no. 8 – see land registry attached.
It seems that the access for vehicles to the play area – to the maintenance gates – is via private property and not adopted highway land, or the land belonging to the management company? In which case we can only access via the grassed area – which is not feasible?
If you could have a look and let us know that would be great, thankyou.
Regards, Teresa

Teresa Strange

From: Teresa Strange
Sent: 12 June 2023 14:04
To: Toby Mitchell; Jason Carnihan
Cc: Shona Holt; Richard Wood; Anne-Louise Pam
Subject: RE: Bowood View, Melksham, Notice Boards

Dear Toby
Thank you for your email.
I will take this to the parish council to consider and come back to you.

Re the play area, yes, you have discovered the issue we have been having with Bellway throughout the process, that the play area surfacing was not fit for purpose and are pursuing with Bellway still.
It is now inspected weekly by our caretaker, who is trained as a Playground Inspector, but we will highlight to him to double check.

With kind regards, Teresa

From: [REDACTED]
Sent: 12 June 2023 12:39
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; [REDACTED]
Cc: Shona Holt <shona.holt@melkshamwithout-pc.gov.uk>; Richard Wood <richard.wood@melkshamwithout-pc.gov.uk>; Anne-Louise Pam <alpam@afpartnership.co.uk>
Subject: Bowood View, Melksham, Notice Boards

Good morning Teresa,

I hope my email finds you well.

I am contacting you today regarding the below (copied from your email on 22/5/2023):

There are noticeboards that have appeared that AF have the keys for apparently; which you have let me know are for info about the historic line of the Wilts & Berks Canal Trust. We knew that this was in the original planning application, but removed at the Reserved Matters detailed stage. So, no one ever informed us they were coming; and the Wilts & Berks Canal Trust have produced their own, and waiting for confirmation that they are ok to install along the historic line. They aren't going to fit in the ones AF have provided. We also have a parish council noticeboard already on the side of the village hall and the village hall have their own too in the entrance. The canal ones suite it with others along the length of the old canal in other towns in Wiltshire, and are 2ft x 3ft mounted on wooden posts. I have attached a map they have marked with the locations that they think they should go and a copy of the map etc (I think they are still up in the "small bit" of the village hall. So, we are looking for permission to install the signs made by the Wilts & Berks Canal Trust, and don't know what you want to do with the ones that AF installed?

Jason and I have been in discussions over the past few weeks.

As you know, the existing white signs mysteriously appeared one day, they were installed by Bellway and we didn't know anything about them.

The signs are somewhat unsightly and we have had complaints about them. We have been in touch with Bellway requesting the removal, as you explained to us the requirement for these signs was removed from the planning application at the Reserved Matters stage.

Bellway have refused to remove the signs; to be honest with you, we were not surprised by this, however it does mean that if they are removed it will incur a cost.

As a result of this, we do not believe it fair on the residents of the Bowood View development to have to pay to remove the signs. We have a few options which we are happy to consider:

- Wilts & Berks Canal Trust are welcome to utilise the existing signs, they are already in situ and no groundwork will be required.
- We are happy to gift the existing signs to Melksham Without Parish Council, for you to re-use in future projects as they are surplus to requirements. You would need to arrange the removal and make good the ground.
- The existing signs stay in situ and we do not proceed with the Wilts & Berks canal Trust signage.

We cannot give authority to simply install the additional signs. A resident commented in our recent resident's meeting, that we will end up having signage everywhere. Both Jason & I agree with this sentiment. As residents, we do not want to be looking at big signs and noticeboards at every angle.

This is not an ideal scenario, however we are already dealing with complaints over the existing signs, so we cannot authorise additional ones.

Have a discussion over this at your end and let me know how you might like to proceed - I think we've given a few decent alternatives, so hopefully we can all come to an agreement to benefit all.

On another note, the ground inside the park (the rubberised material), is cracking and splitting in several areas, and I am concerned that it is becoming dangerous. Please can you arrange for somebody to take a look at it as a matter of urgency and assess? Regarding the dead trees inside the play area, the Bowood View management company will not accept any liability for these, as we are not and have never been responsible for the park.

Kind regards,

Toby.

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 22 May 2023 15:08
To: [REDACTED]; [REDACTED]
Cc: Shona Holt <shona.holt@melkshamwithout-pc.gov.uk>; Richard Wood <richard.wood@melkshamwithout-pc.gov.uk>; [REDACTED]
Subject: RE: Request for play area surfacing to be allowed on our land in future years

Hi Jason and Toby (copy to Keith)
I am sorry that I have not got some notes to your before now, my apologies.

As you are aware, no one from Melksham Without Parish Council is able to attend your residents meeting tonight, as it's our Annual Council meeting at 7pm.

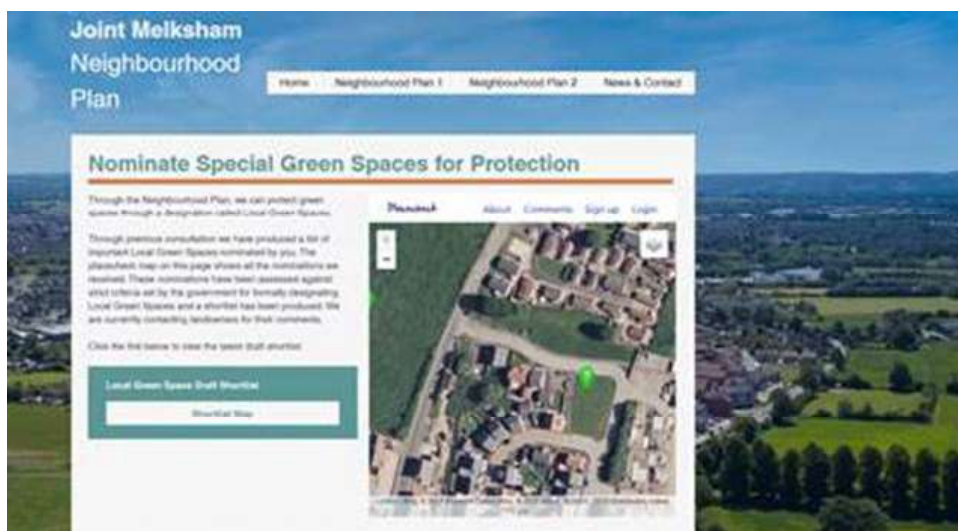
So, just thought it was worth confirming a couple of things that might be useful.

1. The play area is now open. Bellway did offer to replace the hoggin path with tarmac as a goodwill gesture, but had not done to date, as said that they would only do once the parish council legally owned it. We have been in that situation since the end of April and they then said that it would be at least 12-16 weeks, and to be honest the parish council were still not convinced. We found 3 different contractors that could do it the following week. So the parish council did that at their cost. When the hoggin was dug up it was discovered there was only a sprinkling of Type 1 sub base, and the path had basically been laid on wet clay. We have since laid a proper sub base, so it meets the correct standards and finished the edges properly as they were wooden, and now has concrete kerbs. In addition some safety surfacing has been installed under the teen shelter, as this was identified by ROSPA (Royal Society for Prevention of Accidents) as an "8" amber, medium risk. Bellway refused to implement this. So far, that's just over £11k spent. Whilst on site, and the path edges being done, we were able to see under the safety surfacing, and the contractors didn't like what they saw. The parish council are looking at that tonight. When the parish council replace the surfacing, which may be now, or in years to come, the question to you was whether you would be happy if the surfacing went past the fence, to technically it was on "your" land – the last email I sent to you. Which you were both happy with.

The parish council now own the play area, and will maintain it. They will cut the grass and empty the bins INSIDE the play area. The bins will be emptied fortnightly, and weekly in any period of school holidays. I will be contacting Alex Faulkner about the 3 dead trees in the play area, as Bellway are not interested.

2. As part of the Neighbourhood Plan process one of the green spaces in the development has made it through to the short list to be designated a Local Green Space. There will be a formal consultation of the Neighbourhood Plan (currently planned for July) and that will include the shortlist of sites, so residents will be able to comment then. You can see more here, but I have screenshot the site for ease:

<https://www.melkshamneighbourhoodplan.org/local-green-spaces>



3. We have the necessary agreement from the planning department at Wiltshire Council for a patio/terrace outside the patio doors to the village hall – facing the picnic benches and green space etc. We need to get a specification up together and then go out for quotes to do that work, and perhaps put a gap in the planting to create easy access between the green space and the patio. This was something that we wrote to all the residents about.
4. With regards to the 144 houses at the adjoining site, that received its Reserved Matters (the detailed layout etc) planning permission a couple of weeks ago. David Wilson have offered the parish council £20k to put in a footbridge. Wiltshire Council own the brook, and are happy for it to happen in principle, as are David Wilson the other side of the brook. As you know, we wrote to all the residents at Bowood View, and 2/3 raised concerns, but the parish council took that as the 145+ dwellings who did not respond didn't have a problem with it. We had a few responses thinking it was a good idea too.

This is the condition added to their planning permission: “Notwithstanding the submitted detail, the developer shall use all best endeavours to support Melksham Without Parish Council (or other parties) in the delivery of a future footbridge crossing over the brook to the north of the application site to link the development site with the ‘Village Hall’. This informative is based on the commitment expressed by the applicant to enter into a separate agreement with Melksham Without Parish Council if required to bring about the enhanced pedestrian connections, most of which extend beyond the site parameters.”

Here is the planning application details for any that want to have a look:

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z0000183Go5AAE/pl202202749>

5. The village hall has a charitable trust in place, with a lease for 125 years on a peppercorn rent. The parish council transferred it to the Trust at the end of Feb. You can see all the details for the hall here, and how to book, and see on the online calendar how popular it is. <https://hallbookingonline.com/berryfield/>
The PV battery was commissioned a couple of weeks ago, and that is the last item outstanding for the build. There will be a defects meeting in early September at the end of the first year.
6. There are noticeboards that have appeared that AF have the keys for apparently; which you have let me know are for info about the historic line of the Wilts & Berks Canal Trust. We knew that this was in the original planning application, but removed at the Reserved Matters detailed stage. So, no one ever informed us they were coming; and the Wilts & Berks Canal Trust have produced their own, and waiting for confirmation that they are ok to install along the historic line. They aren't going to fit in the ones AF have provided. We also have a parish council noticeboard already on the side of the village hall and the village hall have their own too in the entrance. The canal ones suite it with others along the length of the old canal in other towns in Wiltshire, and are 2ft x 3ft mounted on wooden posts. I have attached a map they have marked with the locations that they think they should go and a copy of the map etc (I think they are still up in the “small bit” of the village hall. So, we are looking for permission to install the signs made by the Wilts & Berks Canal Trust, and don't know what you want to do with the ones that AF installed?

I think that is all for now, I am in the office before the meeting tonight if you have any questions, please call my mobile 0744 3220329 rather than the office number as it will go straight to answer phone at that time.

Have a good meeting,

With kind regards, Teresa

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

Want to keep in touch?

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

On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

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From: [REDACTED]
Sent: 10 March 2023 18:24
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: [REDACTED]
Subject: Re: Request for play area surfacing to be allowed on our land in future years

Teresa,

Happy to meet up but we're are planning to arrange another resident association meeting, well Kieth is going to arrange it. I assume you will be asked to attend as there maybe some park questions. We could catch up then if you like.

Jase.

On 10 Mar 2023, at 09:40, Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote:

Hi both

Sorry to raise expectations...

We have been unable to convince Bellway that this is what they should have done in the first place, it was agreed at a meeting some years ago with the play company and Bellway at the time.

So, we are just making sure that the legal land transfer of the play area means that we can do it in the future, when we come to replace the safety surfacing at the end of its natural life, or if a repair is undertaken for example, so not an immediate thing.



Two interpretation boards are proposed to go at locations marked with a red dots above, on the grass verge midway between the hedge and the kerb line.

THE CANAL IN THE PAST

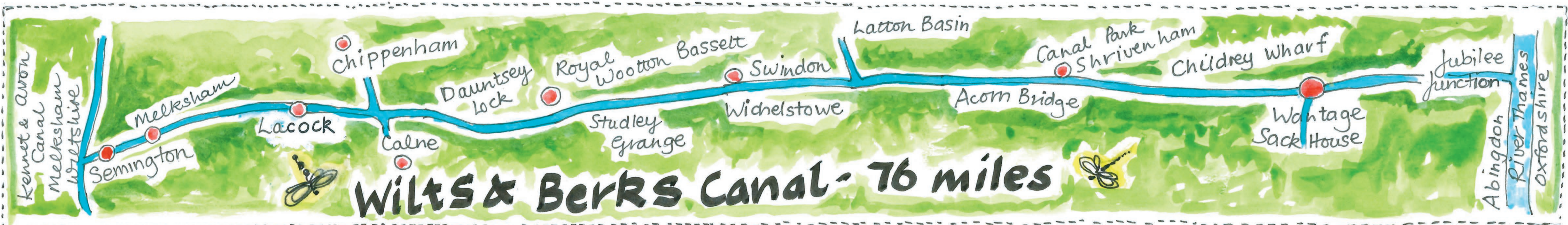
Opened in 1810, the canal carried freight, stone & coal from the Somerset coalfields to the Thames at Abingdon & on to London. The canal enabled Brunel to choose Swindon for his works, but the railway's success took the canal's trade and it was abandoned in 1914. Since 1977 our volunteers have restored many structures and have rewatered several sections, especially at Pewsham, Royal Wootton Bassett and Swindon.

THE CANAL TRUST TODAY

The current restoration in Swindon through Wichelstowe and the advent of a crossing under the M4 are game-changing, tripling the length in water and opening the door to linking Swindon to Royal Wootton Bassett by water, towpath & cycleway. The Melksham Link, outlined here, is the second biggest restoration project for the canal, adding almost as much again to the length of canal we have in water. Ultimately we will be part of two 'cruising rings', shown in the small map linking Melksham to the Thames in two places.

PLANNING FOR THE FUTURE

The Trust has over 2000 members and a new management structure but needs to grow more to achieve its aims to create a blue-green corridor & bring economic, environmental and wellbeing benefits to all our communities. Swindon will be the hub of a Southern Canals network comprising two 'cruising rings' connecting with England's 2,000 miles of waterways.



A canal used to run along the line of this straight stretch of Telford Drive. It was built in the 1790s to transport freight across southern England before the railways arrived. It was called "The Wilts & Berks Canal" and ran from the Kennet & Avon Canal at Semington to the River Thames at Abingdon, with connections to Chippenham, Calne and Lechlade.

The Wilts & Berks Canal Trust was formed in the 1990's with the aim of restoring this canal to become part of the network of waterways across England to provide leisure facilities for all. In the 1970's, boundary changes meant that large parts of Berkshire became Oxfordshire but the name "Wilts & Berks" prevailed!

The old waterway went through the middle of Melksham but is not restorable because since the canal was 'abandoned' in 1914, a lot of new buildings arrived on the old line. There is still plenty of evidence of 'Melksham's Lost Waterway' if you know where to look. Faced with this problem, the Trust has proposed a new route using a stretch of the River Avon, and the 'Melksham Link' will hopefully soon be built to connect the K&A at Semington to Forest Farm north of Melksham where the old canal can be restored.

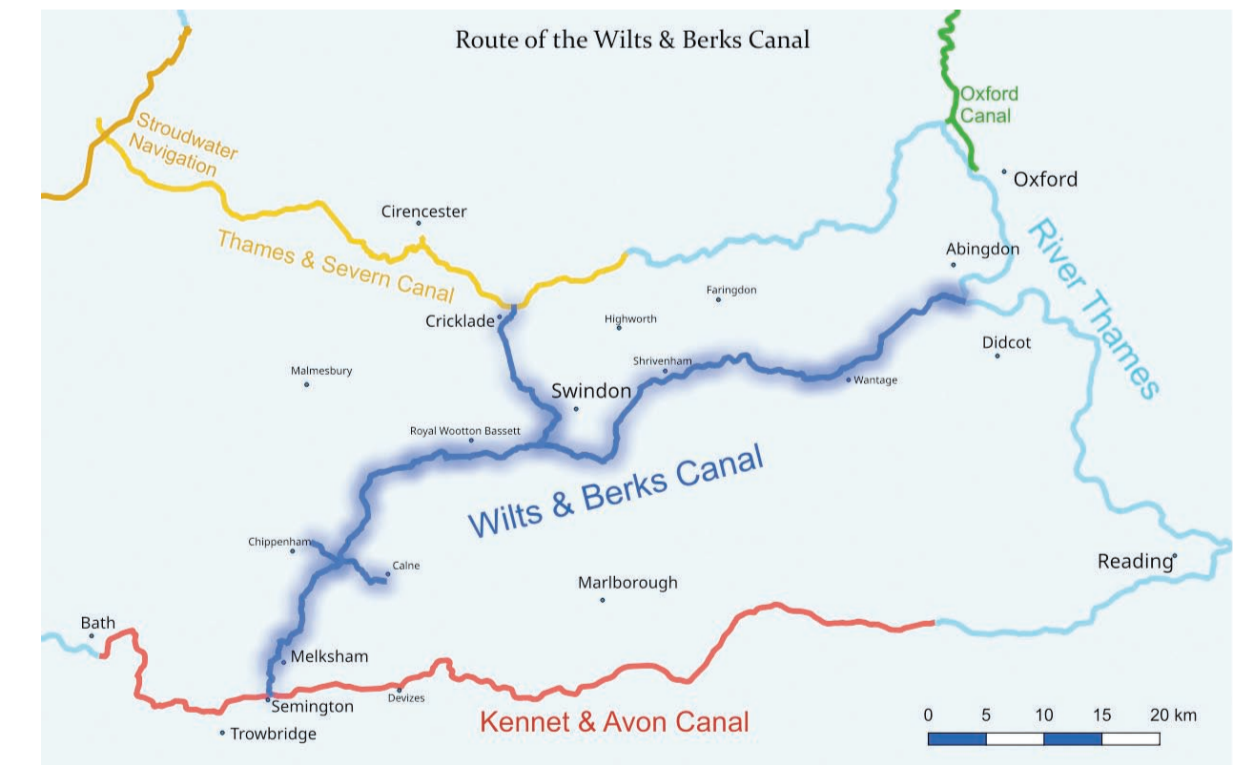


WILTS & BERKS CANAL TRUST

The Wilts & Berks Canal Trust is a charitable organisation working to preserve, conserve and restore all 70 miles of the route of the Wilts & Berks Canal.



To find out more visit www.wbct.org.uk



Melksham Wharf

Membership

- Volunteering opportunities for all
- Regular meetings and updates
- Maintain your local stretch of canal
- Project is the longest and most complex waterway restoration in the UK today
- Conservation of our natural species
- Be part of something special!



Semington Junction

Nature

- Biodiversity is at the heart of everything we do
- Conservation of wildlife is increasingly important in the 21st Century
- Canals and their associated vegetation alongside provide a protected environment for innumerable species, both in and alongside the water.
- They offer unique 'wildlife corridors', especially into suburban and even urban areas.



Melksham Forest Lock

Leisure

- Most canal users are NOT in boats, but boats bring travellers - and their money to spend locally!
- Towpaths are ideal for walking and cycling, because they are level. This brings health benefits to all
- Canals are popular with anglers
- Other wildlife such as herons, kingfishers, water voles and even otters make the environment attractive & relaxing to visit.

Wilts & Berks Canal Trust • The Wilts & Berks Canal Trust is a charity registered with the Charity Commission no. 299595 and a company limited by guarantee. Registered in England and Wales no. 2267719.

Registered address: Dauntsey Lock Canal Centre, Dauntsey Lock, Chippenham SN15 4HD • Email: info@wbct.org.uk

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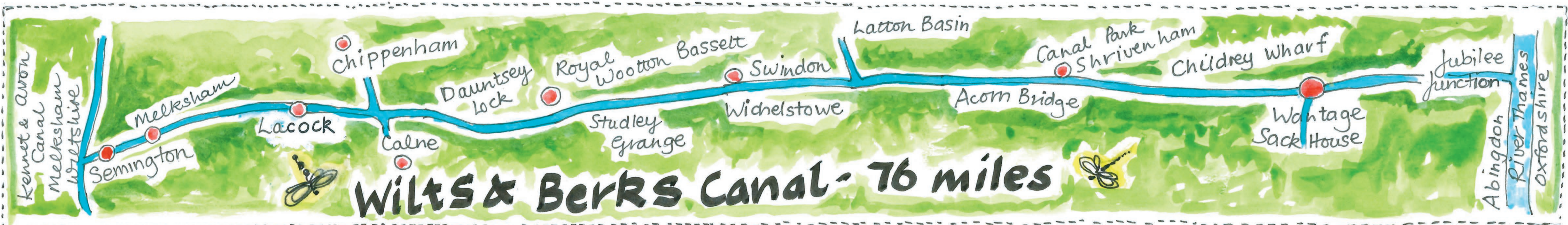
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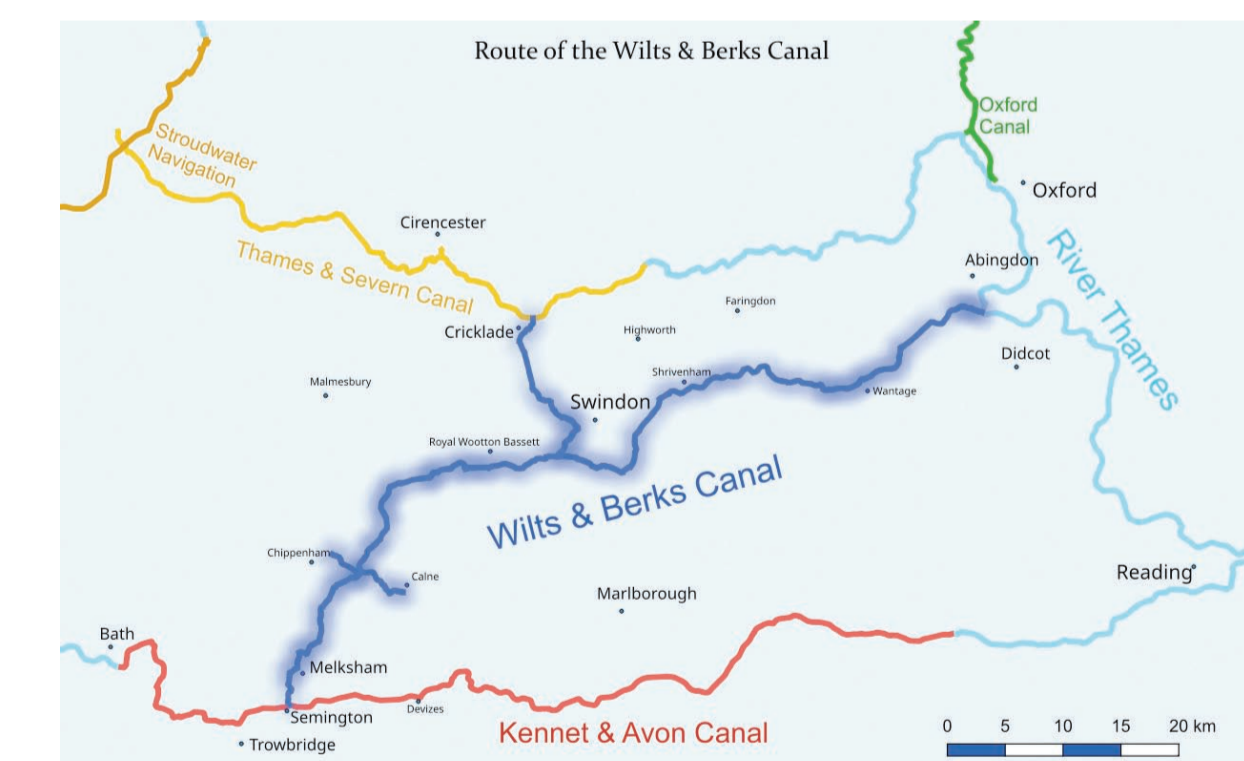


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Lorraine McRandle

From: Teresa Strange
Sent: 14 June 2023 10:37
To: Lorraine McRandle
Subject: FW: Melksham House briefing

Importance: High

From: Rogers, Richard <Richard.Rogers@wiltshire.gov.uk>
Sent: 14 June 2023 09:44
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Melksham House briefing
Importance: High

Hi Teresa

Please see below the briefing / press release that will be going out today regarding Melksham House. Just wanted you to be aware of this before the press etc.

Hopefully see you later this evening.

Richard

Update on future use of Melksham House

We wanted to provide you with an update on the future use of Melksham House.

We can confirm that Melksham House will soon be a school to pupils with Social, Emotional and Mental Health (SEMH) to help address a need for more SEND places in Wiltshire.

It is expected to open next year as a primary school for SEMH needs (aged 4-11), as well as an alternative provision for children and young people up to 19 years old. We have commenced the process to find a provider to deliver education for Wiltshire learners.

No specific timeframe can be confirmed on when precisely the school will open, but we will share more details soon.

The new school is part of an expanding network of places for young people with SEND across Wiltshire to help meet growing demand and ensure all young people have an opportunity to thrive.

Melksham House will meet the need for specialist education for learners in West Wiltshire. It offers more children and young people the opportunity to have their specialist education needs met closer to home, within Wiltshire.

This follows an earlier announcement from us that there will be a 130-pupil school in Wiltshire for SEND and the development of the free school at the SAIL academy in the south. Silverwood School is also having an additional investment to extend the existing campus to provide a high-quality provision for 350 pupils.

The proposal will bring the site back into use for a key social need. Our business case estimated that there will be significant annual revenue savings in the process, meaning money can be re-invested into key services.

This project marks another significant investment into Melksham, following last year's opening of the hugely popular Melksham Community Campus. We have formally notified Melksham Town Council of the plans and will also look to have constructive dialogue with them soon on the future of the old Blue Pool site.

Initially we were planning to convert Melksham House into office and community space but given there is a significant demand and need for this type of school across the county it was decided this approach was the best value for money option, which follows a period of due diligence.

We are looking at long term provision across the county which will meet need and we're pleased we can turn this Melksham landmark into something which is truly inspirational and will provide an amazing space for all pupils.

We'll keep you updated.

Andy Brown

Corporate Director Resources & Deputy Chief Executive (S.151 Officer) – Wiltshire Council

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Use of council-owned land for environmental mitigation Briefing Note No. 23-01

Service : *Estates & Development*
Further Enquiries to: Mike Dawson, Head of Estates & Development / Lynn Trigwell, Head of Natural & Historic Environment
Date Prepared: 05/09/2022
Direct Line: (01225) 713250 / (01225) 718479

EXECUTIVE SUMMARY

The council, in its capacity as landowner, is considering the best way to make use of its land to assist with environmental mitigation, help deliver the goals of the Green and Blue Infrastructure Strategy and support the objectives of the Climate Strategy and two initiatives have been drawn up:

1. **Environmental Mitigation Land Review** – A review of green spaces and rural estate to determine opportunities to make improvements, including pilot schemes
2. **Town and Parish Improvements on Wiltshire Council Land** – A process to enable town and parish councils to plant trees on Wiltshire Council land

This Briefing Note sets out some basic details of each proposal and actions being taken by officers to progress them.

There are a range of projects already in progress elsewhere in the council that Members are likely to be aware of. These include the:

- Zero Emission Council House Build Programme
- Housing Energy Efficiency Programme
- Carbon reduction programme
- Trowbridge Bat Mitigation project – To mitigate recreational pressures from new developments around Trowbridge through the creation of Suitable Alternative Natural Greenspace (SANG) and the loss of bat habitat through woodland and hedgerow planting funded by developer contributions.
- Maintenance of amenity space reviews

The briefing note introduces further measures to assist with environmental improvements through the use of land owned by the council.

Firstly, the council is undertaking a council-wide review of land to consider alternate uses with a supporting Asset Management Framework. Secondly, it will look to enable town and parishes to plant trees on Wiltshire Council land, where appropriate along with any necessary conditions.

1. Environmental Mitigation Land Review

The council has a large land holding: rural estate land of circa 1900 hectares and public open space and amenity land of circa 400 hectares. This could provide significant opportunities to undertake environmental improvements enhancements that attract new funding that could in turn reduce maintenance and management costs. Existing amenity uses and other future opportunities need to be considered at the same time to ensure the maximum benefits are secured from these natural capital assets.

With the council having to meet best consideration / value legislation, as a landowner it must factor in a financial return from any initiatives to cover costs of implementation and management. The aim of the review is to create a place in the wider market to sell credits or generate income that covers the costs of implementation / management into the long term. The review will identify self-financing opportunities and avoid projects that could become a revenue burden for the council.

The possible opportunities include:

- Nitrogen and Phosphorus mitigation to offset new developments in protected areas.
- Biodiversity net gain for:
 - Woodland
 - Wetland
 - Grassland
 - Hedgerows
 - Rivers
- Nature-based solutions for:
 - Carbon offsetting / carbon capture / carbon sequestration
 - Water management – drought and flood improvements
- Green energy production
 - Solar energy generation
 - Bio-mass fuel growth
 - Wind energy generation
 - Battery storage, independent of other energy generation
- Nature Based Air Quality Improvement and Climate mitigation
 - Tree planting to improve air quality, provide shade and reduce urban heating during summer months.

Not all opportunities will be self-financing, and the staged approach, which will consider resource requirements and priority, are likely to reduce the number of feasible opportunities significantly.

For each of these initiatives the council has established the technical implementation requirements, as follows:

- Description of Environmental Initiative – A brief scoping description
- Qualifying Features – Relevant issues with minimum or essential requirements
- Ideal Land Allocation – Details of the size or features of land that would be needed.
- Funding – Outline funding opportunities – income generation, invest to save or grant funding options.
- Alignment to council objectives – non-monetised benefits e.g., improved mental and physical health.
- Community engagement – summary of the role the community may play in delivering and managing any schemes, including funding

In addition to looking at initiatives in isolation, the opportunity to have multiple benefits (stacking) will be explored. An example may be undertaking a bio-diversity net gain scheme but also being able to benefit from the carbon capture and conservation grazing.

Implementation initiatives on council land will follow these stages:

- **Stage 1** – Develop a set of mitigation initiatives, including drafting an Asset Management Framework
Progress – Ethos Environmental Planning have been engaged with establishing the initiatives. The Framework was presented to and approved by Cabinet on 13 December 2022. This included the definitions necessary to allow for stage 2 to start.
- **Stage 2** – Determine which mitigation initiatives may be possible on council land, with a corresponding long list of sites.
Progress – Ethos Environmental Planning have been engaged to carry out a map-based review and have provided this long-list.
- **Stage 3** – Develop a shortlist of sites, through internal review, for inclusion in the mitigation framework, including alignment to council objectives (non-monetised benefits). This will factor in any existing use, availability of land, alternate opportunities, and financial impacts. It is anticipated this will be concluded by the end of 2022/23.
- **Stage 4** – Develop business cases for selected sites. This will include stakeholder engagement and consultation.
- **Stage 5** – Deliver mitigation initiatives

Pilot Schemes

The council will be exploring a number of pilot schemes to help inform Stages 4 and 5 of implementation. These will test a number of the initiatives proposed in order to improve understanding of the role of stakeholders (including community groups) in the development and management of the initiatives and determine the process to sell any credits generated.

The pilots will have stakeholder engagement throughout their development, including local elected members, town or parish councils and local community groups. The council will be assisted by external support from a technical perspective.

The aim is to establish proposals by the end of April 2023, with implementation to follow.

Engagement

The development of this review includes a number of internal departments, including climate, grounds maintenance, estates, FM and natural environment and will take a collaborative approach to implementation and management.

There will be external engagement at various stages as it is recognised that community and town/parish involvement is key to making schemes a success.

2. Town and Parish improvements on Wiltshire Council land

There is a growing desire for town and parish councils, and community groups, to be involved in environmental enhancements that support biodiversity, and the council will be exploring opportunities for their participation through a range of initiatives and strategies. This ranges from tree planting through community gardens to wildflower planting.

In many cases their ability to do so is limited by the land they either own or are in control of. With the extent of Wiltshire Council's land, there is a role for it as landowner to enable third parties to carry out improvements that help deliver a range of wider national and local objectives.

To ensure there is longevity to proposals, the relevant town or parish council will be involved in the discussions. Any applications for use of Wiltshire Council land will only be accepted from town or parish councils, ensuring any community group would have their respective council's support and buy-in.

The council will create an application process for town and parish councils to apply to use Wiltshire Council land, followed by an internal review. Approvals will be documented either through transfer of land to parish councils, where appropriate, or the grant of licences for future maintenance.

Those agreements will include terms for the town or parish maintenance and factor in an ability for Wiltshire Council to make use of carbon capture, on a proportional basis, through enabling its land to be used.

Engagement with town and parish clerks will be undertaken before formal implementation of the proposal.



Web: www.wiltshire.gov.uk

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Lorraine McRandle

Subject: FW: Grass cutting

From: [REDACTED]

Sent: 05 May 2023 20:15

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Richard Wood <richard.wood@melkshamwithout-pc.gov.uk>; towncouncil@melksham-tc.gov.uk

Subject: Grass cutting

Dear Teresa

There are 4 newly planted trees on the green at the junction of Berryfield park and Berryfield lane. Three are now dead and the remainder is likely to die following being ring barked as a result of strimming by contractors grass mowing today.

This has happened in the area in previous years on newly planted trees. The grass cutting has taken away all wildflowers (food for wildlife) and the daffodils have been mown off. This will result in the bulbs failing to get the necessary nutrients to produce flowers next year.

Why are we paying these people to ruin our environment?

We have friends in other towns where they act as volunteer tree wardens and are provided with equipment to maintain the health of newly planted trees on Road verges. Who is doing this in Melksham? Hundreds if not thousands of pounds wasted on trees that are neglected to death.













I don't

know if it is the same contractor but you can see that the picture I took of the verge at Semington Road near to the A350 roundabout was full of wildflowers 2 days ago and the second picture shows the state of the verge today. No consideration for wildlife just mindlessly mown! At least they left the daffodil foliage!

Can the councils at Melksham come up with some plan to help wildlife in the area. We have an ecological crisis now and everything should be done to stop the devastation.

I have searched online for some policies/ action being taken relating to the wildlife crisis and can find very little especially relating to grassland management. Could you help me by sending links to councils policy and the action taken to achieve them.

I am in regular contact with the Climate change and diversity officer at Chippenham council and impressed with their Road verge management which ensures areas are left uncut for wildflowers.

Could you could put me in contact with the member of staff responsible for Melksham

Good work is being done at Bowerhill, Shurnhold and the nature reserve in town. However these are small isolated areas. They are not enough. Properly managed grass areas in the town would make a significant difference to wildlife. It is quite clear that the grass cutting contractors have no idea how to achieve this and alternatives should be found as soon as possible.

I await your reply



Lorraine McRandle

From: Chris Hinchliff, CPRE <campaigns@cpre.org.uk>
Sent: 24 May 2023 17:01
To: Teresa Strange
Subject: Groundbreaking rooftop solar research

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Dear friend

Yesterday, CPRE published **groundbreaking new research** into the true potential for generating the electricity we need from rooftop solar.

Our report shows the opportunities are huge. Putting solar panels on new buildings and over car parks alone could deliver nearly the same electricity generation potential as **10 new nuclear power stations [1]**.

And if we make use of low-cost opportunities for solar panels on the rooftops of large buildings like warehouses, the evidence shows that **60% of the solar panels our country needs can be sited on rooftops**.

But if we don't make use of our rooftops, solar panels could swallow up **180,000 hectares of our countryside – an area larger than the size of Greater London!**

That's why we are calling on the government to commit to a new and ambitious target for generating clean and affordable electricity from rooftops across the country. **Will you sign our petition?**

I'll add my name

To protect nature and our treasured landscapes, we have a duty to make the best possible use of our finite land. But right now, it is estimated that **only 5% of UK warehouses have rooftop solar panels**.

With the right initiatives from the government, the roof of every warehouse and every car park could act like a clean power station, **cutting carbon emissions, slashing energy bills, and protecting our countryside**.

By prioritising rooftop solar, **we can leave more land to tackle the other pressing challenges** we face like the decline of nature, the lack of genuinely affordable homes and the need for more home-grown food.

[Sign the petition](#)

A government target for rooftop solar is a common sense policy that is good for people and the planet. With your support, we can show politicians that the public wants them to act now.

Best,

Chris

Chris Hinchliff

Campaigns Manager | CPRE The countryside charity

[\[1\] Shout from the rooftops: delivering a common sense solar revolution - CPRE](#)

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Campaign to Protect Rural England, 15-21 Provost Street, London, N1 7NH.
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