



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Monday 13th October 2025

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 20th October 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=81992133355>

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-pc.gov.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) Wiltshire Councillor **Nick Holder** (Bowerhill)
 - b) Wiltshire Councillor **Andrew Griffin** (Melksham Without West & Rural).
 - c) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold).
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 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7. **Full Council**
 - a) To approve the **Minutes of the Full Council Meeting** held on 8th September 2025.
 - b)
 - i) To formally resolve the decision made about the Community Governance Review on 8th September 2025 (MIN 223/25a)
 - ii) To note the Wiltshire Council Community Governance Report report and the outcome of the Electoral Review Committee meeting held on 15th October 2025 which considered which areas should be include for review for 2025/26
 - c) To consider appointment of Representatives to fill vacancies for Melksham Charities/Almhouses and WALC (Wiltshire Association of Local Councils) for 2025/26
 - d) To approve change of date of next Full Council Meeting (from 10th November to 17th November 2025) to accommodate Joint Neighbourhood Plan Training with Melksham Town Council
8. **Planning**
 - a) To approve the **Planning Committee Minutes** of 22nd September & 13th October 2025.
 - b) To formally approve the **Planning Committee** recommendations of 22nd September & 13th October 2025.
 - c) To receive a verbal report of the visit to the National Grid site on 8th October 2025.
 - d) To consider projects for National Grid Community Grant Programme in 2026 and community benefit from energy projects.
9. **Finance**
 - a) To note **Receipts & Payments** reports for September.
 - b) To seek **cheque signatories/online authority** for October payments.
 - c) **Quarterly Reports** for Quarter 2 (July, August, September)
 - i) To note Budget vs Actual
 - ii) To note Bank Reconciliation
 - iii) To note VAT reclaim submitted
 - iv) To note spend over £500 report

- d) To approve Bank Account and Fund Transfers.
- e) To note the conclusion of the external audit
- f) To note new Lloyds banking arrangements
- g) To consider initial thoughts/requests to inform the 2026/27 budget preparation

10. Asset Management:

- a) To note site visit and approve Quote for improving drainage at Bowerhill Playing Field.
- b) To note meeting about 3G pitch and consider next steps
- c) To note that transfer of the Davey Play area to the Parish Council has been completed.
- d) To note feedback from Faresaver regarding the Bus shelter on Halifax Road (outside Ludlow Hewitt)
- e) To receive report and approve specifications and costs for carpark and ancillary works at Shurnhold Fields
- f) To approve final cost and procurement route for Real Time Information (RTI)

11. Highways, Footpaths and Streetscene

- a) To approve the **Highways, Footpaths and Streetscene Minutes** of 19th September 2025.
- b) To formally approve the **Highways, Footpaths and Streetscene Committee** recommendations of 19th September 2025.

12. IT Working Party

- a) To approve the **IT Working Party Notes** of 6th October 2025.
- b) To formally approve the **IT Working Party** recommendations of 6th October 2025
- c) To review the and approve the Retention and Disposal Policy and note the updated Appendix A List of Documents for Retention and Disposal following audit in August 2025

13. Partnership Working:

- a) To note Melksham Community Support award from Wiltshire Association of Local Councils (WALC/Community First)
- b) To consider continuation of Age UK Melksham Community Support Service in 2026/27 (to inform the budget)
- c) To receive updates from Area Board Health and Wellbeing meeting and Food Insecurity Project
- d) To note update from the Air Training Corps Bowerhill
- e) To receive the notes from the Cemetery Working Party on 23rd September

14. Melksham Transport User Group

- a) To note correspondence to Brian Mathew (MP) from the Melksham Transport User Group and to consider supporting the campaign.