



## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Wednesday 11<sup>th</sup> June 2025

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 16<sup>th</sup> June 2025 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&omn=81062196535>

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

Yours sincerely

Teresa Strange, Clerk



**YOU CAN ACCESS THE AGENDA  
PACK HERE**

## AGENDA

### 1. Welcome, Announcements & Housekeeping

### 2. To receive apologies and consider approval of reasons given.

### 3. Invited Guests:

- a) David Cooper – Executive Headteacher, Melksham Oak Community School
- b) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold).
- c) Wiltshire Councillor **Andrew Griffin** (Melksham Without West & Rural).
- d) Wiltshire Councillor **Nick Holder** (Bowerhill).

### 4. a) To receive **Declarations of Interests**.

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

### 5. To consider holding items in **Closed Session** due to confidential nature

*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required **Agenda Item 9b, 10q & 14**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

### 6. Public Participation

### 7. **Standing Orders:** To adopt the amended Melksham Without Parish Council Standing Orders adjourned from the Annual Council meeting on 12<sup>th</sup> May 2025 (Min 011/25a).

- 8. a) To approve the **Minutes of the Annual Council Meeting** held on 12<sup>th</sup> May 2025.
- b) To note updates from previous Full Council meeting decisions
  - i) Supporting wording to precede Objectives and Priorities arising from Min 016/25(2)

### 9. Planning

- a) To approve the **Planning Committee Minutes** of 19<sup>th</sup> May & 9<sup>th</sup> June 2025.
- b) To approve the Confidential Notes to accompany the Planning Committee Minutes of 19<sup>th</sup> May & 9<sup>th</sup> June 2025.
- c) To formally approve the **Planning Committee** recommendations of 19<sup>th</sup> May & 9<sup>th</sup> June 2025.
- d) Joint Melksham Neighbourhood Plan 2 to note guidance on promoting the Referendum (31<sup>st</sup> July 2025).
- e) To consider invitees to meetings with Developers

### 10. Finance

- a) To approve the **Finance Committee Minutes** of 19<sup>th</sup> May & 2<sup>nd</sup> June 2025.
- b) To formally approve the recommendations of the Finance Committee meetings of 19<sup>th</sup> May & 2<sup>nd</sup> June 2025, except:
  - Min 60(e&f)/25 to approve AGAR – see agenda item 10g and 10h
  - Min 57(g)/25 to approve year end accounts – see agenda item 10i
  - Min 54/25 to approve financial regulations – see agenda item 10j
- c) **Insurance Cover.**
  - i) To note the renewed Council's Insurance cover at a cost of £4,117.15. Arising from Min 44(c)/25
  - ii) To note the renewed Council's Cyber Cover at a cost of £549.92 and

- correspondence. Authorised under delegated powers.
- d) To receive feedback from Councillor following Internal Control visit (w/c 9<sup>th</sup> June 25).
- e) To note information on Accounting and Audit: Year End Process.
- f) To note Internal Auditor's final report for year ending 31 March 2025.
- g) To consider, approve and sign Section 1 of the External Audit Annual Return for year ending 31 March 2025 (Governance Statement).
- h) To approve and sign Section 2 of External Audit Annual Return for year ending March 2025 (Accounts Statement).
- i) To approve and sign Year End Accounts & Statement for year ending 31 March 2025.
- j) To adopt the Melksham Without Parish Council Financial Regulations (following review by the Finance Committee 2<sup>nd</sup> June 2025).
- k) To note **Receipts & Payments** reports for May.
- l) To seek **cheque signatories/online authority** for June and July payments.
- m) To approve Bank Account and Fund Transfers.
- n) To consider the Review of the City, Town & Parish Allowances by the Independent Remuneration Panel of Wiltshire Council
- o) To note Council Tax Statistics for Parish and Town Councils in England for 2025 to 2026 published by the Ministry of Housing, Communities and Local Government.
- p) To receive update on progress for a meeting of the joint CIL Sharing working party with Melksham Town Council.
- q) To consider action on outstanding debt.

#### **11. Asset Management:**

- a) To consider hosting sites for Wiltshire Council Air Quality Sensors scheme
- b) To agree the location and time of the next Asset Management meeting on 7<sup>th</sup> July 2025
- c) To approve joint statement on Shurnhold Fields future projects
- d) To note Future of Football Wiltshire-wide tournament being held on 14<sup>th</sup> & 15<sup>th</sup> June 2025

#### **12. Road Safety**

- a) To consider recent speed indicator data (SID) for Bowerhill and subsequent correspondence with local police team.
- b) To consider communication from Police and Crime Commissioner for Wiltshire and Swindon and appoint representative to attend Road Safety Event on Friday 4<sup>th</sup> July 2025.

#### **13. Partnership Working:**

- a) To consider the draft Terms of Reference for the Melksham Town Council Cemetery Working Party
- b) To note progress on discussion with Melksham Town Council on East of Melksham Community Centre/s.
- c) To note Melksham Area Board agreed Outcomes for four-year term
- d) To note Wiltshire Council's Social Value scheme

#### **14. To note installation of workplace EV chargers** at Wiltshire Council owned carpark (ex Christie Miller) for Wiltshire Council Highway vehicle fleet