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## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 17<sup>th</sup> January 2023

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 23<sup>rd</sup> January 2023 at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

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

Click link here:

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

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

Yours sincerely

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

Teresa Strange, Clerk

Serving rural communities around Melksham

## REVISED AGENDA

1. **Welcome, Announcements & Housekeeping**
  - a) Grant applications to the parish council now open for 2023/24; deadline 31<sup>st</sup> Jan
  - b) SAVE THE DATE – Melksham Neighbourhood Plan public consultation events w/c 6<sup>th</sup> February
2. To receive **apologies** and consider approval of reasons given.
3. **Invited Guests:**
  - a) Wiltshire Councillor **Nick Holder** (Bowerhill)
  - b) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold)
  - c) Wiltshire Councillor **Jonathon Seed** (Melksham Without West & Rural). Report received
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 8b, 11b, 12c, 12d, 12e) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7. **Co-option of new Member - Beanacre, Shaw, Whitley & Blackmore Ward Casual Vacancy**
  - a) To note National Association of Local Councils (NALC) Legal Topic Paper on Elections & Co-option & Extract from Standing Orders
  - b) To consider applications for co-option of new councillor and appoint
  - c) The newly appointed councillor to sign declaration of office and join the meeting
  - d) To appoint councillors to vacancies on committees, working parties and representatives to outside organisations
8.
  - a) To approve the Minutes of the Full Council Meeting held on 5<sup>th</sup> December 2022.
  - b) To approve the Confidential Notes to accompany the Full Council Minutes on 5<sup>th</sup> December.

9. **Planning**
- a) To approve the **Minutes of the Planning** Committee meeting held on 19<sup>th</sup> December & 16<sup>th</sup> January
  - b) To formally approve **Planning Committee recommendations** of 19<sup>th</sup> December & 16<sup>th</sup> January
  - c) To note additional comments submitted by officers for planning applications  
PL/2022/09253 Land adjacent to National Grid Station for installation of underground cable & PL/2022/08155 Land West of Semington Road (Terra Strategic) for 53 dwellings
10. **Highways**
- a) To approve the **Minutes of the Highways** Committee meeting held on 16<sup>th</sup> January
  - b) To formally approve **Highway Committee recommendations** of 16<sup>th</sup> January
11. **Finance:**
- a) To approve the Minutes of the Finance Committee Meeting held on 9th January 2023
  - b) To approve the Confidential Notes to accompany the Finance Committee minutes
  - c) To formally approve the recommendations contained within the Minutes of 9th January 2023 (*except for the Budget and Precept*)
  - d) To formally approve the **Budget** for 2023/24
  - e) To formally approve the **Precept** for 2023/24
  - f) To consider **Press Release** on Precept and Budget Proposals
  - g) To note information to be provided for **Council Tax leaflet**
  - h) To consider the Internal Auditor report (visit 1 of 2) Weds 21<sup>st</sup> December
  - i) To approve the Risk Register
  - j) To note **Receipts & Payments** reports for December
  - k) **Quarterly Reports** for Qtr 3 (Oct, Nov, Dec)
    - i) To note Budget vs Actual
    - ii) To note Bank Reconciliation
    - iii) To note VAT reclaim submitted
  - l) To seek **cheque signatories/online authority** for January payment
  - m) To approve Reserves break down for 2022/23
  - n) To approve Fixed Term Deposit/s and Bank Account Transfer
12. **Asset Management:**
- a) To consider parish council owned green spaces that have been nominated for designation in the Melksham Neighbourhood Plan review
  - b) To consider submitting any parish heritage assets for designation in the Melksham Neighbourhood Plan review
  - c) To consider next steps for future office/meeting accommodation on expiry of Campus lease
  - d) To approve the Legal Transfer documents for the Whitworth play area at Bowood View, Semington Road
  - e) To approve the Play Area template leases for Wiltshire Council play areas in the parish – Kestrel Court in Bowerhill, and Berryfield Park (DEFER TO ASSET MANAGEMENT MEETING ON 6<sup>TH</sup> FEBRUARY)

13. **New Berryfield Village Hall project:**
- a) To receive feedback from the grand opening event on Saturday 21<sup>st</sup> January
  - b) To note formation of Berryfield Village Hall Charitable Trust Charity Number 120153 and its Constitution <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5211211/charity-overview>
  - c) To approve terms of draft lease and arrangements/timescale for approval and signature
  - d) To note old village hall demolished 6<sup>th</sup> December
14. **Policies/Procedures**
- a) To consider change to Standing Orders to not issue polling cards for elections but to advertise in the Melksham Independent News instead
  - b) To approve amended dates for 2022/23 due to Coronation Bank Holiday and new dates for 2023/24
15. **Community Resilience:**
- a) To note flood events in the parish w/c 9<sup>th</sup> January and response by volunteers, local businesses and partner agencies and agree any actions as a result
  - b) To consider draft Service Level Agreement and draft Job Description for joint working project to support vulnerable residents in the town and parish with volunteers (with Age UK and Melksham Town Council) and agree Next Steps
  - c) To clarify Emergency Response using Melksham Community Support infrastructure and SEN Community Resilience funding is separate from Age UK project
  - d) To receive feedback from defibrillator awareness training session (Sat 14<sup>th</sup> Jan)
16. **Community projects/partnership organisations:**
- a) To note update on Beanacre Mains Drainage project by Wessex Water
  - b) To consider any feedback from attendance at the WALC (Wiltshire Association of Local Councils) AGM (18<sup>th</sup> January)
  - c) To consider any requests for local police priorities
17. What have we done to meet the **Climate Friendly** agenda?
- a) Support of the Wilts & Berks Canal Trust “Bee Route” project in the parish
  - b) To note Wiltshire Council’s Climate Strategy Delivery Plans

MELKSHAM WITHOUT  
PARISH COUNCIL  
**APPLICATIONS  
FOR GRANT AID**

**are invited from organisations that  
directly benefit residents of the parish**

*Forms available from the Clerk,  
First Floor, Melksham Community Campus,  
Market Place, Melksham, Wilts, SN12 6ES.*

01225 705700

email [admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)

or download from  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

**Closing date for applications:  
Tuesday 31st January 2023**

AGENDA ITEM 01a - Open for Grant App  
2 columns x 8cm - £46.40 + VAT



# YOUR VOICE YOUR MELKSHAM SHAPE YOUR TOWN

**SAVE THE DATE!**  
**HAVE YOUR SAY**

## WHAT NEXT FOR THE TOWN CENTRE?

<p><b>THEN</b></p>	<p><b>NOW</b></p>	<p><b>2036</b></p> <p><b>?</b></p> <p><b>WHAT WILL HAPPEN TO THE OLD LIBRARY SITE?</b></p>	<p><b>THEN</b></p>	<p><b>NOW</b></p>	<p><b>2036</b></p> <p><b>?</b></p> <p><b>WHAT WILL HAPPEN TO THE BLUE POOL SITE?</b></p>
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A draft Town Centre Master Plan has been produced by consultants who have taken an holistic, independent approach. They have examined the town's Economy and Vitality, its Culture and Distinctiveness, its Connections and Accessibility, the quality of its Public Realm, and its Her-

itage and Townscape; all set against the pressing agenda of Sustainability and Climate Change. There is also the possibility of some Town Centre Regeneration Site opportunities with vacant sites in the town centre, including those recently vacated as part of

the Campus project; they may provide identified/ allocated housing to meet local needs. We are seeking your views on the draft plan with a special event planned for town centre businesses to start the process, closely followed by community consultation.

### PROTECTING VALUED LOCAL GREEN SPACE



**There is the opportunity through the Plan to give a Local Green Space planning designation to protect spaces that are important to the local community.**

Thank you to those of you that put forward local green spaces that were important due to their historic significance, their beauty, their recreational value, their richness in wildlife or their tranquillity. This designation can only apply to small, local spaces and not large tracts of land. The volunteer task group is now working through the 50+ sites that the public put forward to ensure that they meet the necessary criteria and eligibility to produce a shortlist, we are currently making contact with the local landowners. You can view the sites put forward on the Neighbourhood Plan website or at the public consultation events and we will be seeking your views on the shortlist.

### HOUSING SITE ALLOCATIONS LED BY THE COMMUNITY

The next version of the Plan will include housing site allocations for small and medium sites, whereas the Local Plan being produced by Wiltshire Council will be allocating large, strategic sites. The Plan's housing allocation means that future development is Plan led and not speculative development in isolated green fields. This is your opportunity to comment on where these smaller sites should be. Some 90+ sites have been put forward by local landowners, and are currently being assessed for suitability by independent consultants. We are asking your views on these sites, and the community benefits that they could bring.



**Cllr David Pafford**

Steering Committee Chair

**“ We worked hard to get a Neighbourhood Plan that local people voted to bring into legal force. Let's keep our Neighbourhood Plan bang up-to-date; this is a living document and we need to respond to a changing context and make sure that our Plan remains as strong as possible ”**

### STRENGTHENING LOCALLY DISTINCTIVE DESIGN

**We are forecast to accommodate a further approx. 2,500 houses up to 2036.**

**For new housing, and other development, it's not just about where it is, and whether it's two or three bedrooms, or rented or for purchase; it's about what it looks like and this is where the Design Codes come in.** Consultants have been appointed to do this work, and are looking at what "good design" looks like for the Melksham area and all future planning applications will have to adhere to the Code when the Plan is adopted. From designing out anti-social behaviour, to brick colours, to solar panels, this is all covered in the Design Code. It covers local identity and character, access and movement incorporating the Priority for People work, green and blue infrastructure, sustainability and energy efficiency and the built form. There will be some community engagement on this piece of work over the coming weeks.

### PROTECTING MELKSHAM'S HERITAGE



**FORMER LLOYDS BANK**

**The Neighbourhood Plan will list heritage assets that don't have Listed status but still have an important historical value to the local community.**

Thank you to those of you who responded to this survey. A small group of volunteers is looking at the evidence for these sites; it's a short list but valuable nevertheless, we are currently making contact with the local landowners. You can view the sites put forward on the Neighbourhood Plan website or at the public consultation events and we will be seeking your views on these heritage assets.



**KELLY'S LAMP**

# PUBLIC CONSULTATION EVENTS

## COMMUNITY CONSULTATION

Come to the Melksham Community Campus for an exhibition of display boards with a chance to chat in-person

**THURSDAY 9TH FEBRUARY 4-7pm • FRIDAY 10TH FEBRUARY 11am-5pm • SATURDAY 11TH FEBRUARY 10am-12 noon**

Consultation boards will then be on display in the campus and town hall from early February to early March  
Where you will be able to comment directly on proposals

### STAKEHOLDER EVENT

**Tuesday 7th February. For town centre businesses focusing on the town centre masterplan**  
Register your interest at [linda.roberts@melksham-tc.gov.uk](mailto:linda.roberts@melksham-tc.gov.uk) 01225 704187

### KEEP IN TOUCH

Information on the progress on the review of the Melksham Neighbourhood Plan can be viewed on the dedicated website [www.melkshamneighbourhoodplan.org](http://www.melkshamneighbourhoodplan.org) and dedicated Facebook page. You can sign up to the mailing list by contacting any officer at the Town or Parish Council or by clicking the link on the website. If you are not online, please contact either of the councils who can provide written updates. Look out for further consultation and engagement opportunities advertised in the Melksham News regularly.

- Sign up for the mailing list
- Visit the website which is regularly updated [www.melkshamneighbourhoodplan.org](http://www.melkshamneighbourhoodplan.org)
- Follow the Facebook page [MelkshamNeighbourhoodPlan](https://www.facebook.com/MelkshamNeighbourhoodPlan)
- Attend future consultation events
- Read regular updates in the Melksham News

### IN PERSON

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Market Place SN12 6ES  
[linda.roberts@melksham-tc.gov.uk](mailto:linda.roberts@melksham-tc.gov.uk)  
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First Floor, Melksham Campus SN12 6ES  
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Tel: 01225 705700



## **EXTRACT FROM CURRENT STANDING ORDERS**

### **ADOPTED MAY 2022**

#### **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 be issued by Wiltshire Council if a contested election is held for any vacant seat.
- 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 achieved 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.

JUNE 2020

## **LTN 8 | ELECTIONS AND CO-OPTION**

1. This Legal Topic Note explains matters relating to elections, both ordinary and casual, and the co-option of local councillors. This note should be read in conjunction with NALC's legal briefing L03-20.
2. The Local Elections (Parishes and Communities) (England and Wales) Rules 2006 ("the 2006 Rules") applies to the election of councillors to a parish or community council. Elections are run by the principal authority and there is no role for a local council in relation to ordinary elections. Where there is a casual vacancy (see paragraphs 16 to 22 below) the initial role of the local council is public notification of the vacancy. If an election is required to fill a casual vacancy it is run by the principal authority. If no election is required the local council controls the process of co-option (see paragraphs 23 to 28 below). Up to date information about the running of an election can be found at: <https://www.electoralcommission.org.uk/i-am-a/electoral-administrator/local-elections-england-and-wales>.

### **Qualifications for election and holding office as a councillor**

3. Section 79(1) of the Local Government Act 1972 ("the 1972 Act") provides, unless disqualified (see paragraph 7 below) a person is qualified to be elected and to be a councillor if he is a qualifying Commonwealth citizen or an EU citizen and on the day on which he is nominated and, if there is a poll, the day of the election he is 18 years of age or over and:
  - a) on that day he is and thereafter he continues to be a local government elector for the area of the authority; or
  - b) he has during the whole of the 12 months preceding that day occupied as owner or tenant any land or other premises in that area; or
  - c) his principal or only place of work during that 12 months has been in that area; or
  - d) he has during the whole of those 12 months resided in that area; or

- e) in the case of a member of a parish or community council he has during the whole of those 12 months resided either in the parish or community or within three miles of it. [The Electoral Commission's interpretation of this provision (namely section 79(1)(e) of the 1972 Act) is that all persons qualify to be elected and to be a member of a parish or community council if they have resided for the relevant 12 months in the parish or community or within three miles of it.]
4. A person is a qualifying Commonwealth citizen if he is a Commonwealth citizen who either:
- a) is not a person who requires leave under the Immigration Act 1971 ("the 1971 Act ") to enter or remain in the United Kingdom, or
  - b) is such a person but for the time being has (or is, by virtue of any enactment, to be treated as having) indefinite leave to remain within the meaning of the 1971 Act.
5. A person is not a qualifying Commonwealth citizen if he does not require leave to enter or remain in the United Kingdom by virtue only of section 8 of the 1971 Act (exceptions to requirement for leave in special cases).
6. A person is qualified for re-election under paragraph 3(c) if he is already a councillor. The Court of Appeal held in *Parker v Yeo* (1992) that being a councillor was "work" and that the work was carried on in the area where the councillor was an elected member.

#### **Disqualifications for election and holding office as a councillor**

7. In accordance with section 80 of the 1972 Act, a person is disqualified from being elected or being a councillor if he:
- a) holds any paid office or employment (other than the office of chairman, vice chairman or deputy chairman) to which he has been appointed by the council or any committee or sub-committee of the council, or by a paid officer of the council, or by any joint committee on which the council is represented; or

- b) is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986;
  - c) has within five years before the day of election or since his election been convicted of any offence and sentenced to a term of imprisonment of at least three months (whether suspended or not) without the option of a fine; or
  - d) has been found guilty of corrupt or illegal practices, or was responsible for incurring unlawful expenditure and the court orders his disqualification.
8. In relation to paragraph 7(a) above, when dealing with an office of profit, it is irrelevant that no profit was actually received.

### **By-elections**

9. A by-election of a whole council takes place:
- a) where a new council comes into existence in a year other than that in which the principal authority councillor for the parish or community is elected – sections 89(2) and 95 of the Local Government and Public Involvement in Health Act 2007; or
  - b) where an election is declared void following an election petition – section 135 of the Representation of the People Act 1983 (“the 1983 Act”); or
  - c) where a principal authority orders a new election under reserve powers – section 39 of the 1983 Act.
10. A by-election to fill a particular vacancy can occur when the membership of the council is increased.
11. The remainder of this LTN covers situations in which the parish or community council has a role.

### **Costs of holding elections**

12. The cost of holding a local council election is paid by the local council if the principal authority so requires. Where a local council election is combined with a principal council election the cost of the combined polls (excluding the costs attributable solely to one election) is apportioned equally between the elections (section 36(3B) of the 1983 Act).

### **Insufficiency of candidates at ordinary election**

13. Section 21 of the Representation of the People Act 1985 provides that where an insufficient number of candidates is validly nominated at an ordinary local council election to fill the vacancies on the council, those who have been validly nominated are automatically elected as councillors. Provided that those elected constitute at least a quorum (three or one third of the total number of councillors, whichever is the greater), the council (e.g. those elected unopposed) may co-opt any person or persons to fill the vacancies. If the power of co-option is not exercised within 35 days (in calculating which, Saturday, Sunday, Christmas Eve, Christmas Day, Good Friday, a Bank Holiday and a day appointed for public thanksgiving or mourning are excluded), the principal authority may then exercise its powers to hold a further election or to take other appropriate action to fill the vacancies. A principal authority has wide reserve powers to do anything necessary to constitute a council properly (section 39(4)(b) of the 1983 Act), including the temporary appointment of councillors pending a further election (section 91 of the Local Government Act 1972 (“the 1972 Act”).
14. Before exercising the power of co-option, the council does not have to give public notice of the vacancy or vacancies, although it may do so if it wishes. In practice, the giving of public notice is a sensible way to attract possible candidates for co-option.
15. Legal Topic Note 7: *Non-Councillor Members of Committees* provides guidance about the appointment of non-councillors to a council’s committees.

### **Casual vacancies**

16. According to section 87 of the 1972 Act, a casual vacancy occurs when:

- a) a councillor fails to deliver his declaration of acceptance of office at the proper time (see paragraph 17 below); or
- b) a councillor resigns; or
- c) a councillor dies; or
- d) in the case of a councillor who is disqualified by virtue of a criminal conviction, under section 79 of the Local Government Act 2000 (Wales) or under section 34 of the Localism Act 2011 (England), the expiry of the period for making an application or appeal or, if an appeal or application has been made, the date that any such application or appeal process comes to an end;
- e) on the date of a report or certificate of an election court that declares an election void;
- f) a person ceases to be qualified to be a councillor for a reason not mentioned above; or
- g) a councillor fails to attend meetings for six consecutive months.

### **Declaration of acceptance of office**

17. In accordance with section 83(4) of the 1972 Act, on being elected to office, a councillor must sign a declaration of his acceptance of office, in the presence of another councillor or the clerk. The declaration must be delivered before or at the first meeting of the council after election or, if permitted by the council at that meeting, before or at a later meeting fixed by the council. If a councillor fails to deliver the signed declaration at the due time, he thereupon vacates office and a casual vacancy arises. There is no provision allowing a declaration to be delivered retrospectively. A councillor who is elected as the chairman of a local council must sign and deliver a separate declaration of acceptance of the office of chairman (see paragraph 32 below). In England, the declaration of acceptance of office is in the form prescribed in the Local Elections (Declaration of Acceptance of Office) Order 2012/1465. In Wales, the declaration of acceptance of office is in the form prescribed in the Local Elections (Declaration of Acceptance of Office) (Wales) Order 2004/1508.

## Failure to attend meetings

18. Under section 85 of the 1972 Act, a councillor vacates office if he fails to attend a relevant meeting for six consecutive months after his last attendance, unless before the expiry of that period the council approves a reason for his absence. The following constitute a relevant meeting:
- a) a meeting of the council, or any of its committees or sub-committees; or
  - b) a meeting of a joint committee, joint board or similar body by which any of the council's functions are for the time being discharged or which are advising the council on any matter relating to the discharge of its functions
  - c) a meeting of any body of persons at which the attendance of the councillor is as a representative of the council (e.g. the annual meeting of the County Association counts as attendance at a council meeting).
19. A council cannot approve a reason for a councillor's absence from a meeting if no reason is given. To simply record in the minutes of a meeting that a councillor was absent does not amount to approval for his absence. A councillor must give a reason for his absence from a meeting and the minutes of that meeting must document that approval for a councillor's absence was agreed by resolution and, where appropriate, the reason for absence. Further guidance about the data protection implications of this is explained in Legal Topic 5 (Parish and Community Council Meetings).
20. Under section 87(2)(b) of the 1972 Act, in most instances of a casual vacancy arising, the local council must give public notice of it as soon as practicable after the casual vacancy is deemed to have occurred and in accordance with the requirements of section 232 of the 1972 Act. Section 232 confirms public notice of a casual vacancy is effected by the council giving notice in conspicuous place(s) in its area and in any such other manner, if any, as appears to the council to be desirable for giving publicity.
21. Where a casual vacancy arises in any of the three circumstances set out below the council must (i) forthwith declare the office vacant (unless the High Court has already done so) (section 86(1) of the 1972 Act) and (ii) give

public notice of the vacancy in accordance with the requirements of section 232 of the 1972 Act (see paragraph 14 above) immediately after it declares the office vacant (section 87(2)(a) of the 1972 Act). The three circumstances are that a member of a local council:

- a) ceases to be qualified to be a member of the council;
- b) becomes disqualified for being a member of the council otherwise than under section 79 of the Local Government Act 2000 (Wales) or section 34 of the Localism Act 2011 (England) or by virtue of a conviction or a breach of any provision of Part II of the Representation of the People Act 1983; or
- c) ceases to be a member of the council by reason of failure to attend meetings for six consecutive months without approval of his absence from the council (see paragraph 18 above).

### **Filling a casual vacancy**

22. In accordance with rule 5 of 2006 Rules, if within 14 days (calculated by excluding those days specified in paragraph 13 above) after public notice has been given, at least 10 electors give written notice to the proper officer of the principal authority of a request for an election to fill the vacancy, then a by-election must be held *except* where the vacancy occurs within six months before the date when the councillor in question would have regularly retired (e.g. four days after the next ordinary election). If a by-election is called, and an insufficient number of candidates is nominated those nominated are elected (see section 39(5)(b) of the 1983 Act) and the district council must call a further by-election to fill the remaining vacancy or vacancies (see section 39(1)(b) of the 1983 Act).

### **Co-option**

23. If no by-election is called, the council must as soon as practicable after the expiry of the 14 day period fill the vacancy by co-option. If the vacancy falls within the six month period the council may but need not, fill the vacancy. It must still, in the latter case, give public notice of the vacancy.



### Eligibility for co-option

24. A person is eligible to be co-opted provided he is qualified to be a councillor (see s.79 of the 1972 Act) and is not disqualified by s.80 of the 1972 Act.

25. Candidates standing in local council elections must submit to the Returning Officer a form (prescribed by Part 7 of paragraph 1 to Schedule 2 of the 2006 Rules) which (a) confirms their consent to nomination and (b) includes a declaration that they meet the aforementioned statutory qualifications to stand for election. Candidates who wish to be co-opted on to a local council are not subject to such requirements. To ensure that councils consider for co-option only those candidates who are eligible to be councillors, NALC recommends that councils require candidate(s) for co-option to declare or certify in writing that they meet the criteria for eligibility set out in s.79 of the 1972 Act and are not disqualified under s.80 of the 1972 Act. A council may need to investigate or obtain evidence about a candidate's eligibility to be a councillor if this is challenged.

26. A local council may wish to indicate that people with specific skills and expertise (e.g. accountancy, HR, Planning) are particularly welcome to apply. This should not be part of the formal notice and it must be clear that people without those skills are still eligible to apply. In cases where there are more candidates than vacancies, a council will need to fairly consider who to co-opt and such skills and expertise may be taken into account according to a council's particular needs.

27. Where the number of candidates is less than or equal to the number of vacancies, the candidates shall be appointed to the council if they meet the s.79 eligibility criteria and they are not disqualified under s.80.

### Decision-making

28. Decisions made by a local council about whether or not to co-opt when vacancies remain unfilled after an ordinary election and who to co-opt when any casual vacancy arises should be transparent. In NALC's view it would be difficult for a local council to argue that there are special reasons which justify excluding the public during a council meeting when it is making decisions about a matter of public interest such as co-option. Decisions about co-option which are made at council meetings when the public have

been excluded will not eliminate the need for a council to explain, for example to unsuccessful candidates, the reasons for its decisions.

### Registration of interests

29. Within 28 days of becoming a councillor in England, a person must notify the Monitoring Officer of any "disclosable pecuniary interests" as defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012/1464. The definitions of disclosable pecuniary interests are given in Legal Briefing L10-12. In England, the code of conduct adopted by a council under section 27(2) of the Localism Act 2011 Act may require a councillor to give notification of interests which are not disclosable pecuniary interests within 28 days of his election to office. This will be case if a council has adopted NALC's template code of conduct (see Legal Briefing L09-12). Upon re-election or re-appointment, a councillor in England must also within 28 days notify the Monitoring Officer of 'disclosable pecuniary interests' not already included in his or her register of interests. Further guidance is given in Legal Topic Note 80 (Members' conduct and the registration and disclosure of their interests (England)). In Wales, within 28 days of becoming a councillor, a person must notify the Monitoring Officer of the personal interests set out in paragraph 10(2)(a) of the schedule to Local Authorities (Model Code of Conduct) (Wales) Order 2008/788 and any other financial interests required by his council's code of conduct.

### Election of chairman

30. Sections 15 and 34 of the 1972 Act (for England and Wales respectively) provide that the Chairman of a local council must be elected from among the councillors as the first business of the annual council meeting in May. He remains in office until his successor is elected (at the following meeting unless in the interim he resigns, dies or otherwise vacates office).
31. Schedule 12, paragraphs 11 and 27 of the 1972 Act (for England and Wales respectively) provide that since the chairman of the council must preside at all council meetings which he attends, he must if present preside at the election of his successor (who may, following re-election, be himself). As chairman, he has, as well as his ordinary vote, a casting vote, in the event of a tie between candidates for his post and he must exercise the latter. Section 15 of the 1972 Act provides, where following an ordinary election, the chairman ceases to be a councillor he nevertheless remains chairman of the council until his successor takes office. If present at the annual council

meeting he must preside at the election of his successor but has only a casting vote. As soon as his successor is elected, he vacates office and can no longer participate as a councillor in the meeting.

32. Upon election to the office of the chairman of a local council, the councillor must sign a declaration of his acceptance of that office, in the presence of another councillor or the clerk. The chairman's declaration of acceptance of office must be delivered at the meeting at which he is elected or, if permitted by the council, before or at a later meeting fixed by the council. Failure to deliver the signed declaration at the due time results in automatic vacation of office of chairman. A chairman is elected annually and therefore a declaration must be made every year by whoever is elected as chairman – see section 83(4) (a) of the 1972 Act.

### **Vice-chairman**

33. Section 15(6) and 34(6) of the 1972 Act provides that a council may but need not elect a vice-chairman.

34. A councillor elected to the office of vice-chairman does not have to sign and deliver a declaration of acceptance of that office (although he must deliver his signed acceptance of office as a councillor (see paragraph 17 above)).

### **Other Legal Topic Notes (LTNs) relevant to this subject:**

<b>LTN</b>	<b>Title</b>	<b>Relevance</b>
2	The chairman of local councils	Explains the election process of the chairman at the annual meeting.
7	Non-councillor members of committees	Sets out the powers of councils to appoint non-members to committees.
80	Members' conduct and the registration and disclosure of their interests (England)	Explains the provisions of the Localism Act 2011.

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Stuart Jackson

[REDACTED]  
[REDACTED] Westlands Lane  
Beanacre  
[REDACTED]

Mrs Teresa Strange

Clerk

Melksham Without Parish Council

Melksham Community Campus

Market Place

Melksham

SN126ES

20<sup>th</sup> Jan 2023.

Ref - MWP Councillor Vacancy - Beanacre, Shaw, Whitley and Blackmore Wards

Dear Teresa,

Following your recent post on Facebook regarding the vacancy for a Parish Councillor for Beanacre, Shaw, Whitley and Blackmore Wards, I'd like to submit myself as a candidate for the position.

As you know, I play an active part in the Beanacre community with a vast interaction with you and the team at MWP regarding local issues.

A little about me - Lived in Beanacre since 2013, married with a 12 going on 18yr old daughter. I have keen interest in our community, from arranging local events, to hosting / running the local FB pages.

I'm Head of Free Trade Sales for UK & Ireland for a Belgium Bakery. Outside of work, I enjoy socialising, skiing, horse-riding, swimming and family time.

I can confirm that I met the requirements for the position.

I look forward to hearing back from you in due course.

Kind regards,

Stuart

**ELLIE RAMSEY**  
[REDACTED] SANDRIDGE ROAD, MELKSHAM [REDACTED]  
MOBILE: [REDACTED] EMAIL: [REDACTED]

3<sup>rd</sup> January 2023

FAO: Mrs Teresa Strange (Clerk)  
Melksham Without Parish Council  
Melksham Community Campus  
First Floor  
Market Place  
Melksham SN12 6ES

Re: Co-Opted Councillor – Melksham Without Parish Council

Dear Mrs Strange and Councillors,

Firstly, Happy New Year, I hope you all had a wonderful Christmas and New Year with your loved ones and friends.

I would like to take this opportunity to solicit for the vacancy of Councillor of Melksham Without. In brief, I have lived in England since I was 4 years of age (will be 53 years young in a couple of months) and my children and I moved to Sandridge Road in Melksham from London over 12 years ago, one of my best decisions I should add and my children have known Melksham as their home as they were very young when we moved. Now I cannot think of living anywhere else.

Both my children attend Melksham Oak and I invigilate there during exams, and have recently applied to be part of the Teacher and Parent Association. Having run my own small business for the past 20 years, I feel more capable and have time to do something for the community. Having seen the advertisement before Christmas, I was intrigued and now confident that I can do a good job and enjoy it too. It will be an opportunity to learn and do things I have never done before and have my horizons broadened whilst making as much a contribution as I can.

Not only do I want to learn about our community, I would like to be involved with it and participate in all aspects, challenging or contributing, just as long as I can make a difference and the immense satisfaction that I was able to help or be instrumental within the community. I believe it's the small things that make a difference and I would very much like to be part of the Parish Council who cares and makes all the difference whether it be to one person or a community.

Thank you for taking the time to read this and consider me. Wishing you all a successful and exciting 2023.

Kind regards,  
Ellie Ramsey

██████████  
**First Lane**  
**Whitley**  
**Melksham**  
██████████

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

FAO Teresa Strange, Clerk

10 January 2023

Dear Teresa

### **Parish Council Vacancy**

Please take this letter as my application for co-option as a Parish Councillor to fill the vacancy created by the resignation of Mary Pile. My application has been encouraged by Mary.

### **Why I am interested in becoming a Parish Councillor?**

I am the Chair of CAWS, a local volunteer, and a resident of Whitley with a very strong interest in supporting the local community. I am keen to find new opportunities to support local residents and feel a position as a Parish Councillor would enable that cause.

My particular topics of interest include, inter alia,:

- **Planning** – supporting the development of the Neighbourhood Plan and Local Plan and trying to ensure that any connected building developments are sensitive to the local environment, any natural and/or historical constraints, and local demand.
- **Flooding and Drainage** – helping identify flooding and drainage risks and constraints particularly with regard to Southbrook and the Avon and whist taking into account the impact on both upstream and downstream communities/residents.
- **Traffic Calming and Road Safety** – helping to find opportunities to make our roads safer for drivers and pedestrians particularly on busy roads and “rat runs” through the local communities.

- **VFM** – helping to ensure community projects are adequately funded and developed solutions represent value for money.

I feel my work experience (see below) has equipped me with skills that would be help me to be an active contributor to Parish Council discussions and campaigns etc.

### **Do I meet the qualifications?**

Yes. I am:

- a British Citizen;
- over the age of 18 (thank you for asking!);
- on the electoral register;
- a house owner in Whitley.

### **About Me**

I retired from full time employment in 2020 after a career in the MOD and the private defence sector. Since then I have been an independent business consultant, NED and Trustee working with local SMEs to help them develop and grow.

I am currently Chair of CAWS. During my time with CAWS I have help raise over £15,000 for local projects, been a main organiser of the local jubilee celebrations and helped support a range of new local initiatives ranging from tree planting to road safety.

I attach a summary bio.

### **Summary**

I hope this application covers all the necessary criteria and I look forward to seeing you on 23 January 2023. In the meantime, if you have any questions please do get on touch.

Yours sincerely

Peter Richardson FCIPS, FCIM, FRSA



## About Me...

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- Public Sector - Finance, accountancy and commercial roles in MOD in UK and overseas including Defence Accounting, Foreign Military Sales (FMS), procurement, sales, and restructuring
- Private Sector - Supply chain, procurement and commercial director roles and most recently the Commercial Director in QinetiQ's Air and Space Business and the Aurora Engineering Partnership (QinetiQ, Atkins, a member of the SNC-Lavalin Group, and BMT)
- Since 2020 - independent business consultant, NED and Trustee working with SMEs to help them develop and grow
- M&A experience in major acquisitions, disposals, contractorisations, privatisations and Employee Ownership
- Fellow of Chartered Institute of Procurement and Supply, Chartered Institute of Management, and Royal Society of Arts
- Lives in Whitley
- Chair of CAWS



## ORGANISATION REPRESENTATIVES

For 2022/23

### Organisations:

Age Friendly Melksham	John Doel
Berryfield & Semington Road Action Group (BASRAG)	Richard Wood
Berryfield Village Hall	Shona Holt
Bowerhill Residents Action Group (BRAG)	Rob Hoyle (Sub: Andy Russell)
Bowerhill Village Hall Trust	Andy Russell
CCTV Working Group (Town Council)	Stefano Patacchiola
Climate Friendly (NEW)	John Doel
Community Action Whitley & Shaw (CAWS) & Flood Wardens	Mary Pile
CPRE (Wiltshire Branch)	<b>VACANCY</b>
Dementia Action Alliance	Robert Shea-Simonds
Market Place Toilet Joint Venture	Alan Baines & John Glover
Melksham Area Board	John Glover & David Pafford
Melksham ATC	Andy Russell
Melksham Chamber (previously Chamber of Commerce)	Rob Hoyle
Melksham Charities	R Shea-Simonds & John Doel
Melksham Community Area Transport Group	Alan Baines
Melksham Hospital & Community	Robert Shea-Simonds
Melksham Joint Health Forum	John Glover
Melksham Joint Neighbourhood Plan Steering Group	John Glover & David Pafford (A Baines & R Wood – reserve)
Melksham Oak Community School Governor	David Pafford
Melksham Transport Group	Mark Harris
Operational Flooding Working Group	Alan Baines
Parish Highways & Street Scene Rep	Parish Officer – L. McRandle
PCSO Liaison	Officers
Press Representative	Clerk – Teresa Strange
Shaw Hall Management Committee	Stefano Patacchiola
Shurnhold Fields (Friends of)	(from Shurnhold Working Group Reps)
Whitley Reading Rooms	<b>VACANCY</b>
Wilts & Berks Canal Partnership	Mark Harris
WALC (Wiltshire Association of Local Councils)	Rob Hoyle

### Footpath Representatives:

Beanacre	Terry Chivers
Berryfield	Richard Wood
Bowerhill, Redstocks and The Spa	John Glover & <b>VACANCY</b>
Sandridge & Blackmore	Alan Baines
Shaw & Whitley	Stefano Patacchiola & Terry Chivers

## **Committees and Working Parties for 2022/23**

**Chair and Vice Chair of the Council to be  
Ex-officio members of all committees and working parties:**

**Chair of Council for 2022/23: Cllr John Glover**

**Vice Chair of Council for 2022/23: Cllr David Pafford**

### **Finance Committee:**

Cllrs John Glover (**Chair**), Alan Baines (**Vice Chair**), Richard Wood, David Pafford, Shona Holt, Robert Shea-Simonds, John Doel.

*(Cllrs Stefano Patacchiola and Andy Russell to come in once a quarter to verify bank reconciliations as two non-finance committee councillors.)*

### **Planning Committee:**

Cllrs Richard Wood (**Chair**), John Glover, Alan Baines (**Vice Chair**), **Mary Pile**, David Pafford, Mark Harris and Terry Chivers

### **Staffing & Resources Committee:**

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

### **Asset Management Committee:**

Cllrs John Glover, David Pafford, Alan Baines (**Vice Chair**), Terry Chivers (**Chair**), Shona Holt, Rob Hoyle, Andy Russell.

### **Highways and Street Scene Committee:**

Cllrs John Glover, Alan Baines, Mark Harris, David Pafford, Robert Shea-Simonds, Terry Chivers and Stefano Patacchiola.

### **Community Resilience Working Party:**

Cllrs John Glover, David Pafford, Rob Hoyle, Alan Baines and **Mary Pile**.

### **Shurnhold Fields Joint Working Party:**

Cllrs John Glover, David Pafford and Stefano Patacchiola

### **Office Relocation Project Working Party:**

Cllrs Richard Wood, John Glover, David Pafford, Mark Harris, Stefano Patacchiola and Robert Shea-Simonds.

*(Cllr Stefano Patacchiola is the parish council's IT representative for this project)*

### **New Berryfield Village Hall Working Party**

Cllrs Richard Wood, John Glover, David Pafford, Mark Harris and Shona Holt

### **I.T. & Data Protection Working Party**

Cllrs John Glover, Stefano Patacchiola, David Pafford, Shona Holt and Mark Harris.

### **CIL Sharing (MTC)**

Cllrs John Glover, David Pafford and Alan Baines

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 5th December 2022 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm**

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

**In attendance:** Wiltshire Councillor Jonathan Seed, Melksham Without West & Rural (part of meeting), Richard Rogers, Strategic Engagement and Partnership Manager (Melksham, Devizes & Pewsey) (part of meeting); and Councillor Jon Hubbard, Town Councillor and Wiltshire Council (Wiltshire South) (part of meeting) and one member of public

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

**289/22 Welcome, Announcements & Housekeeping**

Councillor Glover asked as this was his first meeting after a 3 month leave of absence, if Standing Order 3(p) could be suspended to enable Councillor Pafford as Vice Chair to preside over the meeting.

Standing Order 3 (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.

**Resolved:** To suspend Standing Order 3(p), to enable Councillor Pafford as Vice Chair to preside over the meeting.

Councillor Pafford took the Chair and went through the fire procedures for the building and housekeeping relating to the meeting.

**a) To note next Melksham Area Board meeting on Wednesday 7th December at the new Berryfield Village Hall at 7pm**

Members noted the next Area Board meeting was being held at the new Berryfield Village Hall on 7th December at 7.00pm.

**b) To note new Asset Management Committee on Monday 6th February (following Planning Committee)**

Members noted a new Asset Management Committee Meeting had been scheduled for 6th February 2023, after a Planning Committee meeting.

**c) Grant applications to the parish council now open for 2023/24; deadline 31st January 2023**

Councillor Pafford informed the meeting groups were currently being invited to apply for grant funding from the council, with the deadline for applications being 31st January 2023.

Councillor Pafford provided the following updates:

- Demolition of the old Berryfield Village Hall would take place the following day (6th December).
- The last meeting of the year would be the Planning Committee meeting on Monday 19th December at 7.00pm.
- The offices to close on Friday 23rd December and reopen on Tuesday 3rd January. If anything urgent arises the out of hours mobile number is pinned to the top of the council's website.
- Richard Rogers, Strategic Engagement and Partnerships Manager (Melksham, Devizes & Pewsey) was currently attending a meeting in Devizes and hoped to attend the meeting later on in order to meet everyone.

**290/22 To receive apologies and consider approval of reasons given**

No apologies were received, but it was understood Councillor Hoyle may be working overseas at present.

**291/22 Invited Guests:**

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

Standing Orders were suspended to allow Councillor Seed to speak to this item.

Councillor Seed explained he had recently visited Berryfield Village Hall and was pleased the next Area Board meeting on 7th December was due to be held there.

The recent meeting he had attended with developers for the site to the rear of Townsend Farm (planning application No: 20/07334/OUT) had been constructive, with proposals for the development quite interesting in the way it would be configured and the type of houses to be built.

Councillor Pafford invited questions from Members.

Councillor Wood asked if Councillor Seed would be calling in the planning application for 53 dwellings adjacent to this site (planning application No: PL/2022/08155). Particularly given the concerns raised during consideration of the adjacent site (20/07334/OUT).

Councillor Seed agreed to 'call in' the application and requested a reminder from the Clerk.

Standing Orders were reinstated.

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

Councillor Alford had tendered his apologies due to other commitments.

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

Councillor Holder had tendered his apologies due to other commitments.

**292/22 a) To receive Declarations of Interests**

Councillor Glover declared an interest in agenda item 10(a)(i) relating to feedback and consideration of next steps following a meeting with a Bowerhill Sports field pitch hirer, as his grandson worked for the hirer referred to in this item.

Councillor Holt, as Chair of Berryfield Village Hall Committee declared an interest in agenda item 11 matters relating to Berryfield Village Hall.

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

The Clerk reported none had been received.

**293/22 To consider holding items in Closed Session due to confidential**

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

The Clerk explained agenda item 10(a)(i) relating to Bowerhill Sports Field & Pavilion and a meeting with a hirer would be best held in closed session as it related to contractual matters and could be the beginning of a legal challenge.

**Resolved:** Item 10(a)(i) be held in closed sessions for the reasons stated by the Clerk.

**294/22 Public Participation**

The Chair of Community Action Whitley & Shaw (CAWS) was in attendance, as they were interested in joining the Parish Council following a vacancy becoming available in the Beanacre, Shaw, Whitley & Blackmore Ward following the resignation of Councillor Mary Pile.

**295/22 Councillor Vacancy – Beanacre, Shaw, Whitley & Blackmore Ward**

**a) To note that the councillor vacancy will be filled by Co-option and to note arrangements as per Standing Orders**

Councillor Pafford informed the meeting that 10 electors had not come forward requesting an election, therefore, the Council would be able to fill the vacancy by co-option at the Full Council meeting to be held on 23rd January.

**b) To note that the council still holds the Power of General Competence until the next election in May 2025 (despite this latest co-option)**

The Clerk explained one of the eligibility criteria for a Council having the Power of General Competence was that two thirds of the council needed to be elected, which the Council had at the last election in 2021. However, following the resignation of Councillor Mary Pile, this meant the Council were one short. For due diligence the Clerk had investigated and confirmed that the eligibility held for the 4-year term of office.

**296/22 To approve the Minutes of the Full Council Meeting held on 14 November 2022.**

Councillor Baines proposed an amendment to Min 272a to read as follows: 'given there would not be a reduction in the Wiltshire Council element of the council tax, for this parish to compensate the council for taking on public open spaces.'

**Resolved:** To approve with the amendment and for the Chair to sign the Full Council minutes of 14 November 2022.

**297/22 Planning**

**a) To approve the Minutes of the Planning Committee meeting held on 28th November**

**Resolved:** To approve and for the Chair to sign the Planning Committee minutes of 28th November 2022.

**b) To formally approve Planning Committee recommendations of 28th November**

With regard to Min 288(a)(i): Footpath to the rear of Melksham Oak School, the Clerk sought clarification if Members wished to make further comments.

Councillor Pafford stated an update had been provided on the footpath from East of Melksham to the rear of Melksham Oak School at the Planning meeting on 28th November and whilst the illustrative plans were not in the public domain as yet, the Planning Committee had raised a concern there did not appear to be any proposals for lighting along the footpath and therefore, sought a steer from Members, if they wished to request lighting be installed, bearing in mind the cost implications.

It was noted the majority of people accessing the school would be during daylight hours, however, occasionally, students may need to get to school earlier or stay later for after school clubs for instance and therefore necessitate having to walk in the dark, particularly during the Winter months. It was noted members of the public may also choose to use this footpath, as a section of footpath was proposed to link to the A365 via the proposed new industrial/business units at Woolmore Farm.

Concern was raised if lighting were not installed at the same time as the footpath, it would have to be done retrospectively, which may cost more in the long run.

Several Members raised concern at the impact lighting a footpath in open countryside would have on wildlife and noted it was currently a public right of way and therefore not lit. However, it was recognised to enable students getting to and from school in darkness, some form of lighting would be useful, as long as it was low level down lighting in order not to disturb local wildlife and turned off overnight.

Councillor Baines suggested requesting the Town Council raise this issue with the Local Highway & Footpath Improvement Group (LHFIG) for their consideration.

It was noted the parish council may need to consider contributing towards the costs involved, along with the Town Council, as part of the

path was in the parish, with a suggestion the costs could be borne via the Community Infrastructure Levy (CIL) shared fund.

Councillor Chivers felt it was important lighting was provided for the general public and outside school hours. Members also discussed if the request for lighting should be for the 100m or so from the rear of the school through to the A365, with that amendment falling.

**Resolved 1:** To formally approve the Planning Committee recommendations of 28th November 2022.

**Resolved 2:** To suggest Melksham Town Council submit a request to the Local Highway & Footpath Improvement Group (LHFIG) for the installation of some form of low level, down lighting so as not to disturb local wildlife along the proposed new footpath from East of Melksham to the rear of The Oak School, in order to promote safety of those students to and from Melksham Oak School during the hours of darkness.

**c) To note Wiltshire Council appointing contractor for new Pathfinder Place primary school by end of January**

Members noted Wiltshire Council were due to be appointing a contractor for the new Pathfinder Place primary school in early 2023.

The Clerk explained she had reminded Wiltshire Council the previous council had felt very strongly that the design of the new school should not be like Forest & Sandridge School which experienced difficulties at school drop off/pick up and that the parish council would want some input prior to the plans being submitted.

Members agreed the Clerk reiterate the parish council's wish to be involved as proposals progressed.

Councillor Glover understood the parish council had previously stated the road the school was to be located on, should not have any housing on, as it was understood it was residents' cars parked on the side of the road outside Forest & Sandridge School which was the issue.

The Clerk agreed to investigate what the Council's previous concerns were.

**298/22 Asset Management**

**a) Bowerhill Sports Field & Pavilion:**

**i)C To feedback and consider next steps following meeting with pitch hirer**



**Resolved:** To send a reminder letter implying that perhaps previous correspondence had not been received as no response had been received to date. To reiterate the parish council's position again, and that they would have no choice but to refuse any further new bookings from January 2023 if the situation is not resolved.

**ii) To consider request for discounted Pavilion hire rate from regular pitch user**

A request had been received from a hirer of the sports pitch for a discounted rate to hire the Pavilion, as it would not be fully used during the duration of the use of the hire time i.e. 1-5pm, as football matches would be taking place for 2 of those hours.

The Clerk reminded members it had previously been agreed to charge £5 an hour with a minimum charge of £10 per session for use of the kitchen at the Pavilion.

Members considered this request and noted it would be difficult to police the times the Pavilion was used, as the Pavilion was not staffed.

**Resolved:** To refuse the request for a discounted rate in the hire charge for the Pavilion and to charge the hourly rate for the 4-hour hire period.

**b) Shurnhold Fields. To note biodiversity mitigation project update from Wessex Water and clarification on grant funding from Full Council meeting (Min 272/22d)**

Members noted proposals for a wildflower area at Shurnhold Fields, as part of Wessex Water's biodiversity mitigation for their mains drainage scheme at Beanacre.

The Clerk explained that since speaking with Wessex Water the area of mitigation had gone up from 0.03ha to 0.05ha with Wessex Water being happy to undertake a bit more, if requested and the parish council pay the additional costs.

The Friends of Shurnhold Fields had been approached and they had provided a map of an area ideal for a wildflower area, with Members welcoming the suggestion.

The Clerk stated at the last meeting clarification had been sought on a grant application from Friends of Shurnhold Fields and confirmed the Council had turned down the application, as their

maintenance costs were borne by the parish and town council, with the idea they apply for grant funding from other organisations.

**d) Play Areas:**

**i) To agree cover for weekly visual play area and allotment inspections over Christmas period**

Volunteers were sought to undertake the weekly visual checks of play areas and allotments in the parish council (as per the Council's risk assessment and insurance cover) during the Christmas and New Year break, as the offices were shut and staff were on holiday.

**Resolved:** Members to undertake weekly visual play area and allotment inspections over the Christmas period (week beginning 26 December) as follows and inform the Clerk when inspection had been undertaken:

Bowerhill Playing Field & Basketball Court:	Councillor Harris
Kestrel Court Play Area, Bowerhill:	Councillor Shea-Simonds
Hornchurch Road Play Area & MUGA/Basketball Court	Councillor Pafford
Berryfield Play Area, Teen Shelter & MUGA:	Councillor Wood
Shaw Play Area and MUGA:	Councillor Chivers
Beanacre Play Area:	Councillor Chivers
Berryfield & Briansfield Allotments:	Councillor Wood
Whitworth Play Area (if adopted)	Councillor Holt
Davey Play Area, Pathfinder Place (if adopted)	Councillor Pafford
Berryfield Village Hall	Clerk

**ii) To agree renewal lease term to seek with Wiltshire Council for play areas (Min 272/22b)**

Councillor Pafford reminded Members the Parish Council had recently turned down the opportunity for an asset transfer of play areas from Wiltshire Council, having decided to seek renewal of the leases for Kestrel Court and Berryfield play areas and sought a steer from Members how long they wished the leases to be.

The Clerk informed Members the Parish Council currently leased both play areas on 7-year leases, which were coming to an end. Wiltshire Council were offering leases of up to 125 years and

reminded Members of the possibility of Berryfield Play area being lost as part of the Wilts & Berks Canal project.

**Resolved:** To renew the play area leases for Kestrel Court and Berryfield for 125 years.

Councillor Hubbard arrived at the meeting at 8.00pm

**iii) Whitworth Play Area (Bowood View): To note quotes for additional works for tarmac path and safety surfacing under the Teen Shelter**

The following quotes had been received, excluding VAT:

Supply and install safety surfacing under the teen shelter	£1,580
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Improvements to footpath (tarmac)	£13,504
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The Clerk confirmed Bellway had agreed to install the footpath in the play area and the parish council had received an alternative quote for £13,500 and for Members to note the above estimated costs, if Bellway were minded not to install the footpath.

With regard to the safety surfacing, the Clerk stated there were conflicting views as to whether this was required and suggested looking at this at a future Asset meeting, once the play area had been transferred to the Parish Council and in the meantime to note the estimated costs for undertaking this work.

**Resolved:** To note the above quotations and to look at undertaking the safety surface work at a future Asset Management Committee meeting, once the play area had been transferred to the Parish Council.

**iv) To note update on adoption of Whitworth Play Area and confirm legal transfer plan of area**

The Clerk explained negotiations were still ongoing between the Parish Council and Bellway's solicitors, with a requirement for the Parish Council to confirm the red line on the map provided, of the extent of the play area to be adopted.

Councillor Glover sought clarification if the red line included the fence or otherwise.

**Resolved:** To confirm the extent of the play area to be adopted by the Parish Council as indicated by the red line on the map provided and to seek confirmation this included the fence or otherwise.

Councillor Pafford welcomed Councillor Hubbard to the meeting and asked Members once the Council had finished agenda item 10 if they wished to move to agenda item 15, which Councillor Hubbard wished to speak to, which Members agreed.

**e) To confirm adoption of the Telephone Kiosk in Berryfield Park (01225 791398) and agree signing of the contract.**

Councillor Patacchiola drew the Council's attention to clauses 5.2 in the contract which stated: The Buyer acknowledges the kiosk may have been painted with paint containing lead and accept the health and safety risks which may be associated with its removal or maintenance. The Buyer also acknowledges that leaden paint may require specific maintenance procedures.

Councillor Patacchiola also drew Members' attention to clauses relating to the electricity supply which may only be suitable to run a lightbulb and could be removed at any time, therefore, the Parish Council needed to understand the intention to adopt, if potentially the electricity could be removed and was currently only suitable for running a lightbulb.

Councillor Wood felt this site was an ideal location for a community access defibrillator, but would require some expense to make it suitable for a defib.

Councillor Glover sought clarification if residents had shown an interest in keeping the telephone kiosk.

Councillor Wood stated a resident had previously approached him to say they were keen to keep the kiosk and maintain it and felt whilst there was a new defib provided at the new Berryfield Village Hall which was very close to the defib provided by the Parish Council at The New Inn, residents of Berryfield Park would feel better served by a defib nearby.

Councillor Patacchiola clarified the electricity supply would need upgrading to run a defib and BT in the past had given 7 years to make a kiosk suitable for a defib.

The Clerk explained with regard the kiosk in Whitley, whilst the Parish Council at the time had not been keen to adopt it, Community Action Whitley & Shaw (CAWS) had been. Therefore, the Parish Council had adopted them and CAWS had signed a separate maintenance

agreement with the parish council to undertake weekly visual inspections, with the Parish Council Caretaker undertaking quarterly inspections.

The Clerk explained she had said yes to BT initially, as they were about to remove it, however there was no obligation on the Council to adopt the kiosk, until they had signed the Agreement.

The Clerk explained some research had been undertaken and noted several groups had taken on kiosks and provided a defib, with the Community Heartbeat Trust providing help with this. There were also organisations who could supply the correct paint, if the kiosk needed to be repainted.

It was noted on a few occasions it had been difficult to access the defib on the New Inn, as it was located on a narrow pavement and sometimes the gate had been locked.

**Resolved:** To investigate the costs of installing a community access defibrillator and refurbishing the kiosk in order to make secure and the reinstatement costs associated with removing the defib from The New Inn.

Councillor Pafford moved agenda item 15 regarding the future of Melksham Community Support further up the agenda to enable Councillor Hubbard to speak to this item, with the minutes for this item listed under Min 303(a)/22 below.

#### **299/22 New Berryfield Village Hall project:**

##### **a) To consider update from solicitors on legal claim**

The Clerk explained she had not chased the solicitors too hard on the legal claim, as she was concerned the developer may not go ahead with tarmacking the play area footpath, resulting in the Council having to find £13,500, in order to get the work done, against a counter claim from the developer, for costs associated with reinstating the road. The

Clerk sought a steer from Members if they were happy with this approach.

Members agreed they were happy with this approach.

**b) To receive update on progress with new Management Committee and consider any time sensitive requests (next Committee Meeting Weds 30 November)**

The Clerk explained all was going well, with a new Chair in place and several meetings having taken place. The only time sensitive issue was a request for a longer-term lease, which was included on the agenda.

Councillor Holt explained the management committee were currently in the process of being registered as a charity.

**c) To review request from Management Committee for longer term of lease**

The Clerk explained the Management Committee were seeking a longer-term lease. At present there was no lease in place, with the parish council, on the suggestion of the solicitors, previously suggesting a 25-year lease. However, on talking to other village hall committees, who had struggled to obtain grant funding due to short leases, the management committee felt a 25 years lease was not long enough and therefore were requesting a longer lease.

**Resolved:** For the Parish Council to enter into a 125-year lease with Berryfield Village Hall Management Committee.

Richard Rogers, Strategic Engagement Partnership Manager, Wiltshire Council arrived at 8.55pm.

**300/22 Finance:**

**a) To note Receipts & Payments reports for November**

**Resolved:** To note Receipts & Payments reports for November.

**b) To approve cheque signatories/online authority for December payments**

**Resolved:** To approve Councillor Baines and Holt as cheque signatories/online authority for December payments.

The Clerk explained officers had been struggling to access the Land Registry system when the maps had to be sent via the post for land identification; this also required a cheque to be signed and enclosed and it was difficult to assess where the applications were in the Land Registry system. There was a new way to have an online account, for

these types of applications, with a tracking system, and it required a direct debit to be set up with the applications paid for electronically. To speed up the Land Registry checks still outstanding from the summer months for Neighbourhood Plan work, Councillor Pafford and the Clerk had arranged for a direct debit to be set-up with the Land Registry account. These are for nominal amounts with applications typically costing £6 per search.

**c) To approve signing of CIL sharing agreement with Melksham Town Council (MTC) and payment of £315,029.94 to MTC on the December pay run**

It was noted that clause 2.4 of the Agreement stated: In the event that it is not possible to carry out the project or all the sum is not expended on the project within 3 years of the date of the completion of the development by the erection of the number of permitted dwellings to so advise the Parish Council and if they so demand, to repay the sum or the balance therefore, together with any accrued interest to the Parish Council on demand.

**Resolved:** To approve the Chair signing the CIL sharing agreement with Melksham Town Council and payment of £315,029.94 to Melksham Town Council in the December pay run.

**d) To note Internal Audit (1<sup>st</sup> visit of 2 for 2022/23) due on Wednesday 21 December**

Members noted the internal auditor was due on Wednesday, 21st December.

**301/22 Highways: To consider future action regarding the request for “Countdown” signs indicating a change in speed limit for the A350 at Beanacre from 60mph to 30mph following further research with the Police & Crime Commissioner and Wiltshire Council Highways Officer.**

Following the Parish Council’s request for a countdown sign to be erected on the A350 in Beanacre on the Lacock side, in order to make drivers aware they were entering a 30mph area and to slow down, the Senior Traffic Engineer had responded stating ‘legal requirements regarding signage was set down in the Traffic Signs Manual. Traffic authorities were able to submit requests for special authorisation for non-prescribed signs (which this signage is) to be displayed. However, Wiltshire Council’s Highway Authority were of the opinion that no such authorisation had been sought or indeed granted for these particular signs.’

The Senior Traffic Engineer also drew Members’ attention to Chapter 3 of the Traffic Signs Manual, Section 8 Speed Limits, Paragraph 8.2.6 which stated:

'Countdown signs giving advance indication of a change in the speed limit are not prescribed and must not be used, unless they have been authorised by the national authority. In England, there is a clear policy not to authorise these signs.'

Advice had also been sought from the Police & Crime Commissioner (PCC) as to whether the Police would support the installation of such signage, given the concerns raised by the Highway Engineer that the installation of such signage could invalidate any potential speeding prosecutions.

The PCC had responded stating whilst signage was not the Police's responsibility, they would support any case that the Parish Council could make to improve the situation on the A350 through Beanacre.

Councillor Baines stated both himself and the Clerk had subsequently met with the Senior Highway Engineer who had explained more fully his response and highlighted the comments regarding Chapter 3, Section 8 Speed Limits and suggested the Parish Council contact Bath & North East Somerset Council (BANES) asking for a copy of their authorisation to permit use of these signs and if they were able to produce a document, then Wiltshire would make an application to use similar signs on Wiltshire's road network.

It was emphasized that if there was an accident causing an injury or fatality related to an unauthorised sign, there would be repercussions for Wiltshire Council as the local highways authority, hence their caution.

Councillor Baines clarified that whilst the Council would like to see such signage installed in Beanacre, they had still pursued the suggestion of village gateways through the Local Highway & Footway Group (LHFIG) scheme, which required significant funding with the parish council having to fund 50% of this project.

Councillor Patacchiola highlighted if BANES did have authorisation, the Senior Highway Engineer would be happy to submit a request for similar signage.

**Resolved:** To ask Bath & North East Somerset (BANES) for a copy of their authorisation documentation for such signage in order to forward to Wiltshire Council.

### **302/22 Policies/Procedures**

#### **a) To agree move to full use of .gov.uk email address in first week of January**

The Clerk explained both the current email address of **.co.uk** and the new email address of **-pc.gov.uk** were running simultaneously, but needed to move to just the **-pc.gov.uk** email address which was more



secure, with a suggestion to do this on the first working day back in January after the Christmas break and would send reminders to Members on how to access emails via their Office 365 accounts.

**Resolved:** For the Parish Council to move over to the **-pc.gov.uk** email address on the first working day in January 2023.

Councillor Terry Chivers left the room.

**b) To note ICO advice on councillor's use of non-council email addresses and consider any action for non-compliance with Council adopted Email policy**

The Clerk explained new guidance had been released from the Information Commissioners Office (ICO) regarding councillors' use of personal email addresses, rather than council email addresses which had caused security and data breach concerns and was one of the main reasons the Council had gone over to a .gov.uk email address.

The Clerk reminded Members the Council's Email Policy stated Councillors must use Council email accounts provided and sought a steer from Members what action it wished to take if a Member did not adhere to the Policy.

It was noted Members had specifically been given laptops, if they did not have their own devices, in order to access Council emails.

Councillor Shea-Simonds noted within the wording of the Policy it stated emails should be checked regularly, but this could be interpreted as once a year for instance and wondered if this needed to be changed.

**Resolved:** The Council only use the .gov.uk email address. The Email Policy is changed to say emails should be checked **frequently**.

Councillor Terry Chivers returned to the meeting.

**303/22 Community projects/partnership organisations:**

**a) To consider proposal from recent meeting regarding the future of Melksham Community Support and subsequent proposal to jointly fund additional support for vulnerable residents in Melksham and Melksham Without from Age UK, working with Melksham Town Council and the Melksham Area Board**

Councillor Pafford explained Councillor Hubbard was in attendance to listen to the Parish Council's response to a proposal from Age UK, working with both the Town Council and the Parish Council to jointly fund additional support for vulnerable residents in both the town and parish, with the Town Council having recently discussed this proposal.

Councillor Pafford explained at the Area Board's Health & Wellbeing Meeting, attended by representatives of both councils and organisations supporting those in need, focus had been on what was necessary to fill the gap between what the Government was doing and what Melksham Community Response were doing. This had highlighted the need for someone to co-ordinate things, particularly in finding out what the needs of people were when they contacted an organization seeking help, as often it was not apparent what their full needs were when they made first contact. This in turn would help signpost people to extra help they needed via various agencies.

The Clerk explained in Covid when the Country went into lockdown Melksham Community Support took 100s of calls from residents requiring help, however, after talking to some, their needs were quite complex and had always been complex even prior to Covid, but had not been signposted to where they could find help. Therefore, there was a gap where Melksham Community Support had identified people who were vulnerable but their needs had still not gone away. Support was available, from Age UK and others and this help needed to be signposted to those who required it, as often people were not aware the help was available or had the confidence to ask for help or that what was available was not for them.

Standing Orders were suspended to enable Councillor Hubbard to speak to this item.

Councillor Hubbard stated this was the first opportunity face to face to thank the Parish Council for their support it gave to Melksham Community Support during the Pandemic, by providing officer support, as without this generous support, Melksham Community Support would not have been able to do what it did without the Council allowing its team to undertake the work involved.

Councillor Hubbard stated whilst Melksham Community Support still continued to deliver prescriptions to people if requested, despite restrictions being lifted, this did not solve the person's underlying needs. For the person employed by Age UK Wiltshire it would be their job to contact everybody who Melksham Community Support worked with in order to undertake a review of their needs.

Councillor Hubbard explained that for several reasons, some people were not getting the necessary support they needed. The new role would be about identifying their wider needs and having them properly addressed. The review will also identify those who are capable of collecting their own prescription for instance.

Councillor Hubbard explained with regard to the database used by Melksham Community Support, that the technology can make sure the additional service which will be funded, is only constrained to the town

and the parish, unless other parishes supported by Melksham Community Support wish to help contribute towards the new service.

Councillor Hubbard explained support could also be provided with emergency plan work. The technology within the database system used by Melksham Community Support could include flood wardens for instance or those who could provide help such as 4 x 4 vehicles and other useful equipment, skills, with this information being secured on a different part of the database system (Lamplight) so only those who needed access to the information would be able to get access to it.

Standing Orders were reinstated.

Councillor Shea-Simonds, whilst supporting moving Melksham Community Response forward, expressed concern a section of vulnerable people would be put off by the name Age UK and its association with helping older people and sought clarification the Parish Council were being asked to make a substantial donation to Age UK in order to employ a person to co-ordinate this work.

Councillor Hubbard stated it was not donating funding to Age UK, but commissioning a service and whilst initially there had been discussions on having someone the town and parish councils employed jointly and managed through either the town or parish structure, an opportunity presented itself with working with Age UK, with the advantage of working with Age UK being that they would bring a wealth of knowledge, expertise, talent, skills and resources that both councils did not have at present.

Councillor Hubbard explained if it was agreed to help fund this post, the person would be employed in Melksham, working for wider Melksham, but managed by Age UK.

Councillor Hubbard explained he had also been concerned about the association with age, rather than need. However, was reassured by the response from Age UK and felt the advantage of the partnership with Age UK would supersede the challenges of the person not being directly employed by both councils, it would also mean both Clerks not having to line manage the individual.

The Clerk confirmed she had raised concerns when the post was initially proposed if the post came under either the town or parish, particularly with regard to safe guarding or who would cover the role if they went off sick for some time.

With regard of support from Age UK in general, it was clarified anyone under 60 was the exception to the rule but they would not turn anyone away.

It was confirmed the post was for a 0.5 full time equivalent and included all the on costs, volunteer recruiting and volunteer expenses etc, the emergency aspect of the role would still be just the emergency plan, which would kick in for the officers/staff of both councils.

Councillor Glover sought clarification who the person would be working with, i.e. Melksham Community Response or both councils and who would be responsible for them, such as the Clerks from both councils.

Councillor Hubbard clarified if both Councils agreed to the role, jointly they would be able to consider the objectives they wanted to see achieved from the role, with the person from Age UK Wiltshire contracted to deliver these objectives through the community. They would sit aside officers from both councils; however, they would be mainly out and about undertaking their role.

The Clerk understood Members concerns on the lack of information at present, however, it was a timing issue, in that both councils were currently preparing their budgets for the next financial year. There was limited time to come back with a full proposal/job description for consideration by both councils, in order for consideration prior to budget setting and therefore, was looking for an in principle decision from Members now, in order the Finance Committee could look at budgetary requirements and make a recommendation, but it did not mean the Council would be going ahead at this stage.

Councillor Patacchiola stated he understood the Town Council on considering this matter had agreed funding for 3 years in principle with up to a maximum of £11,500 per council. Melksham Community Support sounded like a reactive signposting service and reaching out to people in its current format, whereas now, it sounded like it was trying to make it a more proactive service and sought clarification there was a mandate that those on the database were willing to be contacted in this way.

Councillor Hubbard stated the database had been created out of necessity during lockdown with the Government at the time being relaxed on data protection rules in the circumstances. However, those on the Lamplight database, which is designed around GDPR, had been contacted towards the end of 2020 to undertake a data consent request with them, which is also done with new people who sign up. During this exercise only two people had stated they were not happy for their information to be kept and therefore it had been deleted.

Councillor Harris sought clarification on the costs the parish council would be expected to contribute towards the post.

The Clerk confirmed £11,500 was being requested, with £23,000 being confirmed by Age UK as an appropriate cost for such a post on a part time basis. There was the opportunity for the Area Board at their

February meeting to considering contributing to the costs with 'seed funding' only for the first year. It was noted other parish councils who received the services of Melksham Community Support previously could be contacted to see if they would be happy to contribute.

Councillor Glover stated he would be happy to propose some funding being put forward this evening into the budget, but noted the council needed to be mindful of inflation costs and other costs and the impact on residents.

The Clerk explained higher funding than expected had been received from Sandridge Solar Farm (£16,119), with higher funding expected the following year, having only anticipated £5,000 in the 2022/23 budget and informed Members the £11,500 requested divided by the new tax base, would mean an extra £3.97 per year, per average Band D household for this service.

Councillor Glover whilst not expressing caution at going ahead with the request for funding this role and requesting funding be allocated in the budget, wished to highlight the impact on residents with regard to any increase in council tax. The extra monies received as highlighted by the Clerk could be put towards other items.

Councillor Pafford felt this was what the Parish Council were here to provide, in order to help residents in the parish, with the Parish Council recognising the importance of having Melksham Community Support at the time, in order to help parishioners during the pandemic and although not the same emergency now, noted it would be a rough period, giving the cost of living increase, with support only being available from the Government to help those in need until March and felt it was important the Parish Council help.

**Resolved:** The Finance Committee in considering the budget for 2023/24 allocate £11,500, as a maximum to fund the post.

**b) To note closure of Whitley Stores and consider any subsequent actions**

The Clerk provided an update on both Whitley Stores, which had recently vacated the Spindles café premises on Top Lane. They were running a newspaper supply in the mornings from Whitley Reading Room.

The Clerk reminded Members the Council had provided Whitley Stores with a grant for some 'seed funding' and sought a steer on whether they wished to request any unspent funding be returned to the Council, bearing in mind they may have an option to relocate elsewhere in the village.

Councillor Glover noted Whitley Hub may have ruled themselves out of

receiving any further grant funding, as it was noted they gave out grants themselves which was against the Council's grant policy.

Councillor Chivers stated whilst he welcomed the news the group had managed to find an alternative location, as they were selling newspapers, whether they needed planning permission for retail use and whether the parish council could submit one on their behalf.

**Resolved:** For the Clerk to enquire whether planning permission was necessary, bearing in mind Whitley Reading Rooms was used as a community facility.

**c) To consider latest update from Wiltshire Council on Cost of Living crisis & Request from NCVO (National Council for Voluntary Organisations) to appeal to Government for support for voluntary organisations with rising Energy Costs**

Councillor Pafford stated as raised by the Clerk at a previous Area Board meeting that Wiltshire Council were providing support to residents, businesses and their staff, but had not detailed what they were doing during the cost of living crisis to support community facilities and organisations and whether the parish council wished to remind Wiltshire Council things like village halls, community centres, scout huts, youth clubs all needed support too.

Councillor Holt stated she understood such facilities were being supported by Wiltshire Council.

The Clerk explained she was concerned village halls in particular who had stated they were willing to be warm spaces, would take a hit with regard to heating costs and whether help could be provided and noted the NCVO were concerned voluntary organisations were struggling and could not see reference to voluntary organisations and village halls in documentation received so far.

Councillor Pafford invited Richard Rogers, Strategic Engagement Partnership Manager to speak to this item.

Richard explained Wiltshire Council's initial response reflected that of the Government but following feedback, support for voluntary organisations was now available, but obviously funding was limited.

The Clerk explained the NCVO were requesting councils to write to their MPs asking for more help from the Government for voluntary/charity organisations.

**d) To consider Police Report for November 2022**

Sergeant James Twyford had written to all Councils in his area of responsibility to inform them that due to depleted staffing levels he was

unable to provide staff to attend council meetings to update them on policing matters, but would be providing a detailed report to submit to each Council and welcomed feedback on this proposal.

Councillor Pafford noted the Police had previously been criticised for not being visible in the community however, due to budget cuts, nationally there had been a reduction in policing levels by 20,000, however, the Police were trying to recruit more officers.

Councillor Shea-Simonds noted the major concern in Wiltshire was drug offences and this was where the Police were putting the majority of their resources, which was understandable and felt the report was useful but asked if it could include issues more pertinent to the parish.

Councillor Patacchiola explained at a recent meeting in Shaw, it was asked if there was a named person within the neighbourhood policing team who they could address their concerns to.

**Resolved:** To welcome the use of reports to update the council on Police activities and for the council to feedback back on any matters raised or seek updates on matters not raised. To ascertain appropriate contact details in order for community groups to pass on any intelligence regarding issues in their area.

**e) To consider correspondence from WALC (Wiltshire Association of Local Councils) and attendance at their next meeting (18<sup>th</sup> January)**

WALC had written to all councils in Wiltshire inviting a representative from each to attend a meeting on 18th January, as the budget would be set, which would impact subscriptions paid by Councils in order to receive WALC's services.

The Clerk stated she was happy to attend the meeting but it required a councillor for WALC to be quorate and for a voting member to be in attendance. Councillor Hoyle (as the council representative) to be asked if he could attend the meeting.

**304/22 What have we done to meet the Climate Friendly agenda?**

- The Clerk explained plainings from the A350 (near the Milk Churn pub) roadworks had been distributed for free to Bowerhill Sports Field car park and Briansfield Allotment car park to fill potholes.

The clerk explained if anyone was aware of other areas which needed plainings to get them on the list, in order to receive a delivery, which would be late evening, next time roadworks were taking place in their area.

- The Clerk explained a volunteer for the Wilts & Berks Canal Trust had

been in touch to say they had been successful in obtaining wildflower meadow mowing equipment and as they had spare capacity had suggested he may wish to get involved with the wildflower mowing at Shurnhold Fields and areas Bowerhill Residents Action Group (BRAG) wished to plant with wildflowers.

Meeting closed at 9.45pm

Signed .....  
Chair, Full Council 23 January 2023



Date: 01/12/2022

## Melksham without Parish Council Current Year

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Time: 11:26

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 8

## Receipts for Month 8

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>608,711.25</b>					<b>608,711.25</b>	
V3040-SOLA	Banked:01/11/2022	<b>16,119.14</b>						
V3040-SOLA	Sandridge Solar Farm	16,119.14			1140	110	16,119.14	Sandridge Solar Farm Funding
V3041-SSE	Banked:04/11/2022	<b>8,361.00</b>						
V3041-SSE	Scottish & Southern Electric	8,361.00			1100	110	8,361.00	Grant income for MCS
					354		8,361.00	Grant income for MCS
					6001	110	-8,361.00	Grant income for MCS
V3042-BACS	Banked:07/11/2022	<b>30.00</b>						
V3042-BS14	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 14 rent
V3043-BACS	Banked:07/11/2022	<b>30.00</b>						
V3043-BS20	Allotment Holder	30.00			1320	310	30.00	Briansfield Plot 20 rent
V3044-BACS	Banked:08/11/2022	<b>4,015.21</b>						
V3044-CIL	Wiltshire Council	4,015.21			1420	350	4,015.21	CIL-21/01791-39 Eden Grove
V3045-BACS	Banked:08/11/2022	<b>420.00</b>						
V3045-FoF	Future of Football	420.00			1210	210	420.00	Inv.305- Oct Camps & Training
V3046-BACS	Banked:10/11/2022	<b>200.00</b>						
V3046-FoF	FOF FC	200.00			1210	210	200.00	Inv.304- October 22 pitch hire
V3047-BACS	Banked:14/11/2022	<b>60.00</b>						
V3047-BY13	Allotment Holder	60.00			1310	310	60.00	Berryfield Plot 13 rent
V3048-BACS	Banked:16/11/2022	<b>5,091.77</b>						
V3048-HMRC	HM Revenue & Customs	5,091.77			105		5,091.77	VAT Reclaim-01.10.22-31.10.22
V3049-BACS	Banked:21/11/2022	<b>180.00</b>						
V3049-Stav	Staverton Rangers	180.00			1210	210	180.00	Inv.307- November 22 matches
500168-CHQ	Banked:23/11/2022	<b>60.00</b>						
500168-CHQ	AFC Melksham	60.00			1210	210	60.00	Inv.306- Match on 13th Nov
500166-CHQ	Banked:23/11/2022	<b>180.00</b>						
V3051-CHQ	Allotment Holder	30.00			1310	310	30.00	Berryfield Plot 16a rent
V3052-CHQ	Allotment Holder	60.00			1310	310	60.00	Berryfield 14a allotment rent
V3053-CHQ	Allotment Holder	30.00			1310	310	30.00	Berryfield plot 5b rent
V3054-CHQ	Allotment Holder	60.00			1310	310	60.00	Berryfield plot 2A rent
V3055-BACS	Banked:23/11/2022	<b>30.00</b>						
V3055-BY1A	Allotment Holder	30.00			1310	310	30.00	Plot 1A allotment rent
V3056-BACS	Banked:25/11/2022	<b>60.00</b>						
V3056-BS7	Allotment Holder	60.00			1320	310	60.00	Briansfield Plot 7 rent
V3057-BACS	Banked:29/11/2022	<b>30.00</b>						
V3057-BY3B	Allotment Holder	30.00			1310	310	30.00	Berryfield plot 3B rent

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Date: 01/12/2022

**Melksham without Parish Council Current Year**

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**Cashbook 1**

User: MR

**Current Account & Instant Acc**

For Month No: 8

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<b>Total Receipts for Month</b>	34,867.12	0.00	0.00	34,867.12
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<b>Cashbook Totals</b>	<u>643,578.37</u>	<u>0.00</u>	<u>0.00</u>	<u>643,578.37</u>
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Continued on Page 168

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**Payments for Month 8**

**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/11/2022	Grist Environmental	V3035-DD	123.25		20.55	4770	220	102.70	Inv.P87368-B'Hill Waste away
02/11/2022	ICO	V3036-DD	35.00			4391	120	35.00	Data Protection renewal fee
17/11/2022	HM Land Registry	V3032-6101	4.00			4680	170	4.00	SIM Application NHP
17/11/2022	HM Land Registry	V3033-6102	16.00			4680	170	16.00	Applications for NHP-SIM
18/11/2022	Plusnet	V3037-DD	36.60		6.10	4190	120	30.50	Inv.005- Campus Broadband
22/11/2022	Sirus Telecom	V3038-DD	148.26		24.71	4190	120	123.55	Inv.077-Office calls
24/11/2022	HM Land Registry	V3034-6103	7.00			4250	120	7.00	OC1- Search-Park Farm Trow
24/11/2022	SSE	V3039-DD	560.89		26.70	4312	220	534.19	Pavilion Gas-23 Aug-4 Nov 22
<b>Total Payments for Month</b>			931.00	0.00	78.06			852.94	
<b>Balance Carried Fwd</b>			642,647.37						
<b>Cashbook Totals</b>			<u>643,578.37</u>	<u>0.00</u>	<u>78.06</u>			<u>643,500.31</u>	

Date: 01/12/2022

Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 8

Receipts for Month 8

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 :		638,760.21					638,760.21	
	Banked:	0.00						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>638,760.21</u>	<u>0.00</u>	<u>0.00</u>			<u>638,760.21</u>	

Continued on Page 156

Payments for Month 8				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
16/11/2022	Unity Trust Bank	V3031DD	156.90		24.45	4120	120	-2.05	REFUND- For postage entered tw
						4150	120	31.65	A4 Paper
						4120	120	6.60	Asset Management agenda postag
						4120	120	2.65	Planning agenda pack postage
						4190	120	-3.39	REFUND-Cancelled office phone
						4175	120	81.00	Office 365 Subscription
						4200	120	11.99	Zoom meeting subscription
						4140	120	3.00	Monthly Fee
						4175	120	1.00	Website hosting
28/11/2022	GB Sport & Leisure	V2995-BACS	216.54		36.09	4490	142	139.00	11237-2x Wet Pour repair kit
						4490	142	21.45	Inv.11237-Primer for surfacing
						4490	142	20.00	Inv.11237-Delivery
28/11/2022	Aquasafe Environmental Ltd	V2996-BACS	138.00		23.00	4212	220	115.00	Inv.220916-September PPM Visit
28/11/2022	Pope Consulting	V2997-BACS	1,065.00		177.50	4582	142	887.50	Inv.4362-6 M&E BYF V Hall
28/11/2022	JH Jones & Sons	V2998-BACS	1,604.65		267.44	4402	320	60.15	3118-Allotment grass cutting
						4400	142	221.90	3118-Play Area grass cutting
						4780	142	52.50	3118-Play Area bin emptying
						4781	220	79.58	3118-JSF Bin emptying
						4401	220	692.17	3118-JSF Grass cutting
						4400	142	34.66	3118-Kestrel Court Shrub Maint
						4409	142	163.33	3118-Hornchurch Grass cutting
						4820	142	32.92	3118-SHF Grass Cutting
						347	0	-32.92	3118-SHF Grass Cutting
						6000	142	32.92	3118-SHF Grass Cutting
28/11/2022	Agilico	V2999-BACS	368.50		61.42	4130	120	307.08	Inv.825- Office Photocopying
28/11/2022	DS Securities	V3000-BACS	948.00		158.00	4582	142	790.00	77730-BYF Alarm Monitor & Main
28/11/2022	T W Landscapes	V3001-BACS	3,336.00		556.00	4582	142	2,780.00	Inv.22733-Landscaping BYF V HA
28/11/2022	JH Jones & Sons	V3002-BACS	264.00		44.00	4490	142	220.00	3126-Oct Carson R'about cut
28/11/2022	Office Right Business Solution	V3003-BACS	600.00		100.00	4582	142	500.00	Inv.97131-BYF Moving furniture
28/11/2022	Office Right Business Solution	V3004-BACS	67.90		11.32	4351	120	56.58	Inv.361-1x Whiteboard for offi
28/11/2022	Kennet Sign & Display	V3005-BACS	57.60		9.60	1190	142	48.00	Inv.15481-BYF V Hall defib sig
28/11/2022	JH Jones & Sons	V3006-BACS	942.00		157.00	4722	320	785.00	3140-Cut back brambles

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Payments for Month 8				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									allotme
28/11/2022	Rialtas Business Solutions Ltd	V3007-BACS	324.00		54.00	4185	120	270.00	Inv.392-Annual support & Maint
28/11/2022	Jens Cleaning	V3008-BACS	198.00			4381	220	42.00	Inv.1069-21st September Cleani
						4381	220	42.00	Inv.1069-28th September Cleani
						4381	220	15.00	Inv.1069-5th October Cleaning
						4381	220	42.00	Inv.1069-19th October cleaning
						4381	220	15.00	Inv.1069-26th October cleaning
						4381	220	42.00	Inv.1069-28th October cleaning
28/11/2022	Melksham Town Council	V3009-BACS	20.00			4070	120	20.00	Remembrance Wreath
28/11/2022	JH Jones & Sons	V3010-BACS	774.00		129.00	4490	142	645.00	Inv.3153-Shaw bus shelter repa
28/11/2022	JH Jones & Sons	V3011-BACS	252.00		42.00	4590	142	70.00	3141-MWPC NB BYFV Hall Install
						4582	142	70.00	Inv.3141-BYF V Hall NB Install
						4590	142	70.00	Inv.3141-B'Hill V Hall NB Inst
28/11/2022	Aquasafe Environmental Ltd	V3012-BACS	276.00		46.00	4212	220	115.00	Inv.221104- October PPM Visit
						4212	220	115.00	Inv.221104-November PPM Visit
28/11/2022	BTA Architects	V3014-BACS	240.00		40.00	4582	142	200.00	In.2226-Architect services BYF
28/11/2022	Andy Strange Property & Garden	V3015-BACS	380.00			4575	142	330.00	Inv.1703-Replac posts Beanacre
						4575	142	50.00	Inv.1703-slabs at Kestrel Cour
28/11/2022	Martin Pickard	V3017-BACS	1,900.00			4582	142	1,900.00	Inv.05-QS Services BYF V Hall
28/11/2022	JH Jones & Sons	V3018-BACS	630.00		105.00	4405	220	525.00	Inv.3157-JSF Hedge cut
28/11/2022	MIW Water Cooler Experts	V3019-BACS	90.00		15.00	4721	220	75.00	Site Survey-BSF Fountain
28/11/2022	HM Revenue & Customs	V3020-BACS	3,919.67			4041	130	1,246.35	Period 8- November 2022
						4000	130	610.40	Period 8- November 2022-T
						4000	130	380.85	Period 8- November 2022-NI
						4020	130	388.60	Period 8- November 2022-T
						4020	130	255.33	Period 8- November 2022-NI
						4010	130	396.80	Period 8- November 2022-T
						4010	130	260.54	Period 8- November 2022-NI
						4010	130	85.00	Period 8- November 2022
						4460	142	256.60	Period 8- November 2022-T
						4800	320	22.80	Period 8- November 2022-T
						4070	120	16.40	Period 8- November 2022-T
28/11/2022	Wiltshire Pension Fund	V3021-BACS	2,671.91			4045	130	2,015.95	Period 8- November 2022
						4000	130	285.06	Period 8- November 2022
						4020	130	184.19	Period 8- November 2022

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## Payments for Month 8

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4010	130	186.71	Period 8- November 2022
28/11/2022	Teresa Strange	V3022-BACS	██████	Total Salaries November 22 £8,816.46		4000	130	██████	November 2022 Salary
						4070	120	31.50	Council Xmas Cards
28/11/2022	Lorraine McRandle	V3023-BACS	██████			4020	130	██████	November 2022 Salary
28/11/2022	Marianne Rossi	V3024-BACS	██████			4010	130	██████	November 2022 Salary
28/11/2022	Terry Cole	V3025-BACS	██████			4120	120	67.90	1st & 2nd Class Stamps
						4460	142	██████	November 2022 Salary
						4050	142	47.50	Travel Allowance
						4051	142	49.50	Mileage x110 miles
28/11/2022	David Cole	V3026-BACS	██████			4800	320	██████	November 2022 Salary
28/11/2022	David Pafford	V3027-BACS	65.20				4070	120	65.20
28/11/2022	Wiltshire Publication	V3028-BACS	139.20		23.20	4582	142	69.60	Inv.404- BYF V Hall AGM Advert
						4230	120	46.40	Inv.404- Granr Advert
28/11/2022	JH Jones & Sons	V3029-BACS	560.64		93.44	4721	220	467.20	Inv.3158- Fertilise Junior pit
28/11/2022	Arien Signs and Graphics	V3030-BACS	806.40		134.40	4582	142	672.00	Inv.7973-BYF V Hall NB
30/11/2022	Teresa Strange	V3038-S/O	5.30		0.88	4190	120	4.42	To reimburse- Out of Hours pho
<b>Total Payments for Month</b>			32,030.27	0.00	2,308.74			29,721.53	
<b>Balance Carried Fwd</b>			606,729.94						
<b>Cashbook Totals</b>			638,760.21	0.00	2,308.74			636,451.47	

Date: 01/12/2022

Melksham without Parish Council Current Year

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 8

Receipts for Month 8

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:	0.00						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Continued on Page 88



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

**MINUTES of the Planning Committee of Melksham Without Parish Council  
held on Monday 19 December 2022 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), Alan Baines (Vice Chair of Planning), John Glover (Chair of Council) David Pafford (Chair of Council) and Mark Harris

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

**In attendance:** 4 Members of public

**305/22 Welcome, Announcements & Housekeeping**

Councillor Wood reminded those present of the fire safety procedures for the building.

**306/22 To receive Apologies and approval of reasons given**

Councillor Chivers had tendered his apologies but had not provided a reason for his apology.

Members were reminded following the resignation of Councillor Mary Pile, there was a vacancy on the Planning Committee.

**307/22 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 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.

**308/22** **To consider holding items in Closed Session due to confidential Nature** *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business, where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk explained there were no items for closed session.

**309/22** **Invited Guests from David Wilson Homes Re proposals for 144 homes on land East of Semington Road (PL/2022/01938)**

Cecelia Hughes, David Wilson Homes and Callum Warren, TFA (engagement consultants), were in attendance to discuss proposals for 144 homes on land East of Semington Road.

Cecelia explained a resubmission of their planning application had been made on 28 November to Wiltshire Council, in order to address the housing mix in particular, other amendments included changes to the site entrance, however the overall housing number of 144 dwellings remained (with 30% affordable housing).

The housing mix had been changed as follows:

4 bed dwellings reduced to 22% from 44% overall  
3 bed dwellings increased from 27% to 49% overall

Councillor Wood explained the council had previously raised a concern at how close one house in particular was to the entrance and welcomed this particular amendment.

With regard to Shails Lane, Cecelia explained an engineer was having a look at how to restrict access to the lane. The proposed path at the South of the site had now been removed from the scheme with planting now proposed with consideration being given to planting mature larger species and planting early in the scheme, in order to give planting a chance to mature and at the same time protect it, to make sure it is well established.

Cecelia explained there were a lot of services in this area and therefore, it would be difficult to put a structure on top of them. However, this was still being looked and understood there was a preference for an impermeable barrier, in order to stop movement between the development and Shails Lane.

With regard to the Unilateral Undertaking, Cecelia explained this was being progressed with Wiltshire Council, with a contribution payable to the Local Authority for forwarding on to the Parish Council, if required, to facilitate a bridge between the scheme and the new village hall at Bowood View and as this monies was included in the Unilateral

Undertaking, the monies were not returnable, if the Parish Council decided not to install a bridge and therefore the monies could be used for something else if the council wished.

Councillor Glover queried if investigations had been undertaken to ascertain if the amount proposed would be enough to cover the costs of a bridge and a footpath to connect the two developments.

Cecelia explained if the Parish Council wanted to put in a bridge then they could amend details to make sure there was a connection.

Councillor Glover queried if it was proposed to have a fence along the rear of the properties backing onto Shails Lane and if so, whether this could be extended the whole length of the Southern boundary.

Cecelia explained there was currently already existing planting along part of Shails Lane where no development was proposed and whilst it was not expected to erect a fence on this part of the development, this could be investigated.

Councillor Glover asked, given the Council's experience elsewhere, of people trying to get through where there is a gap in hedging, if a fence could be erected in combination with a hedge in order to discourage people trying to get through.

Cecelia explained the provision of a fence could possibly be Conditioned, however if a significant change was made at this stage, it would mean having to go out to re consultation and sought a steer on what was preferred.

The Clerk confirm the Parish Council had consistently asked for an impermeable barrier along the whole length of the Southern boundary.

Cecelia explained this had been misunderstood hence why the engineer had been looking at it.

Councillor Glover noted in the comments from the Public Open space Officer at Wiltshire Council they had stated a requirement for public open space as follows and queried where the designated sports area was being provided on the site:

Play -169.92M<sup>2</sup>  
Public Open Space - 4078.08M<sup>2</sup>  
Sports - 3398.40M<sup>2</sup>

Councillor Wood explained there were proposals for a wildflower area, unfortunately, it would be difficult to kick a ball in this area and therefore there needed to be provision for this.

The Clerk sought clarification if there were proposals for a MUGA (Multi

Use Games Area) and gym equipment to the North of the site, noting teen equipment and a MUGA had been requested instead of allotments at outline stage.

Cecelia explained there was a teen shelter and a LEAP (Local Equipped Area of Play) and equipment proposed to the North of the site, however, there was no provision for a MUGA and advised the Parish Council check the Section 106 Agreement for the definition of what equipment was being requested by Wiltshire Council.

Cecelia clarified at outline stage, the planning officer would have balanced all of the requests for facilities and when planning permission was granted would not have necessarily agreed to meet all the requests and explained David Wilson Homes had brought the site after outline planning permission was granted and therefore, were not party to conversations regarding requests from the Parish Council at outline stage, with the scheme designed to meet the requirements as set out in the Section 106 Agreement, with the Unilateral Undertaking an addition to this.

Councillor Baines welcomed the changes in housing mix to smaller units, particularly as the need for smaller units had been highlighted in the recent Housing Needs Assessment undertaken as part of the Neighbourhood Plan review, however, expressed concern the affordable housing seemed to be bunched together in various locations, rather than spread throughout the development which was contrary to Wiltshire Council's affordable housing policy and was not favoured by the Parish Council who would prefer to see more of a mix and dwellings indistinguishable from market housing.

Cecelia explained affordable housing tended to be grouped as the registered provider, who would eventually take over the affordable housing usually preferred this type of layout.

Councillor Baines stated within the Section 106 Agreement, it was understood there was a requirement for 2 affordable accessible bungalows and sought clarification where these would be located.

Cecelia explained none were proposed however, she would look this up to confirm and provide an explanation why these may not have been provided. However, in the Section 106 Agreement, there was usually an indicative housing mix written into it, with a clause which said 'any other mix agreed with the council'. However, the mix at the time the outline planning permission is agreed sometimes, does not represent the need when reserved matters are agreed.

Councillor Baines expressed concern at the number of cul de sacs proposed and noted bin collection points were grouped together and seemed small, with some appearing to be private driveways or accesses to two or three houses, rather than on the adopted road which refuse

collection vehicles may not collect from, preferring to stick to the adopted road instead. Therefore, bin collection points needed to be large enough for there to be at least two bins per property, as often two bins were collected on the same day.

Councillor Baines noted in proposals, there was a suggestion there was no need for cycle access, because there was no associated cycle infrastructure, however, Semington Road is a dedicated cycle route.

Cecelia explained she understood the cycle route had happened only recently and on talking to the Highways Authority they said if the roads were designed to a 20mph speed limit, then having a dedicated cycleway was not necessary.

Councillor Baines queried if the roadways within the development were designed for a 20mph speed limit, bearing in mind the straightness of the spinal road, which could encourage drivers to travel faster, stating normally, traffic calming was achieved via natural traffic calming within a development layout, in order to force people to drive within the speed limit, rather than introduce special calming features later, which residents often did not like, given the noise and traffic fumes as a result.

Cecelia explained the roads were designed to encourage a 20mph speed limit, if traffic calming was required this would need to be within the technical agreement to get the road adopted.

Councillor Baines stated having looked at the modifications to Semington Road at the access point, there was currently a layby proposed to be filled in but no provision for a bus stop, however, there was one marked on the opposite side of the road, with no indication to where the existing southbound bus stop and shelter would be located, with the Parish Council previously requesting 2 shelters either side of the road near this development.

Cecelia explained at outline planning stage, various things needed to be submitted for approval, such as bus stops, because the road is adopted highway already, it was not within the red line of the planning application. Therefore, those works were not visible as part of the reserved matters application, but would be visible when an application is submitted to discharge the condition on the outline that prescribed the detail to be submitted and the arbiter whether those are satisfactory or not would be the Highways Department.

Councillor Baines pointed out it formed part of the visibility splay for the entrance to the development.

Cecelia explained the entrance was part of a Section 278 Agreement, which was designed to tie in the application adopted highway to the existing highway and was a separate technical document which was currently being worked up and needed to be agreed by the council.

## **310/22 Public Participation**

Standing Orders were suspended to allow members of public to speak to this item.

Several residents of Shails Lane were in attendance to speak to planning application PL/2022/02749 for 144 dwellings off Semington Road and voiced their concerns at the potential for residents of the new development to access the lane, which is a private lane. They also raised concern if fencing was provided there was potential for people to cut this down, and felt a wall or steel barrier would be more appropriate with hedging either side in order to discourage people trying to break through and access the lane. Also, if fencing was broken, in order to create a gap, who would be responsible for repairing it in the long term.

Residents reiterated their concerns at the potential for residents from the development to use the lane to access the A350, particularly, as the lane was blocked off at the request of the Coroner some time ago, following a fatality, after a pedestrian crossed the road not long after it was built.

A request was made for a substantial gate, high enough people could not climb over, which could be locked, to be installed at the end of the lane by 514d Shails Lane. The lane is currently used by dog walkers and fly tippers and if kept open, there was a concern it would encourage even more people to use the private lane for dog walking and to access the rear of the industrial units.

Despite previous concerns being raised at the lack of parking spaces provided, this had not been addressed and could be exacerbated by visitors having to find a space to park.

Concern was also expressed at the potential for drivers to be tempted to speed down the straight spinal road.

A resident expressed concern contractors were already accessing the site via Shails Lane which needed to be stopped, particularly once construction got underway.

Councillor Wood agreed contractors needed to be made aware of the correct access to use.

Councillor Glover explained once construction was underway, there should be a Liaison Officer who could be contracted if it was noted contractors were using Shails Lane.

The Clerk explained any cases reported previously had been passed on to David Wilson Homes, so they were aware.

A resident also raised a concern at the proposal for attenuation ponds to the North of the site and potential for children to access them.

It was explained the attenuation ponds had to be provided on most developments but were often dry most of the time.

A resident of Semington Road with a property adjacent to the entrance to the site explained boundary pegs had been positioned inside their property boundary, with surveyors and legal advice currently being sought to prove their boundary was being impinged. Investigations had been made and a report sent to the Land Registry, with an expectation the boundary would be proven.

The resident queried how the developers expected to get a road into the development with the required dimensions and noted Highways would not adopt a road where there was a boundary dispute.

The resident also expressed disappointed a lot of effort had gone in to amending the entrance but not a lot in resolving the boundary issue.

Cecelia explained when the site was purchased, it was on the basis the land was owned by the previous land owner and was within the application boundary and at the time, due diligence checks would have been undertaken, but was aware of the boundary dispute.

The resident queried if the land was purchased after outline planning permission was granted, if the information at the time of outline planning stage was correct, with not all the land in the ownership of the previous landowner and the impact on this application and whether the developer will be able to get access to the site, which was between 2 properties.

Cecelia sought clarification when the report regarding the boundary issue would be available. The resident explained the boundary report had already been completed, with the boundary having been mapped out by GPS by a chartered surveyor and sent to the Land Registry for determination and would be in the hands of solicitors.

Councillor Wood asked Cecelia if she could express the concerns of the resident with the relevant people at David Wilson Homes and the support of the Parish Council for the resident in trying to resolve this issue.

The Clerk queried when the anticipated start date on site would be, as at outline stage, as the application had got through on a lack of 5 year land supply, there was a condition, development had to start on site within one year after approval.

Cecelia clarified there was a requirement the reserved matters application had to be submitted within a year of planning approval which happened, also development would have to start on site within a year of reserved matters being granted.



Standing Orders were reinstated.

**311/22 To consider the following Planning Applications:**

**PL/2022/02749**: Land at Semington Road. Reserved matters (Following Outline Permission 20/01938/OUT) for development comprising the erection of 144 dwellings with informal and formal open space, associated landscaping and vehicular and pedestrian accesses off Semington Road (Amended Plans). Applicant David Wilson Homes.

**Comments:** Whilst welcoming the change in housing mix to more smaller units, Members wished to reiterate previous comments and made additional comments as follows.

- Affordable housing is clustered throughout various parts of the development, which conflicted with Wiltshire Council's Core Strategy Policy 43 ie 'the need for developing mixed, balanced and inclusive communities, affordable housing units to be dispersed throughout a development and designed to be high quality, so as to be indistinguishable from other developments'
- Members request the inclusion of 2 affordable accessible bungalows as stated in the Section 106 Agreement ie to construct adapted units comprising 2 x 2 bed bungalows to the Lifetime Homes Standards, so as to be wheelchair accessible and adaptable.
- Several refuse collection points appear to be located on private driveways/unadopted roads, with a concern these bins will not be collected and therefore it is requested provision is made for bin collection points adjacent to the adopted highway and large enough for at least 2 bins per dwelling.
- Concern was raised at potential for vehicles to speed along the straight spinal road proposed for the development. Therefore, it is requested some form of natural traffic management is installed, in order to slow vehicles down.
- The Parish Council have previously asked for the provision of two bus shelters tall enough and with a power supply to enable real-time information, proper seating (not a perch), side panels and kerbs etc to match that at the adjacent Bowood View development. However, there does not appear to be provision for a bus stop for the South bound bus

service; whilst outside the red line of the application its understood that the current bus layby will be filled in as part of the visibility splay/access works with no indication of a replacement bus stop on drawings.

- Members supported concerns raised by residents of Shails Lane at the lack of visitor parking proposed and the need for this to be increased.
- Members also supported concerns raised by residents of Shails Lane at contractors persistently accessing the site from Shails Lane to date. It was asked that from the start of any work on site contractors are made aware they should only access the site from the proposed access on Semington Road.
- Members wished to repeat their request for a non permeable fence, to be shielded by hedging treatment, between the development and Shails Lane, in order to discourage residents trespassing onto the private lane.
- Members reiterated their previous request, following concerns raised by residents of Shails Lane for consideration to be given to some form of barrier/gate to be installed at the entrance to Shails Lane, in order to discourage residents from the development and those who use the lane for fly tipping from accessing the lane. To be situated on the lane once past the entrance to 514d Shails Lane.
- As previously stated, there is still no provision for a cycle route within the development, despite Semington Road having been designated a National Cycleway (NCN 403) several years ago. Page 93 of the Wiltshire Local Cycling and Walking Infrastructure Plan (LCWIP), which was recently out for consultation, shows the cycle routes etc of the Melksham area, clearly showing the National Cycle Network NCN 403 and the Hilperton to Melksham Active Travel route along Semington Road with access to the proposed development.
- Request as part of the Unilateral Agreement, as well as providing funding for a footbridge to the adjacent development (Bowood View), provision is made for a footpath to join the proposed circular footpath to the North of the development.
- The provision of bird, bat and bee bricks, reptile refugia and hibernacula within the development, in order to increase biodiversity.

[PL/2022/08504](#): Land South of Western Way, Melksham. Outline application (with all matters reserved except for access) for the erection of up to 210 residential dwellings (Class

C3) and a 70 bed care home (Class C2) with associated access, landscaping and open space (Resubmission of 20/08400/OUT). Applicant Hallam Land Management

Whilst it was noted there was very little changes from the original proposals (20/08400/OUT), there had been a reduction in the number of dwellings from 240 to 210, the location of the care home had also been changed and the inclusion of a footpath along Western Way.

**Comments:** To object to this application and reiterate previous comments made under planning application 20/01938/OUT and to support the comments made by David Way, Spatial Planning Officer.

Reasons for objection:

- The site is outside the settlement boundary, which is against the Core Strategy and Policy 6 of Melksham's Neighbourhood Plan and therefore is not Plan led development.
- The loss of the rural buffer between Melksham and Bowerhill. Wiltshire's Core Strategy recognises the need to safeguard the rural buffer between Melksham/Bowerhill. Whilst Pathfinder Place is currently being constructed off Pathfinder Way, having already eroded the rural buffer between Melksham/Bowerhill, Members felt quite strongly this buffer should not be eroded even further. Below are the comments made in 2014 to Pathfinder Way application No: 14/04846:

"This is a grossly inappropriate site for development, since it would destroy the rural buffer between the separate communities of Bowerhill village and the town of Melksham, leading to the coalescence of the two settlements. This RURAL BUFFER has been safeguarded in successive local planning policies for 40 years and MUST BE RETAINED. There are other far more suitable sites for future housing provision at Melksham, particularly on the NE side to the north of A3102, where it could help facilitate further sections of an eastern bypass for the town and Beanacre which is a long-standing aspiration of the highway authority.

Building on these sites will mean Bowerhill and Melksham joining up, which the Bowerhill residents do not want. Bowerhill is a village with its own

community. The emerging Core Strategy paragraph 5.80 states “it is recognised that both Berryfield and Bowerhill have functional relationships to Melksham and have important individual characteristics which should be protected, where practicable”. The still current West Wiltshire District Plan 1<sup>st</sup> Alteration 2004, shows half of the proposed development site as R5 New Recreation Space (see page 41 item 3. See also page 55 H1d – Proposals for Housing Development within Towns will be permitted providing they do not result in the loss of an open space, visual gap, important for recreation and amenity reasons. Further housing development outside of the urban area as defined by Town Policy limits will not be permitted during the Plan period. The same condition applies to the Village Policy limit- See page 82 H17d – will not result in the loss of and important open space or visual gap”).

The above points were reiterated again in 2016 to application No: 16/01223 for this site, along with the following statement:

The Core Strategy paragraph 5.83 (page 130) states “Melksham and Bowerhill village have a functional relationship and are considered together for the purposes of this strategy. Therefore the housing growth identified for Melksham town will also serve to meet the needs of Bowerhill. **The identity of these separate communities will need to be preserved through the planning process.** It is recognised that both Berryfield and Bowerhill have functional relationships to Melksham and have important individual characteristics which should be protected, where practicable”.

- Lack of sustainability. The site is not suitable for housing, due to its isolation from the rest of Bowerhill and Melksham town, as it is separated by the busy A365, which people will have to cross to access the town centre, GP services and education, especially if the proposed primary school adjacent to this site does not come on stream for some time.

The 2018 Site Assessment Report undertaken by AECOM as part of the current Neighbourhood Plan stated:

“Development of the site would extend the southern boundary of the built-up area of Melksham across

Western Way. The site contributes to a green gap between Melksham and the village of Bowerhill. Whilst the approval of planning applications for up to 235 dwellings to the east of the site (16/01123/OUT), and 150 dwellings on land to the west of the site (16/00497/OUT) will remove land contributing to this green gap, and significantly changing the townscape and villagescape development at this location will further erode the separation of the settlements.

Significant residential development to the east and west of the site is likely to increase traffic along the Western Way, a key route through the Neighbourhood Plan area. This has the potential to impact on air quality. Additional development at this location is likely to increase these effects. There are also potential safety concerns as children will need to cross this road to reach the Aloeric Primary School to the north of the site.

From an ecological perspective, there is a row of semi-mature trees along the southern site boundary which might be suitable for protected species. This corridor connects to adjacent tree corridors and hedgerows, including a row of trees extending north/south through the centre of the site.”

- Whilst Wiltshire Council cannot currently prove a 5-year land supply, Members felt it important to note Melksham has met and exceeded its housing allocation for the period 2006-2026 for 2,370 houses by 17%. The Housing Site Allocations Plan adopted in February 2020 notes this fact and has not included a housing allocation for Melksham.

Melksham’s Neighbourhood Plan was made on 1 July 2021 and therefore meets the eligibility for plan led development as per Paragraph 14 of the National Planning Policy Framework (NPPF).

- Concern was expressed at the impact extra traffic will have on the busy A365 Western Way and Pathfinder Way, as well as the impact vehicles waiting to turn right into the development, against traffic, will have on traffic flow, particularly during peak hours, as Pathfinder Way is the main entrance into Bowerhill for the residential area, for Bowerhill Primary School, the industrial estate and would impact considerably on the local bus route.

- It was felt future residents for the Pathfinder Place Taylor Wimpey site would be prejudiced by extra traffic, not previously envisaged, particularly residents of Maitland Place as this road would become a major through road.
- Development on the Western side of Pathfinder Way is designed with minimal housing, therefore, it was queried whether the road proposed would be of a standard to cope with potentially 400+ vehicles a day, including delivery vehicles associated with 210 homes and a 70 bed care home (with its staff, visitors and contractors) and the impact this would have on residents.
- Whilst there is provision for an emergency access off of the A365, it was unclear if this was for vehicles or just pedestrians. Members raised concern this would cause difficulties for emergency vehicles (particularly ambulances accessing the care home) who would have to navigate the estate road system.
- It was noted construction traffic would also have to use the current access off of Pathfinder Way which is currently under construction, creating difficulties for future residents and pupils/parents walking children to the proposed new primary school at the Pathfinder Place development.
- It was noted on the previous planning application, Highways had sent an objection letter due to the site's unsustainability.
- Concern was raised at the lack of school places, both primary and secondary. Whilst noting there are proposals to build a primary school on an adjacent site, the Parish Council would expect significant S106 contributions towards funding the primary school as a priority, as well as funding towards secondary education.

It is understood even with the recent extension at Melksham Oak Secondary School, the school is projected to be full by 2023.

- The nearest primary schools are Bowerhill Primary and Aloeric School. It is understood both are full. Members raised concern at pupils/parents having to cross the busy A365, to access Aloeric School in

particular. Proposals for the new primary school at the adjacent development will most likely not be ready for occupants of this proposed development when they move in, with children often remaining at their current school and unlikely to change schools to the new one when first built.

In commenting on previous proposals for the site, the Education Department had responded to say they would object to the application, as there were no safe walking routes to school provision. Also the application would have generated 48 places secondary school places with only 36 available with regard to primary education there was no space capacity.

- The Council has serious concerns over the proposed development will have on the already overstretched GP surgeries in Melksham. This related in particular to the 70 bed care home and the impact of the increase in residents with complex needs will have.

The NHS in responding to the previous application for 240 dwellings and a 70 bed care home (20/08400/OUT) had stated they had no residual capacity within their current GP offer in Melksham.

- The Council would prefer to see this site allocated for employment use to allow for an expansion of Bowerhill Industrial Estate in order to create more jobs for local people. This is even more important given the impact of Covid 19 on employment opportunities both locally and nationally and since Cooper Tires has announced it will close its large town centre site at the end of 2023, with the loss of 350 jobs.
- If this application were to go ahead, Members felt quite strongly that properties should be set back from the road, to create a green buffer between this development the A365 and Melksham itself.
- Concern was raised at the loss of agricultural land.
- Some of the houses to the south of the proposed site will back onto Bowerhill Industrial Estate. There are concerns that in the future residents of the new housing will not be happy with the neighbouring businesses.

- Bowerhill has a satisfactory mix of housing types, but Melksham needs additional affordable family housing for local people. A Housing Needs Assessment has recently been undertaken as part of the Melksham Neighbourhood Plan Review, which highlights the need for affordable family home, and evidence for mix of type and tenure.  
[https://www.melkshamneighbourhoodplan.org/files/ugd/c4c117\\_4c8411b64439472fbfcf8e856799e2c9.pdf](https://www.melkshamneighbourhoodplan.org/files/ugd/c4c117_4c8411b64439472fbfcf8e856799e2c9.pdf)

The Melksham area generally DOES NOT require any more housing which is likely to encourage people who will commute out of the area.

- The council has serious concerns regarding the ability of the current sewerage system to cope with a large new housing development. Wessex Water commented on 21 May, 2014 that “There is limited available spare capacity within the local foul sewerage system to accommodate predicted foul flows from the development (as proposed in the outline planning application W14/04846/OUT for Pathfinder Place)”. Should this application be successful the Council wishes to endorse the foul water planning condition as requested by Wessex Water.
- Members felt it was important the stream to the Northern edge of the site should be retained and not filled in, along with hedging along the A365 and not ‘scrubbed out’ in order to gain access the to the stream.

If Wiltshire Council are minded to approve this application, Members asked if consideration could be given to the following:

- Significant contributions are made towards the provision of the adjacent Pathfinder Way primary school over and above the usual contributions towards education funding to ensure the school is built in a timely manner and towards secondary education.
- As access is via the adjacent development, consideration needs to be given to easier drop off/pick up routes for the proposed primary school. The Parish Council are aware of another primary school in a new development, located on a dead-end, which makes it difficult for people manoeuvring their vehicles



and thereby holding up other traffic. The parish council have already asked Taylor Wimpey for some sort of provision to allow easier movement of vehicles during drop-off, pick-up times.

- Sound proofing be provided for those dwellings to the South to mitigate against any potential noise from the adjacent industrial units.
- Provision for equipment for teenagers in the recreational area away from the LEAP.
- The provision of bird, bat and bee bricks, reptile refugia and hibernacula within the development, in order to increase biodiversity.
- Provision of paved circular walks around the site with the inclusion of benches and bins.
- A new pre school at Bowerhill School
- A contribution towards improvements of QEII Diamond Jubilee Sports Field, Bowerhill
- A contribution towards enhancements of the MUGA at Hornchurch Road, Bowerhill
- The parish council to enter into negotiations for taking on the ownership and management of the equipped play areas.
- Pedestrian access to the site be provided off Western Way.
- Shared Spaces are delineated clearly i.e. different levels or different coloured paving, as this has caused conflict between pedestrians and vehicles in other new developments locally.
- The parish council welcome the footpath across the development to access the proposed Pathfinder school and insist that this must be lit to prevent the current issue at Forest & Sandridge school where this is being looked at retrospectively.

[PL/2022/08914](#): 1 Burnt Cottages, Beanacre Road, Beanacre. Access and parking area to frontage.

**Comments:** No Objection.

**PL/2022/08943**: Land South of Westlands Lane, Beanacre. Removal of a 10m section of hedgerow to facilitate access to a compound associated with sewerage network installation. Applicant Wessex Water

**Comments:** No Objection.

**PL/2022/08476**: Kays Cottage, 489 Semington Road, Melksham. Certificate of Lawfulness for existing separate annexe.

**Comments:** The Planning Committee do not oppose this application, provided the tenant has a designated parking space for the annexe. There is a lack of parking for the site as a whole resulting in vehicles having to park on the road, which is having an impact on the highway.

It is assumed Council Tax has been paid since the annexe was occupied.

Members made a general comment at the over development of the site in general, given the various applications submitted over the years.

**PL/2022/08572**: 450 Bowerhill Lane, Bowerhill. Single Storey Rear Extension.

**Comments:** No Objection.

**PL/2022/08749**: 399 The Spa, Bowerhill (Full Plans). Proposed extension over side entrance to create study.

**Comments:** Whilst the use of materials is sympathetic to the main dwelling, the proposed extension over hangs the entrance to the building and is incongruous to the host building and should retain the dimensions of the first floor.

**PL/2022/09086**: 399 The Spa, Bowerhill (Listed Building (Alt/Ext)). Proposed extension over side entrance to create study and replacement side door.

**Comments:** Whilst the use of materials suggested are sympathetic to the main dwelling, the proposed extension overhangs the entrance to the building and is incongruous to the host building. The extension should retain the dimensions of the first floor.

**PL/2022/08848**: Barns South of Upper Beanacre Farmyard, Beanacre. Replacement of barn and store with 2 no. chalets bungalows.

**Comments:** No Objection.

**PL/2022/08931**: 404A The Spa, Bowerhill. Proposed construction of a single storey porch extension to the front of the property, construction of a single storey utility & shower room extension to the rear of the property, conversion of a flat roof to a pitch roof on an existing two storey extension at the front of the original building and conversion of a flat roof to a pitch roof on an existing two storey extension to the side of the original building.

**Comments:** No Objection.

**PL/2022/09008**: Six Guinea Cottage, 212 Lower Woodrow, Forest. Replacement dwelling with associated outbuildings.

**Comments:** No Objection.

**PL/2022/09196**: Mavern House, Corsham Road, Shaw. Proposed 2 Storey 4 Bedroom House.

**Comments:** To object to this application on the grounds of:

- Overdevelopment of the site,
- The detrimental impact it will have on School Lane with regard to additional traffic on a private lane with a substandard entrance onto Corsham Road.
- The affect it will have on the amenity value of all residents of School Lane with an increase in vehicles accessing the lane.
- The extra refuse bins which will be left on Corsham Road, as the Refuse Collection lorry will not use School Lane due to difficulties in negotiating the lane. This part of Corsham Road is regularly used by school children accessing Shaw Primary School.
- It was noted School Lane had previously suffered flooding and this dwelling could exacerbate any future flooding in the lane.

**PL/2022/09222**: Stroud Farm, Sandridge Farm, Brick Hill, Bromham. Change of use of existing agricultural store to a residential holiday let.

It was noted the farm was located in open countryside in the parish of Rowde on the boundary between Bromham

and Rowde, with the access from Brick Hill in Melksham Without.

Councillor John Glover declared an interest in this application as he knew the applicant.

**Comments:** No objection.

**PL/2022/09297**: 407C The Spa, Bowerhill. Erection of a carport to allow for covered electric car charging.

**Comments:** No Objection.

**312/22 Revised Plans** To comment on any revised plans received within the required timeframe (14 days)

None.

**313/22 Planning Decisions: To note outcome of Western Area Planning Committee to be held on Wednesday 14 December, considering application for: PL/2022/07194 Proposed two storey extension Ivy Lodge, Lower Woodrow, Forest, Melksham, SN12 7RB**

Members noted despite the Planning Officer's recommendation for refusal of the above application, it was approved at the Western Area Planning Committee meeting on 14 December.

**314/22 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.**

**a) New Inn, Semington Road. To consider next steps if applicant has not applied for Building Regulations following approval of planning application (PL/2022/07374)**

The Clerk explained having looked up this application on the Planning Portal, it would appear the applicant had not applied for building regulations for the extension and sought a steer from Members if they wished to forward a request to Planning Enforcement for this to be investigated.

It was noted following recent social media posts the applicant was looking at providing an indoor facility for 20 dog owners and their dogs, however, no planning application would appear to have been submitted to Wiltshire Council as yet.

**Recommendation:** To contact Planning Enforcement to say despite a note to the applicant in the Planning Decision that it may be appropriate to obtain approval under Building Regulations, for the extension, it would appear they have not done so and ask that investigations be made and to make them aware of proposals for an

indoor facility for 20 dog owners and their dogs.

## 315/22 Planning Policy

### a) WALPA (Wiltshire Area Local Planning Alliance) & new Government policy: To note the latest publicised changes to Government planning policy

The Clerk explained in addition to the information forwarded to Members in their agenda packs, correspondence had been received earlier in the day from WALPA stating the Government were about to start consulting on the lack of 5 year land supply and other changes to planning and therefore to be alert to the consultation in order to submit comments.

Within the latest correspondence a concern had been raised at the implications of the apparent collapse of the Future Chippenham Plan for the likely allocation of housing numbers across the county as a consequence.

Members raised a concern at the implications of more housing being allocated to Melksham as a consequence.

### b) Neighbourhood Planning

#### i) To note minutes of Steering Group meeting held on 30 November 2022.

Members noted the Steering Group minutes of 30 November 2022.

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

The Clerk explained public consultation on the neighbourhood plan would be taking place in the new year.

With regard to Design Codes, there were gaps for various photographs such as what constitutes a good and bad extension and wondered if while out and about Members could take photographs.

Concern was expressed at providing photos of people's houses.

The Clerk explained a photograph of an overlooked play area had been provided, however, this was of the Prince of Wales Gardens which was not a play area with a suggestion a photo of a more appropriate play area was required.

Councillor Baines suggested a photo of Pathfinder Place play area would be a good example.

The Clerk explained the planning consultants had suggested some training on the design guides and how to apply them to planning applications.

**316/22 S106 Agreements and Developer meetings: (Standing Item)**

**a) To note update on ongoing and new S106 Agreements**

**i) Hunters Wood/The Acorns:**

- To note update on Footpath to rear of Melksham Oak School

The Clerk explained she had made the Rights of Way Officer aware of proposals for the footpath.

With regard to a request for lighting to be installed along the footpath, the Clerk explained the minutes regarding this item were currently being typed up and would be forwarded to Wiltshire Council and the Rights of Way Officer in due course and copied to the Town Council for their information.

**ii) Bowood View:**

- To receive update on village hall, play area.

The Clerk explained with regard to the transfer of the play area to the council this was currently with the solicitors of both parties.

**iii) Pathfinder Way:**

- To receive update from Taylor Wimpey on issues eg lights, grit bins

An update from Councillor Nick Holder had been provided in Members' agenda packs on the lights with a request to Taylor Wimpey that grit bins be provided.

The Clerk stated with regard to the request for grit bins, someone needed to consistently grit the footpath during icy conditions and if they were not available for whatever reason, this could be cause a health and safety issue and therefore, community groups are relied upon to take responsibility for gritting footpaths in their communities to give a continuity of service.

Councillor Baines stated it was understood all the lights were supposed to be working on the A365 from last week, however, this was not the case.

Several Councillors felt they had noted the lights working in recent days and therefore would investigate.

- **To receive update on Play Area**

The Clerk explained the transfer of the play area to the parish council was still with the solicitors.

The Clerk explained the recently postponed Pathfinder Way Residents meeting had been rescheduled for 24 January at 7pm at Bowerhill Village Hall and information would be sent out in due course.

- iv) **Land East of Semington Road [PL/2022/02749](#): To consider suggesting alternative use of highways s106 funding as A350 pedestrian crossing already improved by Government Active Travel funding**

The Clerk explained the Section 106 for this development included a contribution of £200,000 for improvements to the A350 pedestrian crossing. However, improvements had already taken place as part of the Government Active Travel funding scheme and whilst Members had previously suggested ideas for what this funding could be spent on, no decision had been made and sought a steer from Members on ideas to put forward to Wiltshire Council.

**Recommendation:** As it was time sensitive, to submit the following requests to Wiltshire Council of what the £200,000 highway improvement contribution associated with this planning application could be used for, prior to the Full Council meeting in January.

1. Installation of a footpath along the A365 on Western Way on its Southern side to meet the existing footpath provided as part of the Pathfinder Way development and to provide a Toucan crossing from the current traffic island adjacent to Conway Crescent.
2. To move the bus gates on Semington Road to beyond the Air Ambulance.
3. To seek the installation of additional traffic calming measures along the Southern end of Semington Road (between Shails Lane and this development)

- v) **Land West of Semington Road (20/07334/OUT). Townsend Farm (Rear of), Semington Road Appeal site for 50 affordable homes. To consider suggesting where the play area contribution should be allocated, following submission of planning application for 53 homes on adjacent site.**

The Clerk explained previously the Council had suggested the £10,000-£12,000 play area contribution in the Section 106

Agreement for planning application 20/07334 (land to rear of Townsend Farm) should be allocated to Bowood View play area. However, following the submission of a planning application adjacent to this site for an additional 53 dwellings sought clarification of how Members wished to proceed, particularly now a play area may be provided.

**Recommendation:** To request the £10,000-£12,000 play area contribution associated with planning application 20/07334 (land to rear of Townsend Farm) be used in the near vicinity in order to contribute towards the provision of a play area or Bowood View, dependent on the future planning application approvals.

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

None to note.

**c) Contact with developers.**

**i) To receive notes on meeting held on 13 December with Terra Strategic regarding proposals for 53 dwellings on land West of Semington Road (PL/2022/08155)**

The Clerk explained the notes from this meeting were still being typed up and would be produced at the next Planning meeting in January for noting.

Since the meeting with Terra Strategic on 13 December, the Clerk explained she had spoken to the Rights of Way Officer regarding proposals for the site and the fact a footpath was proposed onto Berryfield Lane. The Rights of Way Officer had noted there may be a large increase in the number of residents who may be tempted to go through the adjacent Farm, which has a right of way and suggested a diversion may be required. The Rights of Way Officer had stated they would talk to the landowner about a better route to the river via a right of way.

It was noted Terra Strategic had suggested in order to get things included in the Section 106, such as improvements to rights of way, these needed to be suggested by the Parish Council and the Rights of Way Officer in order to be included.

The Clerk also asked if Members wished to seek a financial contribution in the Section 106 in order to purchase additional land for allotments in Berryfield as the development would provide pedestrian access to Berryfield Lane where the parish council's two allotment sites are situated.

**Recommendation:** To seek a contribution towards improvements to public rights of way in the vicinity of this development in the Section 106 Agreement.



To also seek a contribution towards purchasing additional land to provide allotments in the Berryfield area, in the Section 106 Agreement.

ii) **To receive notes on pre application meeting held on 24 November with landowners regarding proposals for 22 dwellings on land at Middle Farm, Whitley**

The following Members of the Planning Committee attended the meeting with representatives from Sovereign Housing: Councillors Wood (who chaired the meeting), Baines, Harris and Pafford. Also in attendance, were the Clerk and Parish Officer, as well as the Town Clerk, Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural); Luke Webb, Senior Planning Manager, Living Spaces and Raphael Cohen, Head of Project Management, Sovereign Housing.

The notes from the meeting are below:

Luke explained Living Spaces were very keen to work with the Parish Council through the planning process for 100% affordable housing, in order to ease the process as it progressed and noted the parish council had been opposed to the original planning application.

Both Councillor Wood and Baines clarified the reasoning for the parish council opposing the application, particularly as the development was completely in the wrong location, outside the settlement boundary and a distance from local facilities, including schools and shops but recognised needed to work together in order to get the best outcome for everyone involved.

Luke provided an indicative map of the layout of the site and explained the types of houses were still to be finalised, however the site was made up of 60% affordable rental and 40% shared ownership.

Luke explained Living Spaces were a fairly new company and were working with registered providers such as Sovereign to build homes.

The plans showed:

4 x 1 bed maisonettes (Affordable Rental)  
3 x 2 bed bungalows (Affordable Rental)  
24 x 2 bed houses (19 Affordable Rental, 5 Shared ownership)  
14 x 3 bed houses (3 Affordable Rental, 11 Shared ownership)  
5 x 4 bed houses (1 Affordable Rental, 4 Shared ownership)  
**TOTAL 50 Homes**

(Affordable rent equating to 65-75% of open market rent)  
(Shared ownership equating to 80% of a full-blown mortgage)

Luke explained there would be no 'First Homes', under the new Government initiative as the Section 106 legal agreement was signed before this new Government scheme was introduced.

Raphael explained Sovereign Homes had been established in 1989 and currently had 67,000 homes across the Country with over 2000+ in Wiltshire. These had mainly been delivered through Section 106 Agreements, but had recently been working towards having their own sites, in order to have more control over the design. There were a few smaller sites in Wiltshire, with this site being the largest, which was seen as a flagship site for Sovereign Housing.

Properties provided would be above the National Described Standard, larger, more sustainable and include heat source pumps, PV panels and electric charging points thereby reducing costs for residents.

Raphael explained Sovereign were in the process of collating data on their more sustainable homes to compare to previous homes delivered, in order to establish the benefits of providing such homes.

Councillor Harris asked if batteries for energy storage would be provided.

Raphael explained diverters would be supplied and would be looking into whether batteries could be provided given the extra costs, however, would be looking at ways to capture energy in order not to lose it.

Councillor Seed asked how many dwellings would be above 2 storeys, given some 3 storey dwellings were included in the outline plans.

Raphael clarified it was proposed to have no properties above 2 storeys on the site.

Councillor Seed, whilst noting the properties would be affordable rental, as opposed to social rental, sought clarification if Sovereign would be using the open market list.

Raphael clarified Sovereign would be using 75% of Wiltshire nominations and 25% from Sovereign's database and using local connection criteria.

The Clerk of Melksham Without Parish Council stated the Neighbourhood Plan Steering Group had commissioned an independent Housing Needs Assessment, as part of the review of

the Neighbourhood Plan and would forward this on to both Luke and Raphael for information on housing mix (type and tenure) etc.

Councillor Pafford sought clarification on what support would be provided to residents.

Raphael explained Community Development Officers and Employment Trainee Officers would be available to support tenants with things such as community cohesion, integration and assist people with trying to get into employment and access training.

Both Councillor Pafford and the Clerk to Melksham Without Parish Council explained the parish council had experienced problems when residents took occupation in a new development but the management company was not yet in place, which often took several years. However, in the meantime, unhappy residents would contact the council for help as bins were unemptied, play areas built but not open, and therefore sought assurances this would not happen on this site.

Raphael explained as soon as the site was complete, it would be handed directly to Sovereign to manage and maintain, no management company would be involved and hoped this would not happen. However, if it did, to contact Sovereign directly who would respond.

The Clerk to the Town Council sought clarification if Sovereign had success with 100% affordable housing sites, elsewhere.

Raphael explained Sovereign had other sites elsewhere in the Country which were 100% affordable and these seemed to work, as they tended to be smaller sites. The 60% affordable, 40% shared ownership ratio model also seemed to work well and provided a balanced community.

The Clerk to Melksham Without Parish Council noted there was no provision for a play area or anywhere for children to kick a ball and whilst another play area was available at the nearby Bowood View development, which the parish council were in the process of adopting, noted an outline application had been submitted for another 53 houses adjacent to site, amounting to 100+ houses with a lot of children and asked if there were plans that these two sites would be integrated with one another.

Raphael explained he was currently

discussions on putting in a play area in the north west corner of the site.

Luke explained Living space were part of a group, including Terra Strategic who had submitted the application for the adjacent site, however they were a separate entity and there was no obligation for this site to come through Sovereign.

Raphael explained he would welcome discussions with the developers of the adjacent site, if approval was granted, on how both sites could integrate more effectively.

The Clerk to Melksham Without asked if discussions could take place on the provision of bus shelters along Semington Road, given the other new developments taking place who would also be providing shelters in order to make sure that there was not bus shelters in the same place. Both the town and parish council were currently having discussions on providing real time information in bus shelters and therefore any shelters provided needed to have the capabilities for this to be installed (typically taller than a standard shelter and with electricity supply).

Luke and Raphael were informed the residents of Townsend Farm had their own Residents Association and were concerned they still had a right of access to the rear of their properties and a right to discharge from their septic tanks to the fields and would appreciate engaging with Living Spaces at this stage. The Clerk to Melksham Without Parish Council explained she would forward their contact details in due course, once she had sought their permission.

Raphael highlighted on the plans a gap between the rear gardens of the proposed properties and Townsend Farm and stated he was looking at the possibility of providing some form a gate with a key code at the entrance, in order that only those with the code would be able to access the area, which Members welcomed.

The Clerk asked if new residents could be informed of the new village hall which had just been built nearby at Bowood View which, as of the previous evening, now had a committee to run the facility.

Councillor Pafford asked if the community support team mentioned earlier in the meeting could be operational before residents moved in, bearing in mind issues the council has experienced with residents moving into a new development, which has not been fully handed over to a management company, with residents contacting the parish council to resolve issues.

Wiltshire Councillor Seed stated there should be something included in Section 106s moving forward to bridge this gap. Raphael felt this would be useful, as well as including a condition to get a certain percentage of people into employment from a development, working on the site or employing people locally to work on the site.

Wiltshire Councillor Seed sought clarification if the site would include social rented accommodation. Raphael confirmed it would be affordable rent and sought clarification from Councillor Seed what he understood the difference to be between social and affordable rent.

Councillor Seed confirmed from Wiltshire Council's point of view which band people sit in depending on who could apply, with those on a higher band, not being eligible to apply for social rented accommodation, the equity share mix which comes off the open list was also different.

Councillor Seed explained the biggest problem in Wiltshire, which was unaddressed, was how easy it was for people who qualify for social rented housing to get it. However, those not being helped, were those who have a job, which is low paid on their first rung of advancement in life, but do not qualify for social rented, as they are just above the social rented threshold. However, noted hopefully they would qualify for affordable rented accommodation on this site, which was welcomed. Particularly as those in this category were having to live with their parents for longer than expected.

Councillor Harris raised a concern whilst the site would start off at 100% affordable, as time moved on people could qualify to purchase their homes and therefore the number of affordable homes available on the site would reduce.

Raphael clarified they would only be able to purchase 75%, however, if a rural exception site they would be able to purchase 80%, but would check whether the site was in a rural exception site area and whether it qualified for 80%, however, with shared ownership can eventually have 100% share in a home purchased under the shared ownership scheme. Councillor Seed queried the percentage share, which Raphael agreed to investigate. However, the rented units would remain, with residents having some rights.

Councillor Seed understood there was a ceiling, to enable homes to remain affordable and only be sold at 75% of the current market value. Raphael clarified there was usefulness in both elements i.e., affordable in perpetuity and owning a home outright and understood the latter was relevant to this site, but would investigate.

Councillor Seed felt with these types of schemes, there tended to be more 'buy in' with regard to maintenance and residents having a sense of pride in their neighbourhood.

Luke explained he would investigate the wording in the Section 106 Agreement with regard to tenure mix and get back to the Clerk later in the week.

Clarification was sought if the development was outside the settlement boundary.

Luke confirmed the site was outside the settlement boundary but was approved on appeal.

Councillor Seed stated if outside a settlement boundary a site was classed as development in open countryside and therefore rural exception site rules would apply.

With regard to Section 106, Councillor Seed explained there had been issues with s106 Agreements, which had been brought to the fore at Wiltshire Council at Cabinet level, mainly due to the actions of Melksham Without Parish Council which was welcomed.

Councillor Pafford suggested the Clerk and Councillor Seed check with Wiltshire Council what exactly was included in the Section 106 and what regulations applied, particularly if classed as a rural exception site.

Reassurances was sought that contact would be with the same people going forward, given experience of other developments in the area. Luke explained he would be the point of contact for Living Spaces until they were off site, then it would be handed over to Sovereign who would have one point of contact.

Raphael explained once the site had been handed over to Sovereign, he would be on site at least once a month and was happy to meet up with the parish council to discuss any issues and would also be around at some point during construction.

The Clerk to Melksham Without Parish Council thanked both Luke and Raphael for the meeting to discuss proposals, prior to the reserved matters application being submitted and explained the Housing Needs Assessment for the Neighbourhood Plan had recently been completed. The report, which would be published later in the week, highlighted people in Melksham cannot afford a first house at present, the report also included the tenure mix specific to the area, as well as and size of housing sought in the area.

Having looked at proposals, the Clerk to Melksham Without felt the housing mix would meet the needs of residents, as it included smaller homes, compared to 4 to 5 bed houses, which were not affordable to most people in Melksham as identified in the Housing Needs Assessment.

Luke explained he was currently working up the application pack including type of housing and would share these with the council

prior to submission and was happy to answer any questions going forward.

Councillor Seed welcomed proposals for the site with regard to energy efficiency and reducing running costs for residents. It was noted a scheme in Seend included similar energy efficient homes, which the Clerk to Melksham Without agreed to forward details.

The Clerk to Melksham Without explained one of the other developers on Semington Road had to make the pedestrian route across the A350 (Western Arm) less desirable, given the amount of traffic using this route and encourage people to use the main crossing provided on the Eastern arm of the A350.

It was asked if an impermeable hedge be planted, to stop residents from trying to access the Western Arm crossing, across the A350 from the Northern part of the site, particularly children accessing Aloeric School, which is the nearest primary school, as there isn't one in Berryfield. It was noted there were proposals for a primary school in Pathfinder Place in Bowerhill, however, a contract had yet to be awarded.

Luke confirmed there were no proposals to remove any planting adjacent to the A350.

It was noted some parents may wish to send their children to St George's School, Semington, however, it was understood this was currently full. It was unclear if Aloeric School was currently full.

It was noted there was no shop in Berryfield, with the nearest shop being the petrol station on Semington Road in Melksham.

Raphael confirmed the following contributions were included in the Section 106 Agreement:

£206,338 for Primary Education  
£70,000 for Highways Improvements  
£105,132 for Early Years Education

Luke queried where the early years provision would be provided. The Clerk to Melksham Without Parish Council agreed to investigate this.

Councillor Wood stated some form of early years provision at the new Berryfield Village Hall would be welcome.

Meeting closed at 9.42pm

Signed .....  
Chair, 23 January 2023

## Teresa Strange

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**From:** Teresa Strange  
**Sent:** 17 January 2023 11:04  
**To:** Cllr David Pafford (david.pafford@melkshamwithout-pc.gov.uk); Councillor Alan Baines (alan.baines@melkshamwithout-pc.gov.uk); Councillor John Glover (john.glover@melkshamwithout-pc.gov.uk); Councillor Mark Harris (mark.harris@melkshamwithout-pc.gov.uk); Councillor Richard Wood (richard.wood@melkshamwithout-pc.gov.uk); Councillor Terry Chivers (terry.chivers@melkshamwithout-pc.gov.uk)  
**Cc:** Lorraine McRandle  
**Subject:** ADDITIONAL COMMENTS SENT FOR THE UNDERGROUND CABLE APPLICATION PL/2022/09253

Dear Planning Committee

Cllr Baines contacted us this morning to say that when the application for the underground cable installation at Westlands Lane was considered last night no comment was made regarding the traffic not accessing site from the Beanacre end.

As this has been discussed recently as raised as enforcement for the battery storage installation adjacent site, and raised by the highways committee in the last year or so with discussions with National Grid, I have taken the liberty of submitting an additional comment re the access as aware of the council's views on this from previous applications.

Hope that is okay...

With kind regards,

Teresa

-----Original Message-----

**From:** Wiltshire Council <planning@sf.wiltshire.gov.uk>  
**Sent:** 17 January 2023 10:58  
**To:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Subject:** Thank you for your comments PL/2022/09253

This email is confirmation that Wiltshire Council has received your comments as set out below.

Your response to this consultation will be reviewed prior to it being made public.

Melksham Without Parish Council  
Consultee (Statutory)  
Stance : Comment

Your Comment:

The parish council feels strongly that there should be a condition on construction traffic that they should access the site via Whitley and not via the A350 at Beanacre. Thus avoiding the narrow lane with residential housing and the weight limit Network Rail bridge. See condition 8 of 17/04110/FUL for the battery storage facility adjacent. The parish council note that the Planning Enforcement had to be contacted numerous times for this application, as it was not adhered to, and therefore wish to see a condition imposed for this and/or sight of a construction management plan.

Planning Team  
Wiltshire Council



**ADDITIONAL COMMENTS RELATING TO PLANNING APPLICATION PL/2022/08155:  
DEVELOPMENT WEST OF SEMINGTON ROAD FOR 53 DWELLINGS.**

Having met with the developers, Terra Strategic since submitting our comments, the Parish Council wished to submit additional comments:

During discussions with the developer, it was noted there are proposals for a footpath from the development to Berryfield Lane at the South Western Corner.

Members are concerned this may become an informal route for those wishing to access the town via the A350, which raises safety concerns for residents, given the volume and speed of traffic where Berryfield Lane joins the A350.

Members also ask for some form of fencing to be installed on the Northern side of the development to stop people trying to access the A350 from this part of the development, with additional hedging in order to make it impermeable and discourage people trying to cut through to the A350.

If Wiltshire Council are minded to approve this application, then the parish council would like to request the following additional things:

Children from this development will presumably be walking to the new proposed primary school at Pathfinder Place and Melksham Oak Secondary School, the Parish Council are very keen to improve the pedestrian access from this and other new development in Semington Road to the school and therefore request a new footpath along the Southern side of Western Way.

There is a £200,000 highway contribution attached to planning application PL/2022/02749 for 144 houses on Semington Road that is no longer required to improve the crossing on the A350, because it has been completed as part of improvements to the Melksham to Hilperton cycle route via Government Active Travel funding. We have today written to Steven Sims and Mark Wiltshire, Major Projects, Wiltshire Highways regarding this funding with a request it be used to help fund a footpath along Western Way.

Therefore, there is an opportunity from this development and Phase 1 (planning application 20/07334 and PL/2022/02749) to really improve the access for children to be able to walk safely to school from Semington Road, including those at Bowood View (16/00497/OUT & 17/12514/REM).

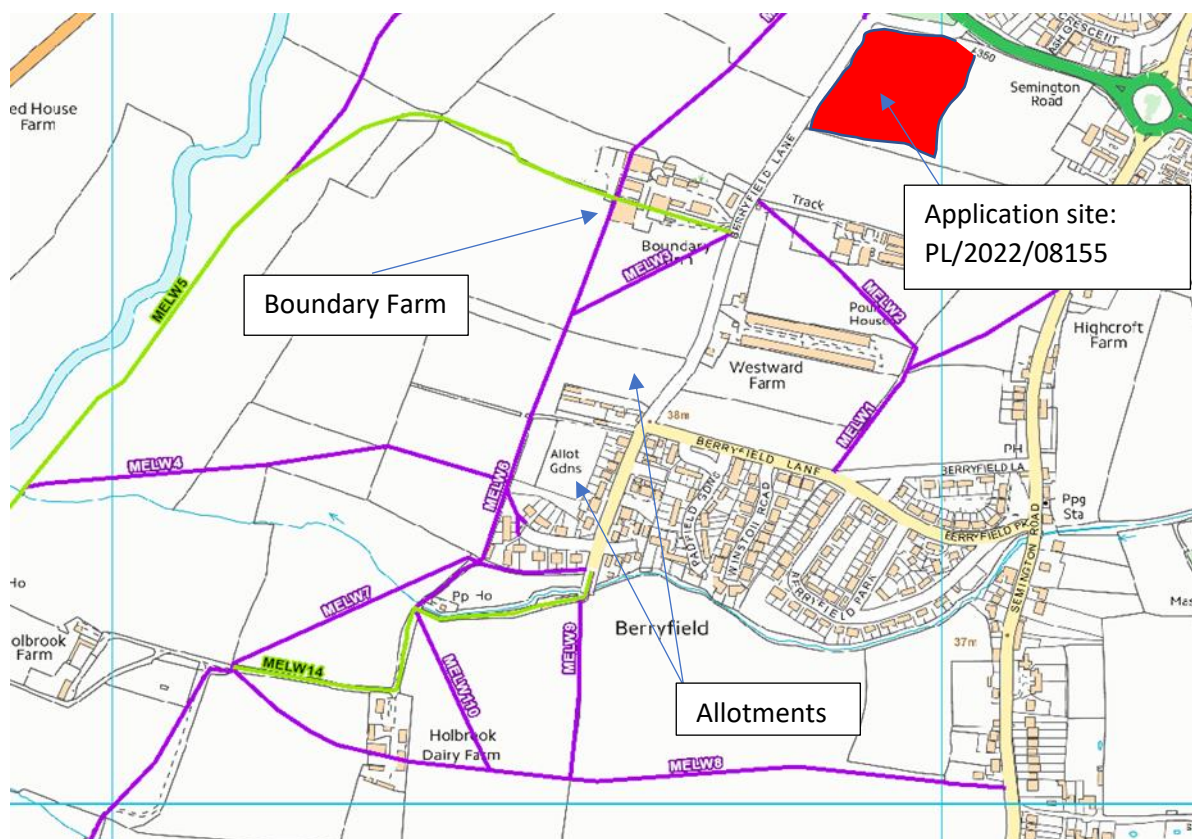
Informal discussions have since taken place with the Rights of Way Officer and potential improvements to the rights of way network as a result of this proposed development. As there will be a direct access from the development to Berryfield Lane, which leads to Rights of Way to the river and the Kennet & Avon Canal, there will likely be an increase in the number of residents using MELW05. As MELW05 is directly through an active farm, the Rights of Way Officer suggested that a diversion around the farm might be appropriate, due to the increase of potential walkers.

We believe in the close vicinity of the development site, all of the stiles have already been replaced with kissing gates but would like the Rights of Way Officer to confirm.

There are other planning applications in the close vicinity, such as PL/2022/02749 for 144 houses, where we have already been looking at improving the PROW network from this area and the Rights of Way Officer has already been in discussion with a landowner regarding a better route down to the river, as requested by residents and to legitimise a desire line which is already being used. This would require a diversion of MELW07 which has an indicative cost of between £12,000-£15,000, for the diversion and associated infrastructure as indicated by Paul Millard, Rights of Way Officer.

Therefore, the Parish Council ask that a contribution to improve rights of way in the vicinity of this development be included in the Section 106 Agreement.

Berryfield Lane is also the access point to the Parish Council's two allotment sites, with some 75 allotment plots, these are all full and have a waiting list. As they are in such close proximity to this proposed development, with such easy walking access, the Parish Council also seek a contribution towards purchasing additional land to provide allotments in the Berryfield area, in the Section 106 Agreement.



**MINUTES of the Finance Committee of Melksham Without Parish Council held on Monday 9<sup>th</sup> January 2023 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm**

It was noted that due to changes being made to the Budget Working spreadsheets during the meeting that officers would need to double check the figures and spreadsheet formula calculations to ensure that totals were correct. Any figures that were changed as a result of this double checking are therefore highlighted green, and the correct figures captured in these minutes so that they correlate with the Budget working papers, and Precept calculations for the Full Council to approve on Monday 23<sup>rd</sup> January.

**Present:** Councillors. John Glover (Chair of Council & Committee), David Pafford (Vice Chair of Council), Alan Baines (Committee Vice-Chair, Richard Wood and John Doel.

**On Zoom:** Councillor Shea-Simonds and Councillor Holt.

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

**Housekeeping:** Councillor Glover welcomed all to the meeting.

**317/22 Apologies:**

Apologies were received from Councillor Shea- Simonds who was self- isolating due to an upcoming operation and Councillor Holt who was ill. These reasons for absence were accepted.

It was noted that both Councillor Shea- Simonds and Holt were in attendance at the meeting via Zoom and would be able to take part in the discussions, however would not have any voting rights.

**318/22 Declarations of Interest**

Councillor Glover subsequently declared an interest in the Chair's allowance, as this was a budget heading in the spreadsheet.

**319/22 Dispensation Requests for this Meeting**

None.

**320/22 To note that Councillors living in the Parish have a dispensation for Precept setting.**

It was noted that those Councillor living in the parish had a previously approved dispensation for setting the precept for the current Council Term, 2021-25 (Min 09/21b Annual Council 17<sup>th</sup> May 21).

### **321/22 To consider holding items in Closed Session due to confidential nature:**

The Clerk advised that the budget spreadsheet (agenda item 10) included staff salaries, which had been blanked out to enable the spreadsheet to be viewed on the screen and recorded for YouTube. If members wished to discuss individual salaries, this would need to go into closed session. It was noted that the councillors had been provided with a separate paper copy, which did include the staff salaries and was reminded that this was confidential.

It was felt that agenda item 13 (Risk Register) would need to be discussed under closed session due to the fact that it exposed the council's weaknesses. Agenda item 17 would also need to be held in closed session due to the nature of discussions relating to debtors, which may be the start of legal action being required in the future.

**Resolved:** Items 13 and 17 to be held in closed session for the reasons provided above.

### **322/22 Public Participation**

There were no members of the public present.

### **323/22 Internal Audit: To receive feedback from internal audit visit (1 of 2 for 2022/23) on Weds 21st December and consider report if received in time:**

The Clerk explained that the first internal audit of the year was undertaken on the 21st December and went well overall, with only a few observations and recommendations made by the auditor. The auditor had highlighted that it was a requirement for the council to review the risk register each year, which was on the agenda for this evening's meeting. The Clerk explained that it was felt that the register should be looked at again once the council moved into the Campus, as this was a change of circumstances, that's why it hasn't been reviewed before now; and was reviewed last in January 2022. The Clerk noted in the auditor's comments that this could not be undertaken by a committee and had gone back to the auditor to advise that although the finance committee would be the ones to review it, the Full Council would approve it at their meeting on 23<sup>rd</sup> January.

The auditor drew to the attention of officers that the VAT registration dispensation in place from HMRC referred to a VAT limit of £1,000, which equated to £6,000 of gross income. He had noted that the council's sports field income now exceeded this limit, therefore the dispensation was no longer valid. He recommended that the council may wish to consider whether it should now be VAT registered. The Clerk explained to members that the dispensation was in place for things such as photocopying for organisations and sports field income. It was advised that there was a separate ten match booking rule specifically for sports field bookings, however this was only for non-commercial organisations, so would not be applicable for the commercial strand of the current youth football booking. Councillor Doel highlighted that there was also a monthly fee that would need to be paid, if the council registered for VAT and once VAT registered the council would be unable to de-register, even if the income was reduced. The Clerk explained that due to all of the variables involved with this, more investigation would be needed by officers to determine whether the council was required to be VAT registered and bring back to full council.

During the audit visit the auditor queried the large amount of funds the council currently held in reserves, as he could not see much movement during the financial year to date. The Clerk explained that the reserve movements would be undertaken at year end, when all movements were known. It was also noted for example, the circa £315,000, which was CIL received for the East of Melksham development was currently held in reserves and there had already been a resolution by the Full Council to transfer these funds to Melksham Town Council, as this development now fell in their area; and the spend on the new Berryfield Village Hall build. The auditor also questioned the high earmarked reserves that were held, as he explained that money should not be taken from parishioners for something that may be spent in 10 years' time, as they may not get the benefit of it. The Clerk explained that she had highlighted to the auditor that the council felt that it was prudent to plan for future expenditure that was known, such as the replacement of play equipment. For example, some time ago the council purchased a number of defibrillators and knew at the time that they would all need replacing at the same time, so a reserve was set up purely for this expenditure. This would then cushion the effect of such a large expenditure on the elector at that time of replacement. Councillor Glover had already queried with the Clerk whether there was any legislation or statutory guidance around sinking funds that the council needed to be made aware of. The Clerk had queried this with the auditor and he confirmed that there wasn't currently any legislation which prohibited councils from saving for future known expenditure. It was noted that this was not included in the auditor's observations, but was something that he would be looking at at year end once all of the movements in and out had been undertaken.

**Recommendation:** Officers to investigate whether the council are now required to be VAT registered and bring back the outcome to Full Council.

### **324/22 Berryfield Village Hall:**

#### **a) To note Final Account for build from Rigg Construction and outstanding payments in 2022/23 and 2023/24:**

Members noted that the final account for the Berryfield Village Hall construction provided by the Cost Consultant, was £781,266.88. Along with the final account the Cost Consultant had also provided some supporting documentation, which included omissions and additions to the contract, which members were presented with as part of their agenda pack (Appendix 1). The Clerk explained that there was £500 outstanding to be paid in this financial year for seeding the area of the old village hall, following its demolition. This was due to the fact that there was frost and snow following the demolition, which meant that it was too cold to seed the area, therefore, the contractors advised that they would return in the new year to undertake this. The solar battery was also due to be arriving sometime in January 2023, so there would also be a cost of £5,905.07 to be paid in this financial year (this is the amount after 1.5% held for retention with the rest of the project). In March 2023, the council will also need to pay back £49,500 for the capital repayments for the public works loan as well as £2,475 in interest payments.

In terms of the next financial year, £11,719.03 would need to be paid to Rigg Construction, which was the 1.5% retention held back for things that may require remedial works during the first year following hand over. This amount will be due on the 5<sup>th</sup> September 2023, one year on from the hall handover to the parish council. In the

next financial year, the council will also need to pay back £99,000 for the public works loan capital as well as £4,022 in interest.

## **b) To note Total Spend on Project vs Budget**

The Clerk explained that officers had put together the following summary document detailing the various estimates that had been made during different stages of the project and how they differed, as well as the spend to date figures. She advised that when putting together this document, she had included the estimated project income and expenditure figures from the Full Council minutes of 6<sup>th</sup> December 2021, where the council approved the revised Rigg contract figure. These figures could then be compared against the current revised estimate for the project, which took into account income and expenditure to date, as well as any estimated future income and expenditure for the whole project. The summary shows as per what was agreed at the 6<sup>th</sup> December 2021 meeting, it was expected that the council would receive £914,503.78 income (without public works loan) with £876,026.54 expenditure, giving a buffer of £38,477.24. The updated revised estimate for the project's income and expenditure (without public works loan) to date was £933,550.56 income and £877,005.04 expenditure. It was noted that the income was more than estimated due to receiving more CIL (Community Infrastructure Levy) income than estimated, as it can be difficult to estimate the amount of CIL funds coming in. Members noted that the expenditure was only £1,000 more than agreed in December 2021, with a buffer of £56,545.52. It was noted that the council spent £40,000 more due to issues with the drainage connections, which was an unforeseen cost, but spent less due to not putting in things such as a projector screen and CCTV, which had originally been included in the budget costings.

There was also a column on the summary document, which detailed the revised estimate for the whole project, including the public works loan. The last two columns on the document showed the actual spend to date on the project, with the second from last column omitting the public works loan capital and the very last column including the loan for comparison. The actual figures to date (without public works loan) detailed the total income received as £838,550.56 with the expenditure being £842,516.44, with a deficit of -£3,965.88. These figures clearly demonstrate that the public works loan was required for ease of cashflow, as without it there would currently be a shortfall. The actual income and expenditure to date including the public works loan was £1,333,377.31 income with £941,516.44 expenditure, which gave a buffer of £391,860.87. The Clerk explained that this buffer was to pay back the remaining amount owed for the public works loan repayments, construction retention, solar battery and interest repayments. The figures have been shown with, and without, the Public Works Loan, so that they could be compared to the original estimates, but also with the Loan as that related directly to the figures in the bank account and recorded on the Rialtas accounting software. Officers had back up paperwork with them that demonstrated that the figures (including the Loan) directly correlated with the figures from Rialtas.

It was noted that there was still some c£90,000 (+ £60,00 to the CIL sharing pot) to come from CIL (Community Infrastructure Levy) from a proposed development adjoining the village hall site, PL/2022/01938 Land west of Semington Road; a 144 dwelling development by David Wilson Homes. This is intended to make up the shortfall of the funding needed to repay the Public Works Loan. Whilst it can not be

100% relied on at this stage, as the development may not go ahead, the developers attended a parish council Planning Committee on 19<sup>th</sup> December, with revised plans for their Reserved Matters application, which has to start on site within a year of approval, so this is anticipated to commence within the next financial year, with the first instalment payable then. Councillors are aware that if this development does not go ahead, funding from elsewhere will have to be found before the end of the Loan repayment period in September 2026.

	<b>Original Estimates</b>	<b>Revised Estimates as at 6th December 2021 Full Council meeting when revised Rigg Contract approved for signature</b>	<b>Revised Estimate for whole project as at 05/1/23 WITHOUT Public Works Loan capital amount for comparison</b>	<b>Revised Estimate for whole project as at 05/1/23 WITH Public Works Loan as in place</b>	<b>Actual To Date figures as at 05/01/23 WITHOUT Public Works Loan capital amount for comparison</b>	<b>Actual To Date figures as at 05/01/23 WITH Public Works Loan</b>
<b>Total Income</b>	£888,506.00	£914,503.78	£933,550.56	£1,428,377.31	£838,550.56	£1,333,377.31
<b>Total Expenditure</b>	£888,338.00	£876,026.54	£877,005.04	£1,372,005.04	£842,516.44	£941,516.44
<b>Difference/Buffer</b>	£168.00	£38,477.24	£56,545.52	£56,372.27	-£3,965.88	£391,860.87
					Demonstrates Public Works Loan was required for cashflow	Which is to repay the Public Works Loan (last payment Sept 2026) of £396,000 capital repayment plus retention, plus solar battery plus interest payments

**c) To approve payment of start-up fund to new charitable trust and agree amount**

The Clerk explained that included in the estimated figures at December 2021 was a start-up payment for the new Berryfield Village Hall Charitable Trust. This was based around the grants that were awarded to other village halls. The Clerk explained that the new village hall committee was aware of the parish council's grant deadline for grant awards from 1<sup>st</sup> April 2023 and would be submitting an application in due course. The old village hall bank account currently only had around £800 in and the feeling of the council previously was that the new Management Trust would need some start-up funding to get them going. It was also noted that they would need cashflow for utility costs which was currently unknown. The Clerk explained that there was currently £4,500 in the budget to give to the village hall trust and asked members whether they were happy for this amount to be transferred to the new trust. If so, at what stage should this figure be transferred over to the new Trust. It was noted that the hall

committee already had a constitution and had very recently been confirmed as a charitable trust. The only thing that hasn't been signed was the lease, which the parish council was still waiting for from their solicitors. Members felt that these funds should be approved to be transferred over to the new committee, subject to visibility of the constitution.

**Recommendation:** The council to transfer over £4,500 to the new Berryfield Management Trust, subject to having sight of the constitution

**325/22 To note for background information: Minutes of Finance Committee 10th January 2022 (annotated where appropriate with agreed budget at following Full Council meeting).**

Members noted the minutes of the budget meeting on 10<sup>th</sup> January 2022 as background information.

**326/22 Community Infrastructure Levy (CIL)**

**a) To note response to CIL queries raised with Wiltshire Council:**

The Clerk explained that she had raised a number of queries with Wiltshire Council regarding CIL. One being whether CIL was applicable for strategic sites, as it was her understanding that development on these sites provided no CIL payments. Following her query on this, it had been confirmed that CIL would still be applicable for these sites, however the square meterage rate would be charged at a lower rate (£30 per sqm rather than £50). It was noted that this was the current rates, and this may change with Wiltshire Council's new Local Plan.

The Clerk also wanted to confirm with Wiltshire Council that there was no CIL applicable on sites that had 100% affordable housing. It was confirmed by them that the developer would have to apply for social housing exception to ensure that they have no CIL liability, therefore, no CIL would be applicable for these sites. The Clerk also queried whether the CIL amount due for the proposed 144 houses at land east of Semington Road was known, as the council had estimated their income from this development to be used for the Berryfield Village Hall project. It was confirmed that it needed to be approved at Reserved Matters before the CIL liability was able to be calculated, as this was when the square meterage was determined.

The Clerk explained that Wiltshire Council publish a spreadsheet which details all of the land charges for Wiltshire, in previous years it had been very difficult to sort out which developments were in the parish, as there was no option to sort by parish. Following feedback that she sent to Wiltshire Council there was now a sorting option on the spreadsheet that enables councils to sort via parish, which makes it much easier to spot new developments. Whilst checking the spreadsheet against the CIL income Wiltshire Council received and the amount that the parish council received, she noticed that on some developments, the CIL amounts did not seem correct. She explained that now that the parish council had a neighbourhood plan, the CIL income was calculated at 25% and not 15% as previous, however when calculating for both percentages the figures didn't correlate. She queried this with Wiltshire Council as the income for a number of planning applications did not seem to be adding up to the correct amounts. Wiltshire Council confirmed that this was due to surcharges being



added on, due to non-compliance of the CIL regulations. As these charges are part of the admin costs there is no CIL liability payable to the parish in these instances. These surcharges are however included on the spreadsheet in the amount of CIL payable to Wiltshire Council, as they are unable to show it any other way, which makes it really difficult to work out how much CIL is due to come in and whether the amount received is correct. The Clerk advised that she had fed this back to Wiltshire Council, as there is no indication in the spreadsheet as to whether the CIL payable to Wiltshire Council included a surcharge or not.

**b) To note CIL income received in 2022/23, agree potential CIL income figure to include for 2023/24 and rationale of use of potential CIL income for 2023/24:**

The Clerk reminded members that now there was an adopted Neighbourhood Plan, the council received 25% of CIL, however 10% of this was allocated to a CIL sharing pot with Melksham Town Council. This was clearly detailed on the CIL spreadsheet.

In May 2022 the council received a total amount of £1,655.29 for a single-story dwelling at the garden of 406c The Spa, the parish council's share of funding was £993.17 with a share of £662.12 going into the CIL sharing pot. Also, during this month £406.26 was received for 406C The Spa, with £162.50 going into the sharing pot and £243.76 being the parish council's 15% share.

It was noted that following non-compliance of CIL regulations, the self-build at Frogditch Farm was now required to pay CIL. The parish council received in August 2022 a total sum of £1,340.63 which was 25% of the CIL income. The parish council's 15% share of this was £804.36 with £536.25 going into the CIL sharing pot. In August 2022 £4,596.36 was received from land at 27 Beanacre with £1,838.54 going into the 10% sharing pot and £2,757.82 being the parish councils 15% share of the income.

In November 2022 the parish council received a total amount of £4,015.21 for Land rear of 39/40 Eden Grove. The parish councils 15% share of this funding was £2,409.13 with £1,606.08 going into the 10% sharing pot.

CIL income anticipated to year end 2022/23 (parish councils 15%)

Frogditch Farm, 225 Lower Woodrow (15/09689/FUL)	£ 804.38
Land rear of 39/40 Eden Grove (21/01791/FUL)	£2,409.13
27 Beanacre, Beanacre SN12 7PT (20/03543/FUL)	£2,757.82
Garden of 406c The Spa (18/03329/REM)	£ 993.17
406C The Spa (19/10934/FUL)	<u>£ 243.76</u>
	<b>£7,208.26</b>

CIL income anticipated to year end 2022/23 for 10% Sharing pot

Frogditch Farm, 225 Lower Woodrow (15/09689/FUL)	£ 536.25
Land rear of 39/40 Eden Grove (21/01791/FUL)	£1,606.08
27 Beanacre, SN12 7PT (20/03543/FUL)	£1,838.54
Garden of 406c The Spa (18/03329/REM)	£ 662.12
406C The Spa (19/10934/FUL)	<u>£ 162.50</u>
	<b>£4,805.49</b>

**Total amount of CIL Income expected to year end 2022/23 £12,013.75**

The income detailed above has already been received in this financial year.

There are a few small developments in the parish, which have planning permission and are CIL payable, however are yet to start on site, therefore, it cannot be foreseen when the CIL income will be received. As it is unable to be determined when the income will be received, they have not been included in the budgeted figures for this year or next year. CIL payments are made by Wiltshire Council quarterly, so there may still be a payment in March 23. These are for the following developments:

19/00221/FUL 63 Shaw Hill- Demolition of 63 Shaw Hill and replacement with three, detached four-bedroom homes and associated works. £1,396.47

21/01765/FUL The Barn and Store at Upper Beanacre Farmyard- Replacement of barn & store with 2 chalet bungalows £2,578.19

PL/2021/07622- 486A Semington Road- New dwelling £1,584.95

As these small developments are liable to pay 25% of CIL to the parish council, 10% of the figures stated above will move into the CIL funding pot once received.

For 2023/24 there is some visibility of when the development at land at Semington Road will be starting on site, as it must start on site within a year of the Reserved Matters decision, which is expected in the first quarter of 2023. The parish council looked at the revised plans for this development at their planning committee meeting on 19<sup>th</sup> December 2022. It has been anticipated that the council will receive at least the first tranche of CIL funding in the 2023/24, with further amounts coming on stream in future financial years. The CIL income for this development has been estimated at this stage and based on typical income from neighbouring developments, with a similar number of dwellings. As explained above under agenda item 7a (CIL queries), this is due to the fact that the square meterage needed to be worked out, so that a figure could be calculated and could only be done following approval at reserve matters stage. The CIL amount payable would be at 25%, therefore the 10% is shown on the spreadsheet under a different column, so that it clearly separates out how much the parish council will have and how much will be going into the sharing pot with Melksham Town Council.

CIL income estimated to year end 2023/24

20/01938/OUT New 144 houses on Semington Road	<u>£30,000</u>
	<b>£30,000</b>

CIL income estimated to year end 2023/24 for 10% Sharing pot

20/01938/OUT New 144 houses on Semington Road	<u>£20,000</u>
	<b>£20,000</b>

**Total amount of CIL Income expected to year end 2023/24 £50,000**

**c) To note parish council's agreed uses of CIL and to consider more project specific spend for current and next financial year**

The Clerk explained that all of the expenditure included in the CIL spreadsheet was based on decisions the council had previously made. It was noted that unlike s106 funding the spending of CIL monies do not need to be related to the development or the surrounding area. The council have previously made a decision that as CIL was a finite amount and had to be spent within 5 years of receipt, it was better for it to be used for capital items rather than items that required ongoing maintenance, which would be much more suited to come from solar farm funding.

With regards to the estimated CIL expenditure for 2022/23, the parish council agreed a list of costed projects and priorities in October 2022 for LHFIG schemes (Local Highway and Footway Improvement Group). As per the list of schemes, which the parish council will have to pay 50% of the cost towards, it was anticipated that £5,250 will be spent this financial year. This does not include funding for the Falcon Way bus shelter, as this will now come from solar farm funding or for the Beanacre village gates, as it is anticipated that this will be in next year's round of funding.

It was budgeted at the Finance Committee on 10<sup>th</sup> January 2022 that the spend on natural flood management at Shaw and Whitley would be £500 for this financial year, however this does not appear to be any further forward, so this has now been revised to £0 for this financial year. The Clerk has suggested that this heading for expenditure should be removed as currently there were no plans for this work to be done.

There is one more interpretation board that was still outstanding for Shurnhold Fields, this is expected to be delivered and invoiced in this financial year. It has been estimated that this will cost £850 which includes an increase, as it has been some time since the original quotation.

It is anticipated that the public art street naming information board for the Pathfinder Place development from Shelley Signs will be completed in this financial year, so the CIL spreadsheet is showing an expenditure of £800 for this. The parish council purchased a second SID at a cost of £2,296.00 in this financial year, which had not been anticipated at budget setting.

The council purchased a drinking water fountain in the previous financial year; however, it was still awaiting to be installed. This was due to the fact that there was initially a hold up with arranging for a plumber to come on site and provide a quotation for the installation. There were then further complications discovered with the installation process, due to there being a requirement for an internal drain, which officers were not made aware of prior to purchasing the unit. A site survey has now been undertaken by the manufacturer of the fountain, who have advised the council on what options can be taken to get the unit installed. It is anticipated that the installation will cost £1,500, which will come from CIL.

The spend as at October 2022 for street furniture was £2,471.00, which was just below the amount that was budgeted and has been spent on replacement noticeboards for outside Shaw Village Hall and the Pilot Pub due to their age. The parish council also purchased a new noticeboard to go outside of the new Berryfield

Village Hall. It is not anticipated that there will be anymore spend in this financial year under this budget heading.

The spend on replacing Wiltshire Council bins is anticipated to be much higher than originally budgeted for this financial year. This was because as at October 2022 the council had already spent £1,134.00 on the replacement of two bins, which included the cost of the bin as well as for installation. The council agreed at their Full Council meeting on 24<sup>th</sup> October 2022 (*min 225/22b*) to increase the spend up to an additional £1,000 to the end of this financial year. This will give provision for the replacement of one more bin that has either been vandalised or burnt out.

The spend on village hall grants was slightly lower than budgeted for, however the budget for these grants had been increased by £5,000 for this financial year. This is because the council recognised that village hall income had been hit particularly hard due to covid over the past few years, so had anticipated that there may have been an increase in grant funding requests.

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The council received an offer from Wiltshire Council of some plainings from the A350 which were delivered to the allotment car park. The parish council's contractors spread them out in early December 2022 and it is anticipated that the cost for this will be £198.

**Recommendation 1:** The parish council revise their original budgeted spend from CIL (Community Infrastructure Levy) for 2022/23 to be as follows:

	<b>2022/23 Budget Provision (agreed Jan 2022)</b>	<b>2022/23 anticipated expenditure (up to 31.03.23)</b>
Contribution to LHFIG schemes	£ 5,500	£ 5,250
Flood prevention-ditch clearance	£ 500	£ 0
Shurnhold Fields capital	£ 0	£ 850
Public Art-Pathfinder Place	£ 0	£ 800
Speed Indicator Device (2 <sup>nd</sup> SID)	£ 0	£ 2,296
Drinking water fountain	£ 0	£ 1,500
Street Furniture	£ 2,500	£ 2,471
Replacing Wiltshire Council bins	£ 1,000	£ 2,000
Village Hall Grants	£15,000	£14,700
Ground works to level plainings At allotments from road surfacing on A350	£ 0	£ 198
	<b>£24,500</b>	<b>£30,065</b>

Members reviewed the estimated CIL spend for 2023/24, it was noted that due to the amount of funds left in the CIL pot, some items that in previous years had come out of this funding are now not able to, as there were currently not enough funds. These items have instead come from solar farm funding which will be detailed under agenda item 9. For the 2023/24 financial year £10,000 has been allocated to LHFIG schemes,

which includes the Beanacre Village gates, which is expected to be in that financial year.

The Bowerhill Sports Field and improvement project was still one of the objectives for the council, however this project has currently been deferred to a future financial year. Based on the anticipated spend for the 2022/23 financial year, £2,000 has been budgeted for the replacement of Wiltshire Council bins.

**Recommendation 2:** The parish council spend from CIL (Community Infrastructure Levy) for 2023/24 to be as follows:

	<b>2023/24</b>
	<b>Budget Expenditure</b>
Contribution to LHFIG Schemes	£10,000
Shurnhold Fields Capital project	£ 3,500
Replacement of Wiltshire Council bins	£ 2,000
	<b><u>£15,500</u></b>

The balance of CIL funds at the end of each financial year is put into a Reserve as the funds are restricted to funding community infrastructure only and to aid tracking of the expenditure, which has to be annually reported to Wiltshire Council. Transfers from the CIL Reserve have been made to other earmarked Reserves, as detailed below.

Total in CIL reserve at end of 2021/22	£45,302.21
Confirmed CIL income for 2022/23	£12,013.75
<b>TOTAL</b>	<b>£57,315.96</b>
Anticipated Expenditure from CIL for 2022/23	£30,065.00
<u>Transfer CIL into ringfenced reserve</u>	
CIL Sharing with MTC Reserve (extra 10% CIL due to NHP)	£4,805.49 (Transfer 9)
<u>Transfer from CIL reserve into dedicated earmarked reserves</u>	
Transfer to Bowerhill Sports Field Long term Capital replacement Reserve	£5,000.00 (Transfer 8)
<b>TOTAL in CIL reserve at end of 2022/23</b>	<b>£17,445.47</b>
Total in CIL reserve at end of 2022/23	£17,445.47
CIL income anticipated for 2023/24	£50,000.00
<b>Total</b>	<b>£67,445.47</b>
Anticipated expenditure from CIL for 2023/24	£15,500.00

Transfer CIL into dedicated project/ ringfenced reserve

Berryfield Village Hall Reserve	£30,000.00 (Transfer 10)
CIL Sharing with MTC Reserve (extra 10% CIL due to NHP)	£20,000.00 (Transfer 11)
<b>Total in CIL reserve at the end of 2023/24</b>	<b>£ 1,945.47</b>

**327/22 Reserves:**

**a) To review Financial Reserves Policy**

The Clerk queried with members, following the comments made by the internal auditor regarding sinking funds, whether this policy needed to be updated to reflect the council's current position on this. Councillor Glover highlighted that it was already a long-standing policy for capital replacement of things, such as play equipment, to be budgeted for well in advance of it needing to be replaced. The council have previously felt that it was much better to financially plan for these items that they know will need to be replaced eventually, rather than put up the precept in the year when the item needed replacing.

Members highlighted that looking at their policy, it did state under the earmarked reserve section that 'specific reserves are often used to "smooth" the effects of certain expenditure commitments over a period of time thereby reducing the impact of significant expenditure in any one year'. Members felt that this clearly stated the council's policy on these types of reserves and this should be referred to in the response back to the auditor.

The Clerk explained that the council had previously included in the policy about ringfenced reserves, which was income that had been received typically from a legal agreement that could only be spent on a specific project. For example, the money for the Shurnhold Fields maintenance can only be spent on the maintenance of the field, so is held in a specific reserve specifically for that. Councillor Pafford queried whether there was a difference between ear marked reserves and ringfenced. The Clerk explained that ear marked reserves do not need to be spent on a specific project and could be moved around to be spent on another purpose, whereas ringfenced could not and must be spent on its intended use. The Clerk explained that income from CIL and solar farm funding also have stipulations on what they can be used for, however they usually have a wider range of uses. Funds for CIL for example, have to be spent within five years, otherwise they have to be paid back, therefore they need to be shown separately, so that there is clear evidence that they are being used within the time.

The Clerk explained that the General Reserve was the amount that was left over at the end of the financial year. It has previously been advised that councils should have between 3-6 months' worth of expenditure to keep the council running in an emergency, however the parish council do not need this level because they have adequate ear marked reserves. The Clerk went on to explain that the parish council's policy stated that the General Reserve should lie at one month's worth of expenditure, as virements from ear marked reserves can be made when necessary.

Members felt that this policy reflected what the council agreed, therefore, did not see a need for it to be changed.

**Recommendation:** No changes to be made to the current Reserves Policy. Officers to reference the reserve policy with regards to sinking funds in the response back to the auditor.

**b) To consider contribution to Reserves and spending from Reserves for current and next financial year:**

In this financial year the Berryfield Village Hall reserve is showing £425,998.00 coming into it, this was the 75% index linked s106 funding for Berryfield Village Hall. The 25% of funding for this was received in the previous financial year, so was already held in the reserve. In 2023/24 it was anticipated that the council would receive the first tranche of CIL for the new 144 housing development on Semington Road (20/01938/OUT), as the developers must start on site within one year of approval of Reserve Matters. It is expected that this will be done in the first quarter of 2023, therefore some CIL is expected in the financial year. Currently, it is unknown how much CIL the council would be getting, so this has been estimated based on a similar size development. So, the adjacent Bowood View development of 150 houses paid £112, 891.98 in total. It has been conservatively estimated that therefore this would pay c£90,000 as for fewer houses, and the housing sizes may be smaller. As this Bowood View CIL was paid at 15%, this would actually now be more like c£150,000 at 25%. This would be £90k for the Berryfield Village Hall reserve towards paying back the Public Works Loan and £60k in the shared CIL Reserve. As the Bowood View CIL was paid in three instalments, this is expected to be similar, with three payments of c£50k.

It has been estimated that the council will receive £50,000 of CIL from this development in 2023/24, with £20,000 of this being put into the 10% CIL sharing pot and £30,000 (Transfer 10) being transferred into the village hall reserve. There is also £5,000 being shown as coming into this reserve from the Beanacre battery storage, to contribute towards the solar battery at the village hall. It is expected that at year end there will be £672,617.50 spent from this reserve, this is based on £568,358.12 for the village hall construction including the solar battery less the 1.5% retention, which is due to be paid in the next financial year. There is also £99,000 to be paid back to the public works loan board, as well as £5,259.38 in interest repayments. Although, there is a separate reserve set up for the demolition of the old village hall, the total cost of demolition was £7,578.72, and was therefore more than what was held in the demolition reserve. This leaves a total of £2,578.72 to come out of the Berryfield Village Hall reserve with £5,000 of this coming out of the demolition reserve. With regards to expenditure for 2023/24 there is £114,721.03 showing as spent which is to pay £11,719.03 for the 1.5% retention due to Rigg construction on 5<sup>th</sup> September 2023, as well as paying back part of the loan capital and interest repayments.

The parish council had previously set up a separate reserve for the demolition of the old village hall, which stood at £5,000 following an estimated budget figure being given by a local contractor for this. In this financial year the old village hall was demolished in December 2022 following the successful completion of the new village hall, therefore this reserve is showing £5,000 being spent with no further funds being

put in. As noted above under the Berryfield Village Hall reserve, the actual total cost of demolition was £7,578.72, therefore the £2,578.72 has been taken out of that reserve. As this reserve was set up for a specific purpose, which has now been undertaken, there will be no further funds going into it in the 2023/24 financial year, therefore this reserve can be closed down.

There have been no further funds put into the Shaw Hall reserve for the next financial year, so this stood at £4,400.

The East of Melksham Community reserve still stood at £315,029.94, which was all of the CIL that the council received for the land East of Spa Road development (Hunters Wood/ The Acorns). Following a Community Governance review, this development was transferred into the Melksham Town boundary in April 2021. The parish council felt that this money belonged to the residents of that development and following a legal agreement put into place, detailing what the parish council expected the money to be spent on, namely the provision of a community centre, resolved to pay this in December 2022. The whole reserve amount was expected to be paid to Melksham Town Council in this financial year, therefore this reserve will stand at £0 in the 2023/24 financial year and will be closed down.

In August 2022 the parish council moved out of their temporary office accommodation at the Bowerhill Sports Pavilion and into the Melksham Community Campus. The total expenditure on the office relocation was £2,600 which has been shown as coming from the office relocation reserve. The remaining £256.53 has been put towards the legal fees for the campus lease, which leaves £0 in the reserve at the end of this financial year. As the council signed a 10-year lease in August 2022 no funds have been added into this reserve for 2023/24, leaving it standing at £0 at the end of that financial year.

The photocopier replacement reserve still stood at £1,200, it had been budgeted that this would be replaced in this financial year as part of the office move. This was reassessed prior to the office move and officers felt that it did not need to be replaced at that time as it seemed to be working well. There was also a question about whether the moving company would charge an additional fee to move the photocopier, as they did when the office moved from Crown Chambers to the pavilion. If this was the case it had previously been felt that it wouldn't be worth paying this fee as the photocopier was coming to the end of its life, so it would be more cost effective to purchase a new one. Following consultation with the moving company this was more to do with the access out of the Crown Chambers building, rather than the photocopier, therefore it has not been replaced. This reserve is showing the whole amount being spent out of it in 2023/24, following a conversation with the photocopying engineer it is understood that the manufacturer is no longer making parts for the model photocopier the council has. This means that it will become increasingly difficult for the photocopier company to obtain replacement parts. Following this new information, it is anticipated that a new photocopier will be needed in the 2023/24 financial year. As the parish council drive towards a more paperless environment, agenda packs are being sent out to most councillors electronically, the hope is that the council will not need to purchase such a high-capacity photocopier. Councillors asked officers to look into lease options as well as for outright purchase.



It has previously been agreed that for the Bowerhill Sports Field & Pavilion capital replacement reserve, the CIL from Pathfinder Place should be used for any works during the life of the housing development build. There is £5,000 (Transfer 8) shown as being transferred from the CIL reserve into this reserve for this financial year, however no transfers have been made into this reserve for the next financial year. Members felt that the £2,148.21 (Transfer 13) in the Covid grant reserve should be transferred into the Bowerhill Sports Field Maintenance reserve, which makes the total amount transferred into the reserve in this financial year £7,148.21. The Covid grant reserve will now be closed down. During this financial year the parish council replaced the CCTV at the pavilion, which had not been budgeted for, therefore £2,300 is being spent from the reserve.

The Bowerhill Sports Field Annual Sum is a reserve used for the projected annual shortfall between income and expenditure for the sports field. Whilst £18,000 had been budgeted as coming into this reserve for this financial year, it is acknowledged that any budgeted shortfall for the pavilion expenditure has already come out of the precept, therefore this was not required to be transferred into a reserve. In this financial year £2,520 has been shown as coming out of the reserve, which is £555 for the increase in gas prices, £500 for cutting back the hedge at the sports field and £1,465 for moving the middle pitch away from the hedges if this proceeds.

The Shaw Playing Field improvement project has no funds left in the reserve, as the money had been spent in the previous financial year. As this reserve was only set up for this specific purpose this can now be closed down.

The replacement play area safety surfacing and equipment long term capital reserve is for the future refurbishment of the play areas. For this financial year £15,084 has been shown as being spent, this is for works that may be required at the new Whitworth Play Area (Bowood View, Berryfield) for a tarmac path if not provided by Bellway Homes, and potentially for safety surfacing under the teen shelter. There is £5,000 being shown as spent in the next financial year for replacing equipment and surrounding safety surfacing at Beanacre Play Area, as the council have been monitoring for some time the wooden equipment at this play area. The council have not put any more funds into this reserve for the 2023/24 financial year, as the council have previously resolved to use CIL from future developments.

There have been no further funds put into the Shurnhold Fields capital reserve as any future funding will come from CIL. It is expected that the car park and improvement project will be completed in the next financial year, so £10,000 is showing to come from this reserve. It was noted that £5,000 of the money in this reserve was ringfenced from area board grant funding for this project, with the other £5,000 previously being put into this reserve by the parish council.

No further funds had been put into the Recreation & Sports Facility Enhancement reserve for next year. For the defibrillator replacement reserve, it is anticipated that all seven defibrillators will need to be replaced in the next financial year, so this reserve is showing all of the reserve being spent.

No further funds have been put into the General Highway & Footpath reserve as expenditure for LHFIG (Local Highway and Footway Improvement Group) contributions will come from CIL.

In this financial year £1,443.47 has been shown as spent from the legal fees reserve. This was for costs towards the Campus lease as well as £500 estimated for the Berryfield and Shaw Village Hall leases. There have been no additional funds added into this reserve in the 2023/24 financial year.

It was felt that as there was no real visibility of any flood prevention work being done in Whitley or Shurnhold, the funds from the Contribution to Wiltshire Council/Environment Agency reserve should be transferred into the Community Project/Match funding reserve. This reserve could still be drawn upon should these works ever come to fruition. There is £5,000 (Transfer 12) being shown as transferred to the Community Project/Match Funding reserve in this financial year. No further funds have been added into this reserve for the next financial year.

The Election reserve currently stands at £14,000 with no expected expenditure showing in this financial year. The Clerk advised members that she had received some communication from Wiltshire Council with regards to councils being required to contribute towards main election costs from the May 2025 elections onwards. It was however, currently unclear as to how much councils would be expected to pay towards these costs. Following the Clerk chasing this information up with the Wiltshire Council elections team, she had received an email earlier in the day which provided some detail. Wiltshire Council advised for contested elections it would be around £1.70 per elector, however this may be increased due to printing and postage costs. The Clerk advised members that if all parish elections were contested it would cost the council around £9,000, which was currently showing as going into this reserve for next year. She queried whether members wished to make provision for this in this financial year or the next. It was noted that for contested by-elections the parish council would have to pay the full amount and the £14,000 in the reserve was specifically for this purpose. Councillor Baines highlighted that within the £14,000 already in the reserve this was based on the council providing polling cards and wondered whether this was something the council needed to revisit. He explained that it didn't appear to significantly increase the turn out for elections and felt that it may be more cost effective to widely publicise the elections in the Melksham News. The Clerk advised that the Melksham News covers a large part of the parish area with the exception of Redstocks and Sandridge, but the council have hand delivered leaflets to these houses before. The Clerk advised that she would put polling cards onto the Full Council agenda for members to review their requirement. Members felt that the £14,000 already in reserves should be used for the May 2025 elections and if there was a by-election in the meantime, the council would have time to top up the reserve. The council therefore put no funds into the reserve for the next financial year.

For this financial year there is £220 showing as expenditure being spent from the Staffing Contingency reserve, which was for the additional hours for the Allotment Warden to undertake the ROSPA Play Area Inspector qualification and holiday cover for the Caretaker.

The Replacement of Council Assets (contingency) reserve is for the replacement of items that have not been insured due to their low value or for things like Wiltshire Council bus shelters that they will remove if damaged, not replace. In this financial year £645 was showing as expenditure for the Shaw brick bus shelter repair. No funds have been put into this reserve for 2023/24, however £2,000 has been shown

coming from this reserve for VE day planters which was still an outstanding action to do. It was agreed that perhaps this Reserve, which was used for repair, replacement, new items would be better renamed Street Furniture reserve.

No funds have been added into the General Contingency reserve, however £2,100 has been showing as spent for Neighbourhood Plan#2 expenditure, as the parish council have committed to funding anything additional out of this reserve. It is estimated that there will be an additional £7,500 to cover for the Neighbourhood Plan, which is outside the grant that is held by Melksham Town Council. The expenditure shown being spent from this reserve was the parish council's 30% share of the Neighbourhood Plan costs, with the remaining 70% of the cost being paid by Melksham Town Council.

The CIL reserve shows a balance of £7,208.26 coming into the reserve this year with one transfer going out and into the Bowerhill Sports Field Capital Replacement reserve (Transfer 8). For the next financial year there was £30,000 being shown as coming into the reserve with this being transferred out and into the Berryfield Village Hall reserve (Transfer 10).

For the CIL 10% sharing pot with Melksham Town Council £4,805.49 was being shown as coming into the reserve this financial year. There is £20,000 being shown as coming into the reserve in the next financial year, which is the estimated income for the 144 dwellings on Semington Road, but this is only a very rough estimate as the full CIL income is currently unknown.

The Sandridge Solar Farm reserve was showing £16,119.14 of income that has actually been received in this financial year, with £9,626.00 expected to be spent. For the 2023/24 financial year £12,000 has been shown as income coming in to the reserve with £32,766 expected to be spent. It was very difficult to estimate the amount that the council would receive each year, this was due to the solar farm funding being proportioned between different parishes depending on how many properties they have within the 2.75km radius. Members wished to be cautious when estimating the income for the next financial year due to the fact that it can fluctuate, therefore have estimated a lower amount of income for the next financial year as more houses in the eligible area are being built in the Town parish.

The Shurnhold Fields maintenance reserve is for funding that was ringfenced from a s106 agreement and is held by the parish council on behalf of the joint project with Melksham Town Council. There is no funding coming into the reserve this year or next, however there was expected expenditure of £2,000 this year and £2,000 next year. This was for things such as the annual grass cut, petrol for the mower and caretaking duties including bin emptying.

It is anticipated that the parish council will receive the £58,000 s106 funding for the Davey Play Area (Pathfinder Place) in this financial year. This money will be shown as a ringfenced reserve and only able to be spent on the maintenance of the play area. It is expected that this play area will be adopted this financial year, however no spend has been shown from this reserve as its not anticipated that any safety surfacing cleaning or inspections will be done and at this site there are no grasscutting or bin emptying requirements. In the 2023/24 financial year £176 is showing as being spent, which is for the ROSPA annual independent inspection and

quarterly play area inspections. This has not included any spend for safety surfacing cleaning as the council will trial not cleaning the surfacing at this site to see the condition of it in a few years' time, compared to the surfacing at Bowood View Play area where the surfacing will be cleaned.

Four new reserves have been set up this year which are all for ringfenced funds. There is a new reserve set up for any ring fenced funding from Wessex Water for a Beanacre Community Project reserve which is for any compensation received to the parish council for the planned sewage works. A reserve has been set up to show the Scottish and Southern Electricity Networks (SSEN) money received for Melksham Community Support for the emergency planning from their SSEN Resilient Communities Fund. This reserve is showing the £8,361 that has already been received in the bank this year, with £7,000 expected to be spent. For the next financial year, it was expected that £680.50 will be spent.

There is a reserve that has been set up to show the Berryfield Public Art Fund from Wiltshire Council. There was still some money left over from the public art and it has been suggested that the remaining funds could be either transferred to the parish council or the new Berryfield Village Hall Trust to be spent on the maintenance of the art work. This reserve is showing £3,800 coming into the reserve this year with no money spent out of it this financial year or next.

Community Action Whitley and Shaw (CAWS) have enquired about the parish council purchasing a third speed indicator device (SID), so that it can be erected in areas around Shaw and Whitley more often. CAWS have offered to pay for the capital of the SID if the parish council paid for the ongoing maintenance. The Clerk explained that if it was decided that another SID was not purchased this would not impact the precept as it was shown as income coming in this financial year, with the expenditure next year showing as coming from that reserve.

**Recommendation 1:** The Full Council to consider whether they should provide polling cards for elections or whether alternative cost-effective solutions could be used; such as advertising in the Melksham News.

**Recommendation 2:** The parish council put the following into Earmarked Reserves at year end 31<sup>st</sup> March 2023.

**Reserves for major project 2022/23**

New Village Hall, Berryfield (From s106)	£425,998.00
CIL 10% Sharing Pot with MTC	£ 4,805.49
Sandridge Solar Farm Reserve	£ 16,119.14
Davey Play Area Maintenance Fund (From s106)	£ 58,000.00
NEW RESERVE SSEN MCS Emergency Plan	£ 8,361.00
NEW RESERVE Berryfield Village Hall Public Art	£ 3,800.00
NEW Reserve CAWS SID#3	£ 2,500.00
CIL (Community Infrastructure Levy) funds received	<u>£ 7,208.26</u>
	<b>£526,791.89</b>

**Recommendation 3:** The parish council put the following into Ear Marked Reserves for the year 2023/24.

**Reserves for major project 2023/24**

New Village Hall, Berryfield (From CIL)	£ 5,000.00
CIL 10% Sharing pot with MTC	£20,000.00
Sandridge Solar Farm	£12,000.00
NEW RESERVE Wessex Water funding (Beanacre Community project)	£ 5,000.00
CIL (Community Infrastructure Levy) funds received	<u>£30,000.00</u>
	<b>£72,000.00</b>

Members reviewed the spend from Earmarked reserves as they went through the individual line items on the budget spreadsheet. For more detailed information on the spend from reserves please refer to (min.329/22) on the budget review.

**Recommendation 4: The parish council spend the following amounts from Earmarked Reserves in 2022/23.**

<b>Spending from Reserves 2022/23</b>	<b>2022/23 Budget Spend (aged Jan 2022)</b>	<b>2022/23 Anticipated Expenditure (up to 31/03/23)</b>
New Hall, Berryfield	£854,259.38	£ 672,617.50
Disposal of Old Berryfield Village Hall	£ 5,000.00	£ 5,000.00
East of Melksham Community Centre (Transferred to Melksham Town Council)	£ 0.00	£ 315,029.94
Office Relocation	£ 1,000.00	£ 2,856.53
Photocopier Replacement	£ 1,200.00	£ 0.00
Bowerhill Sports Field Long Term Capital Replacement	£ 0.00	£ 2,300.00
Bowerhill Sports Field Annual Sum	£ 0.00	£ 2,520.00
Replacement Play Area & Safety	£ 0.00	£ 15,084.00
Surfacing equipment capital replacement		
Legal Fees	£ 0.00	£ 1,443.47
Staffing Contingency	£ 0.00	£ 220.00
Replacement/ Renewal of council assets contingency	£ 0.00	£ 645.00
General Contingency	£ 2,000.00	£ 2,100.00
CIL (Community Infrastructure Levy)	£ 30,065.00	£ 30,065.00
Sandridge Solar Farm Community Fund	£ 32,776.00	£ 9,626.00
Shurnhold Fields Open Space	£ 1,700.00	£ 2,000.00
Davey Play Area	£ 750.00	£ 0.00
NEW Reserve SSEN Ringfenced reserve For MCS in Emergency Plan	£ 0.00	£ 7,000.00
	<b>£928,750.38</b>	<b>£1,068,507.44</b>

**Recommendation 5: The parish council spend the following amounts from Earmarked Reserves in 2023/24:**

New Hall, Berryfield	<b>£ 114,741.03</b>
Photocopier Replacement	£ 1,200.00

Replacement Play Area Safety Surfacing & Equipment Capital Replacement	£ 5,000.00
Shurnhold Fields Capital Replacement	£ 10,000.00
Defibrillator Replacement	£ 10,850.00
Replacement/ renewal of council assets known as Street Furniture	£ 2,000.00
CIL (Community Infrastructure Levy)	£ 15,500.00
Sandridge Solar Farm	£ 32,776.00
Shurnhold Fields Open Space	£ 2,000.00
NEW Reserve SSEN Ringfenced reserve For MCS in Emergency Plan	£ 680.50
NEW Reserve SID 3	£ 2,500.00
Davey Play Area	£ 176.00
	<b>£197,423.53</b>

**Recommendation 6:** The parish council transfer the following amounts between Earmarked Reserves in 2022/23 & 2023/24:

Transfer T8- Move £5,000 from CIL to Bowerhill Sports Field Maintenance long term capital in 2022/23.

Transfer T10- Move £30,000 from CIL to New Hall Berryfield in 2023/24.

Transfer T12- Move £5,000 from Contribution to Wiltshire Council /Environmental Agency to Community Projects/ Match Funding in 2022/23.

Transfer T13- Move £2,148.21 from Covid Grants from Wiltshire Council to Bowerhill Sports Field Maintenance long term capital in 2022/23.

### **Summary of Reserves**

Opening Balance of Reserves as at 01/04/2022	£1,309,037.31
Revised Reserves for Major Projects 2022/23	£ 526,791.89
Revised Spending from Reserves 2022/23	-£1,068,507.44
Revised adjustment to/from Reserves 2022/23	-£ 541,715.55
<b>Total Reserves at end of 2022/23</b>	<b>£ 767,321.76</b>

Opening Balance of Reserves as at 01/04/2023	£ 767,321.76
Reserves for Major Projects 2023/24	£ 72,000.00
Spending from Reserves 2023/24	-£ 197,423.53
Adjustment to/from Reserves 2023/24	-£ 125,423.53
<b>Total Reserves at end of 2023/24</b>	<b>£ 641,898.23</b>

## **328/22 Solar Farm Community Funding**

- a) **To consider appropriate potential income figure for 2023/24 (fluctuates due to share of housing within 2.75km radius of Sandridge Solar Farm)**

It was noted the income that was received for the solar farm in 2022/23 was £16,119.14. The Clerk explained that it was very difficult to anticipate how much would be received from the solar farm funding, as it depended on the number of dwellings in the parish with the 2.75km radius. She explained that more houses from

the East of Melksham Development (Hunters Wood/ Acorns) are going to be in the radius, as these houses reside in the Town, this will reduce the parish council's proportion. It was felt that due to the fact that it was expected that the parish's proportion may be reduced, members wished to be cautious, therefore have estimated £12,000 as income coming in from the solar farm in the next financial year.

**b) To consider spend of Solar Farm funding for current and next financial year.**

It was noted that the council had already set out principles to spend solar farm income on maintenance items, such as the erection of the speed indicator device, as this was a long-term funding source. The Clerk explained that the council had previously resolved that any expenditure relating to the Bowerhill Sports Field improvement should come from CIL, however there was not enough CIL funds left for 2023/24, therefore this has been shown as coming from solar farm funding. It was also noted that some time ago the parish council felt that the Falcon Way bus shelter should come from CIL, even though it was capital expenditure as it fell within the 2.75km radius of the solar farm, so was a good candidate to come from this funding source.

**Recommendation:** The following spend from Sandridge Solar Farm to be on the following:

Balance brought forward from 31 <sup>st</sup> March 2022	£29,068.47
Amount received in 2022/23	£16,119.14
<b>TOTAL FUND AVAILABLE</b>	<b>£45,187.61</b>

Anticipated spend in 2022/23

Weedspraying	£ 2,407.00
Erection of SID on fortnightly basis (x2 for part of year)	£ 1,279.00
Play Area/ MUGA Safety Surfacing Clean	£ 3,300.00
Roundabout grass cutting and maintenance (ex Carson)	£ 2,640.00

**TOTAL SPEND IN 2022/23** £ **9,626.00**

<b>Anticipated balance as at 31<sup>st</sup> March 2023</b>	<b>£35,561.61</b>
<b>Anticipated receipt in 2023/24</b>	<b>£12,000.00</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>£47,561.61</b>

Anticipated spend in 2023/24

Falcon Way Bus Shelter & RTI	£16,500.00
Safety surfacing clean for play areas & MUGAs less trial site x 1 per year	£ 4,050.00
Tree Inspections and resulting tree work	£ 2,300.00
Roundabout grass cutting and maintenance (ex Carson)	£ 2,904.00
Weedspraying	£ 2,684.00
Erection of SID on fortnightly basis (x3 devices)	£ 1,838.00
Street Furniture	£ 1,000.00
Bowerhill Sports Field playing field improvement (2 x adult pitch vertidrain)	£ 1,500.00

**TOTAL SPEND IN 2023/24** £ **32,776.00**

**Anticipated balance as at 31<sup>st</sup> March 2024**

**£14,785.61**

**329/22 Budget**

**a) To review and consider Budget for 2022/2023 against anticipated position at year end; and estimate for 2023/2024**

Members reviewed the anticipated income and expenditure until year end for the current financial year and the proposals for the financial year 2023/24.

**Income**

The council had originally budgeted for £274,895.75 of income coming in this financial year, which is largely different from the expected income for this year which is £782,361.25 (figures include the precept). This is mainly due to the parish council expecting the £425,998.00 (75% index linked) s106 contribution for Berryfield Village Hall to come in the last financial year. The £58,000 s106 funding for the maintenance of the Davey Play area at Pathfinder Place was also expected to come in the previous financial year, however due to hold ups with Taylor Wimpey finishing the remedial works before the council take over the ownership of it, this income wasn't received. It is expected that the play area will be handed over before year end in the current financial year, therefore this amount has been shown as expected income. There was still £3,800 left over in the public art budget for the ongoing care and maintenance for the Berryfield Village Hall public art work, this was from the s106 funds held at Wiltshire Council. This amount has been shown as coming in this financial year from Wiltshire Council to be either held in a ringfenced reserve by the parish council or transferred over to the new Berryfield Village Hall Trust. There has been £31,000 estimated as coming in the next financial year, this is based on £20,000 coming from the Land at Semington Road (144 dwellings) for a footbridge from this development to the Bowood View development, however it was noted that this was still unknown at present, but was still being shown as budgeted for next year. Also, budgeted was £11,000 for playing field contribution from the land west of Semington Road planning application.

It is expected that the council would receive £5,000 from the Beanacre battery storage, which wasn't foreseen at the time of budgeting. It was also budgeted that £5,000 would come in from the Sandridge Solar Farm Community Funding in this financial year, however the actual amount received was £16,119.14. For the 2023/24 financial year £27,000 has been estimated as coming in under the solar farm budget heading, this was made up of £15,000 coming in from JBM Solar projects for Wick Solar Farm in Beanacre and £12,000 as coming in from the Sandridge Solar Farm. As previously explained under Sandridge Solar Farm, it was difficult to anticipated the amount of funding that will be received from this each year, therefore the council have taken the conservative approach when estimating this income.

It has been estimated that the council will receive £500 in interest this year, this was not budgeted for at budget setting due to the interest rates being very low at the time. This was something that was verbally mentioned by the internal auditor when



he visited the parish council, as interest rates had now gone up. The Clerk had enquired with the bank what their interest rates were for Fixed Term Deposits and they are now much higher than during Covid, so would be worth doing. This was an agenda item later on in the meeting for members to discuss. For the 2023/24 financial year it is estimated that £2,500 would be received in interest.

With regards to grants and donations, in this financial year the council received £8,361 from Scottish and Southern Electricity for Melksham Community Response following a successful grant application. This was for the emergency plan element of the project, which included funding for making and distribution of fridge magnets with the emergency number on and funding for the phone line and lamplight database. There was also £2,500 estimated as coming in this year following a kind offer from a resident of Bowerhill, to fund a defibrillator at Pathfinder Way. For 2023/24 £12,500 has been estimated which is possible jubilee grant funding for the Bowerhill Sports Field outdoor gym equipment and £2,500 for the possible donation from CAWS for a third speed indicator device. It was noted that this has not been confirmed yet, but the expenditure for moving it every fortnight was budgeted for, therefore it was prudent to include this in the potential income coming in.

The income for the Bowerhill Sports Field was on par with what was expected to be received in this financial year. As covid restrictions were eased, football organisations were able to undertake their full programme of activities. For the 2023/24 financial year the income has been reduced, due to a number of unknowns with the number of bookings that the council may receive. Members wished to be cautious when estimating the amount of income, therefore have estimated £6,135 as coming in. There was also an unknown with regards to whether the council may need to become VAT registered as discussed earlier on in the meeting, which could affect the amount the council charge hirers. It was noted that later on this year the council will be reviewing their hire charges, therefore the amount charged may change, but this was difficult to predict at this time.

The allotment income is expected to be similar to what had been budgeted for this financial year, with the same amount of income budgeted for the 2023/24 financial year. The allotment year runs for 1<sup>st</sup> October until 30<sup>th</sup> September each year, so falls within two financial years. Accruals are made at year end transferring 50% of the amount received into the next financial year. It can also be difficult to anticipate the amount of income that will be received in any one year, as the council charge double the residential rate to residents who live outside of the parish. It is unknown how many plot holders will give up their plots each year, and how many non-residents will take over.

As per the internal auditor's recommendation in the last financial year, money received for joint projects cannot be netted off against the expenditure, therefore these are shown as income coming in.

**General Account Income (Excluding Precept):**

Budgeted for 2022/23	£ 65,560.00	
Anticipated for 2022/23	£535,084.75	
Proposed for 2023/24	<b>£141,570.00</b>	# error on spreadsheet omitting £50k CIL from the Income Column on main Budget

**Jubilee Sports Field Income:**

Budgeted for 2022/23	£	9,150.00
Anticipated for 2022/23	£	9,075.00
Proposed for 2023/24	£	6,135.00

**Allotment Income:**

Budgeted for 2022/23	£	2,483.00
Anticipated for 2022/23	£	2,512.50
Proposed for 2023/24	£	2,512.50

**TOTAL PROPOSED INCOME FOR 2023/24: £150,217.50**

**Expenditure**

The parish council's expenditure used the following three budget headings to reflect the information included with residents' council tax bills, namely; Administration, Parish Amenities and Community Support.

**Administration Costs:**

It is anticipated that £150 will be spent on members training in this financial year, this is a reduction on the original amount budgeted for. It is expected following the resignation of Councillor Mary Pile that the new co-opted councillor will wish to undertake some councillor training and it is expected that the councillor safety training, which was postponed in September will be rescheduled for early 2023. For next year £180 has been budgeted for members training.

Postage costs for this year are more than originally budgeted for, this was because at the time of budget setting, it was envisioned that the council would move to paperless agendas packs. This was only implemented in October 2022 following the council's office move; therefore, the costs are much higher than originally expected. It is anticipated that £850 will be spent this financial year on postage. It is noted that there will still be some cost for postage as the council still send out notices to the noticeboard volunteers each week as well as annual allotment letters. For the 2023/24 financial year it is anticipated that £600 will be spent on postage for the above reasons. Photocopying was also higher than budgeted for, with the expected spend at year end being £1,800 for the same reasons as described above under postage. Next year it is expected that the photocopying charges will be much less with £750 budgeted.

The office phone and broadband charges are expected to be lower than budgeted for this financial year, this was due to the council changing their phone system following the office move to a Microsoft system. This system works well with the council's Office 365 package and is an add on to the system. The charges for this new phone system are much lower than the previous phone system which has reduced the phone costs. The council also changed to Plusnet for their broadband when they moved to the Campus, the charge for this per month is £33.90 on a two-year contract. For the next financial year, the estimated costs under this heading have been significantly reduced with a budgeted figure of £850 which includes the phone and broadband costs.

Room hires and online meeting subscription costs are much higher than budgeted, this was due to the fact that the parish council had to leave their temporary meeting, which had been kindly provided as a community benefit and hold them at the Melksham Rugby Club until the Campus move. In 2023/24 £300 has been budgeted as the council would only need to pay for room hire for meetings that are held off site, such as the annual parish or planning meetings for large applications. Most of this budgeted cost was for Zoom subscriptions, the Clerk explained that there was a potential cost saving for this as MS Teams was within the council's Microsoft package so this could be used instead of Zoom. She explained that during covid Zoom was more user friendly for people to use, however Teams has now caught up, she suggested that this was something the IT Working party could consider when they next meet.

Following the move to the Campus, the council purchased some new equipment, such as a dishwasher, fridge and IT items to allow for online meetings. It was originally budgeted that the council would replace the photocopier in this financial year, but as already explained it was still working at this current time. In the next financial year, it was anticipated that the photocopier would need replacing so £1,200 was showing as being spent from reserves. Councillor Glover queried whether officers had looked into costs for leasing a new photocopier, the Clerk explained that she hadn't, but this was something that could be looked into.

The parish council have agreed a 10-year office lease with Wiltshire Council, which includes building repairs and utility costs. The estimated cost to the end of this financial year was £6,920 as the council moved in July, which was part way through the year. For 2023/24, £11,373 has been included in the budget as per the signed lease agreement with Wiltshire Council.

Due to the fact that cleaning materials for the office was such a small value cost code, members felt that this should be included in the admin and stationary costs and this cost code closed down. The Clerk explained that the cost code was only set up for when the council had an office cleaner at Crown Chambers, to distinguish between the costs of materials and the cost of the cleaner.

For staffing costs, it was noted that even though all staff received a £1 increase per hour on their hourly rate, the estimated year end was still within budget. As it was unknown with regards to any staff increase if any for the next financial year, these have been estimated at 2%. It was noted that the Caretaker and Allotment Warden's salaries were included under parish amenities.

Staff training was much higher than budgeted for this year, this was mainly due to the Allotment Warden undertaking a ROSPA course as well as funds available for the Finance and Amenities Officer to undertake the FILCA qualification shortly. For next year £200 has been budgeted for staff training.

Staff DBS checks are estimated to be more than budgeted for, this was because the Caretaker needed his renewed and at the Staffing Committee in late 2022 it was recommended that all staff members should have a DBS check. This means that the Finance and Amenities Officer would also need one as well. There was currently a hold up with regards to which check the staff should have done (either

enhanced or basic), following correspondence with Wiltshire Council advising that only specific job roles can have the enhanced check. This was still being investigated by officers to ensure that the checks that can be done are adequate for the council's requirements. In the next financial year there was some budget provision for the Parish Officer to have hers renewed.

**Recommendation 1:** The IT Working Party to consider the options around using Teams instead of Zoom for council meetings.

**Recommendation 2:**

**Administration Costs (Including office staff):**

Budgeted Expenditure for 2022/23	£151,511.00
Anticipated Expenditure for 2022/23	£146,258.00 with £4,300 coming from reserves
Proposed Expenditure 2023/24	£142,618.00 with £1,200 coming from reserves

Parish Amenities:

In this financial year the amount spent on defibrillators was expected to be over budget, this was due to the purchase of a new defibrillator at Berryfield Village Hall and the potential purchase of one for Pathfinder Way. As explained under income, the council have received an offer of donation for a new one on Pathfinder Way, so this will offset the overall spend on parish amenities. As previously explained any income received for a specific item was unable to be netted off of the cost code the expenditure has been attributed to, therefore has to go into an income cost code. It was expected that as at year end £6,750 will have been spent under the defibrillator cost code against a budgeted spend of £1,035. The other costs associated under this cost code were for the annual maintenance of the defibrillators, which included online access to the Webnos database system, replacement consumables and an annual service. The parish council have also previously resolved to arrange for some community access defibrillator training sessions to make the community more aware and give them more confidence in using one, which has come out of this cost heading. For the 2023/24 financial year it is estimated that £12,430 will be spent from this cost heading, with £10,850 coming from reserves. This is because it was highly likely that the defibrillators around the parish would need to be replaced, as they have a life span of around 8 years. The rest of the costs are for the annual maintenance and the potential for any replacement defibrillator to be relocated from the New Inn to the phone box near Berryfield Play Area.

The estimated spend this current year for safety surfacing cleaning was a lot less than originally budgeted for, this was because the parish council had originally expected that they would undertake two lots of safety surfacing cleaning, one in the spring to get ready for the summer usage and one in the autumn to get ready for winter. The surfacing clean was undertaken in the spring, however the council carefully considered this principle, whilst looking at quotations for the autumn surfacing clean and felt that this clean shouldn't be done this year. This was following some advice the Clerk had received, advising that it may be better for the council to invest in a safety surfacing repair kit due to the high cost of cleaning the surfacing twice a year. It was noted that the cost for the safety surfacing cleaning

was coming from Solar Farm funding, therefore, £3,300 has been shown as this was now the expected cost to year end. Following the decision made for this current year, £4,050 has been budgeted for the next financial year to come from solar farm. This is for the provision of one safety surfacing clean instead of two, including a rise for inflation. The council have also resolved to trial only cleaning one of the two new play areas to assess both their conditions in a few years' time which has been included in the budgeted cost. It was noted that as Whitworth Play Area (Bowood View) was much closer to a water source, as was near to the new village hall it would make more sense to trial this one and leave the Davey Play Area (Pathfinder Place).

The Parish Insurance was a little bit more than anticipated in the current financial year, this was due to additional items being purchased and requiring to be insured. For example, the council purchased an additional speed indicator device this financial year as well as new items for the office, which all needed to be insured. It was noted that the council were currently in a long-term agreement with their current insurance provider, however the current financial year was the last year of this agreement. For the next financial year, it has been anticipated that the parish insurance would be £5,234 which has allowed for an 11.5% increase due to the cost of inflation.

There wasn't anything budgeted for new equipment for amenities staff in this financial year, however the Allotment Warden has requested a new strimmer to use at the allotments due to the petrol one being too heavy to use effectively. He has asked for a rechargeable battery one, which he was happy to charge at home, therefore £150 has been budgeted for this. Councillor Glover explained that following his experience with this type of equipment, a spare battery may be needed as well, so this should be purchased with the new strimmer. It was not expected that any new equipment would be required by the amenities staff in the next financial year, therefore no amount has been budgeted.

The Clerk explained that the council undertook tree inspections on all parish owned trees every 27 months, so that it was always done in different seasons. This was due in the next financial year, so £2,300 has been budgeted in 2023/24. This is including for any tree work, which is required as a result of the tree inspections. The cost of the inspection and works are shown as coming from Solar Farm funding.

Repairs and maintenance in the parish was significantly more than the budgeted £300 for this financial year. This was mainly due to the parish council being handed back the maintenance of the ex-Carson Tyre roundabout, following the retirement of the contractor who was doing it for free as a community benefit. The £2,640 estimated amount for this is to come from Solar Farm funding. The council also repaired one of the brick bus shelters at Shaw at a cost of £645 which has been shown as coming from reserves. It has been budgeted that £3,904 will be spent in the next financial year with £2,904 for the roundabout maintenance to come from Solar Farm funding. Councillor Glover highlighted that this was such a large cost to the council to continue maintaining this roundabout and queried whether this could be handed back to Wiltshire Council. The Clerk explained that if the council wished to hand the roundabout back to Wiltshire Council, it would have to be put back down to grass. Members felt that the cost associated with re-seeding this ready for it to be in a position to hand back to Wiltshire Council should be explored. The

Clerk explained that she would also contact Dick Lovett to see whether they were still interested in sponsoring the roundabout in the meantime.

For Village Halls and Play Areas the budgeted amount of £15,000 was expected to be spent this financial year. There is provision for a tarmac pathway at the Whitworth Play Area (Bowood View), should the developers decide not to do these works, as well as replacing the surfacing under the teen shelter in this play area. This was following comments made by the ROSPA inspector for this play area regarding the surfacing around the teen shelter. The surfacing was currently concrete and the inspector felt that there should be safety surfacing underneath. The expenditure for this has been shown as coming from reserves, if the council do these works it is expected that it would be in the first quarter of 2023. For 2023/24 £6,500 has been budgeted for replacement of wooden equipment at Beanacre Play Area, which the council have been monitoring for some time, as well as some funds for picnic tables and benches. It is shown that £5,000 of this would be coming from the replacement play equipment and surfacing reserve.

The construction of the new Berryfield Village Hall started on 4<sup>th</sup> January 2022 and was handed over to the parish council on the 5<sup>th</sup> September 2022. The breakdown of costs associated with Berryfield Village Hall have been detailed under agenda item 5.

It was expected that the £315,029.94 for East of Melksham CIL would have been transferred over to Melksham Town Council in the last financial year, therefore there was nothing budgeted to come from this cost code for the current year. It was now expected that this money would be transferred over in this financial year, as the parish council resolved in December 2022 to hand this money over, following the signing of the legal agreement.

The original Shurnhold Fields maintenance budget was £1,700, it is expected that £2,000 will be spent to year end. It was noted that although Shurnhold Fields was a joint project with Melksham Town Council, the parish council was the lead council, so hold the maintenance fund which is held in reserves as a ringfenced fund. Most of the cost out of this were for caretaking duties, annual grassDcut and mower petrol. In the next financial year, it was estimated that £2,000 would be spent on the things detailed above.

Parish grass cutting, bin emptying, goal maintenance and line marking area are all per the contract with JH Jones which is a 3-year contract and commenced in April 2020. The cost of this contract per year is £16,046.55 excluding VAT. It was noted that the current year was the last year of the 3 year contract and discussions have already taken place with regards to the contract commencing from April 2023. The council very much felt that in the interest of fairness to both parties, it would not be fair to enter into a long-term contract due to the current rate of inflation. The council have agreed to a rolling contract for a year, with a 10% increase and review this in a year's time, to see whether inflation rates are more stable. As such the budgeted amounts under these headings for the next financial year include the 10% rise.

Originally budgeted for street furniture was £2,500, but the anticipated spend to year end is £2,471 which was all to come from CIL. For the next financial year £3,000 has been estimated with £2,000 coming from reserves and £1,000 coming

from solar farm funding. Part of the budget is for the VE Day planters which are an outstanding action to order.

The original budgeted amount for health and safety checks at the Bowerhill Sports Pavilion is on budget for year end. For 2023/24 the budgeted amount has gone up to include for the rate of inflation.

The pavilion electricity was originally budgeted at £2,100, however it was now estimated that £1,500 will be spent to year end. This was lower than originally budgeted for, however the council offices have moved out of the building, so not being used 5 days a week anymore, in addition the council have also entered into a fixed rate contract. For next year it is estimated that the electricity will be £2,000 which has included for additional bookings, such as for the kitchen and lounge area.

Originally budgeted for the pavilion gas was £1,100, however due to the big rise in gas prices it is now expected that £2,500 will be the true cost in this financial year. The council are now in a fixed rate contract, but is much higher than originally budgeted for. From reserves £555 has been shown as coming from the Bowerhill Sports Field maintenance reserve, with £845 being vired across from the R'ates budget heading as the pavilion received 100% small rate relief for this financial year. For 2023/24 it is estimated that £3,000 will be spent on the pavilion gas.

The estimated year end spend for the pavilion cleaning is less than originally budgeted; it is expected that £2,500 will be spent in the current year against a £3,000 budget. At the time of budgeting for the current financial year it was unknown what covid measures may be put back into place or whether there would be a covid outbreak from one of the football teams, which would require a deep clean. For the next financial year £2,750 has been budgeted, which takes into account a possible increase in contractor charges.

The sports field hedge maintenance was more than originally budgeted for, this was due to the fact that the contractors charged for the hedge cutting undertaken in the previous financial year in this year and no accruals were made at the March 2022 year end for this. The council undertook this again in this financial year and the £500 cost of this is to come out of the Bowerhill Sports Field annual sum maintenance reserve. It is expected that the council will do the hedge cutting again in the next financial year, therefore £578 has been budgeted for this.

In this current year the parish council received 100% rates relief, however this cannot be guaranteed each year, so this still needs to be budgeted for. The budgeted amount for this has been vired across into the gas costs for the pavilion in this financial year. For next year £835 has been budgeted again, as it is unknown whether this cost will be payable or not.

Originally budgeted for the repairs and maintenance of the pavilion and sports field was £1,500, however the council have significantly gone over this budgeted this year with an estimated spend of £5,800. The council's CCTV system at the pavilion was faulty and unable to be fixed without replacing the cameras. Unfortunately, it was increasingly difficult to obtain spare parts due to them not being made for the council's system anymore, therefore the council decided to purchase a new

upgraded system, which had not been anticipated at the time of budget setting. The £2,300 for the new system is to come from the Bowerhill Pavilion long term capital reserve. The other costs coming from this cost code was for the fallen elm tree removal at the field. It is anticipated that the council will arrange for the ventilation system and water boost pump to be serviced. For 2023/24, £1,884 has been budgeted which is £1,000 for any unforeseen repairs required and provision for the annual ventilation and cold-water pump service.

The pitch improvement budget heading (formally JSF spiking, but has now been renamed) originally budgeted for £500 to be spent in this year, however £2,000 was now expected. Shown as coming from reserves was £1,485, which is the relocation of the middle pitch should the council undertake these works. For the next financial year, £1,500 has been budgeted, which is to verti-drain the two adult 11 aside pitches and is to come from solar farm funding if undertaken.

Originally budgeted for waste collection in the current financial year was £980, however it is estimated that the true cost at year end will be £1,030. This is slightly higher than budgeted for, but it was difficult to foresee how many extra waste collections may be required. The council have also recently entered into a new contract with a new contractor at a much lower cost, so the costs should be much lower in 2023/24. For 2023/24, £600 has been budgeted, due to the new contract price.

The council had recently installed Wi-Fi at the Bowerhill Sports Pavilion and the costs for this needed to be included in the budget. It was estimated that to year end £88 will be spent. For 2023/24, £264 has been budgeted for this provision. It was noted that there needed to be a phone line at the pavilion for the alarm and CCTV system.

The allotment account shows a similar level of expenditure as budgeted for this financial year. The salary for the Allotment Warden was slightly higher, however this was due to him attending the ROSPA course and holiday cover for the Caretaker. Some of the cost under this heading will come from the Staffing Contingency reserve. The repairs and maintenance this year for the allotments is higher, this was due to paying to level out the plainings, which were delivered to the allotment car park. The £198 cost of this will come from CIL. For the 2023/24 financial year it is expected that £2,230 will be spent, which is a slight increase on what was budgeted for the current year.

**Recommendation 3:** Officers to obtain quotations to re-seed the ex-Carson Tyre roundabout and bring back to the next asset management committee for consideration.

**Recommendation 4:**

**Parish Amenities Costs (Including Allotment and Bowerhill Sports Field):**

Budgeted Expenditure for 2022/23	£ 953,909.00
Anticipated Expenditure for 2022/23	£1,103,391.00*
Proposed Expenditure 2023/24	£ 274,386.03**



\*Includes the transfer of £315,029.94 East of Melksham CIL reserve being transferred over to Melksham Town Council, so the real cost of anticipated expenditure for the current year is £788,361.06. Coming from reserves is £1,015,416.00 (£700,386.06 without East of Melksham CIL) and includes (£677,617.50 for cost on Berryfield Village Hall), £14,565.00 from CIL and £9,626 from the Solar Farm fund.

\*\*With £147,267.03 coming from reserves (£114,741.03 for the Berryfield Village Hall project), £15,500 coming from CIL and £32,776 coming from the Solar Farm fund.

#### Community Support Costs:

For the current year the grant allocation was slightly lower than budgeted for, part of the reason for this was that a few organisations didn't come back to the council following questions raised about their applications. Also, due to covid affecting organisations, especially village halls in the previous financial year, the council increased their budget for this year. It was noted that the council had the General Power of Competence, therefore did not need to have separate budget headings between village halls and S137 etc, however was good practice in case the council ever lost this power. The budget for all grants this year was £30,800 (this was £15,000 for S137 grants, £15,000 for Village Hall grants and £800 for S144 grants) and the estimated spend to year end is £29,150. It was noted that the £14,700 for the village hall grants was to come from CIL.

*20.57pm Councillor Pafford left the room for a short time while this item was discussed.*

For 2023/24 discussions took place as to how much should be put in the budget for grants, bearing in mind the current rate of inflation which would be affecting organisations. It was felt that £17,000 should be budgeted under the S137 grant heading. With regards to the village hall grants £20,000 was budgeted, this took into account the new Berryfield Village Hall and the rates of inflation.

*21.02pm Councillor Pafford returned to the room.*

The Market Place public toilets was being discussed later on in the agenda, as the council were still awaiting to pay a bill from the last financial year. For the current year £7,500 was budgeted as this was the highest amount the parish council have agreed to pay towards them. For next year the amount is budgeted at £7,500 for the same reason.

No funds have been budgeted for Real Time Information signage in bus shelters for this year. This is because this is one of the projects that has been agreed to be funded by the 10% CIL sharing pot with Melksham Town Council, however there wasn't currently enough funds in the pot. The Clerk advised that she had spoken to the Town Council about how much was in their 10% sharing pot and they had around £8,000. It was noted that early indicative costs were around £6,000 per shelter. For next year nothing had been shown as being spent under this budget heading, this was due to the fact that, although the council expected some CIL income from the 144 dwellings at Semington Road this was not a given that this

development would happen. Members felt that nothing should be shown as being spent from this heading in the next financial year.

For the Neighbourhood Plan £2,000 had been budgeted for the current year, it was anticipated that the actual expenditure was going to be £2,100, which is to come from the General Contingency reserve. This has taken into consideration the council's 30% share of costs for additional work required from Place Studio, Melksham News adverts, possible Green Gap work and community engagement in February.

The anticipated spend for Melksham Community Support for the current year was notably higher than originally budgeted. It was expected that £7,000 will be spent this year, originally it was only budgeted that £200 would be spent. This is for the printed fridge magnets, leaflets, hotline rental and database licence which will be covered by the grant received from SSEN. It is expected that the bulk of this work will be done in this financial year with £680.50 budgeted as being spent from the grant next year. In 2022/23 it has been budgeted that there will be £11,500 of expenditure on this project. The parish council have agreed to fund part of this project to employ 0.5 FTE person to work on Melksham Community support with Age UK. The Clerk explained that herself and the Town Clerk had recently had a meeting with Age UK, who are currently producing a draft Service Level Agreement and a draft Job Description for the parish council to review at their January Full Council meeting.

**Recommendation 5:  
Community Support Costs (Including Joint Ventures):**

Budgeted Expenditure for 2022/23	£ 42,250.00
Anticipated Expenditure for 2022/23	£ 40,452.00*
Proposed Expenditure 2023/24	£ 60,635.00**

\*With £9,100 coming from reserves and £14,700 coming from CIL

\*\*With £680.50 coming from reserves

**TOTAL PROPOSED EXPENDITURE FOR 2023/24**

Administration Costs (including office staffing)	£142,618.00
Parish Amenities Costs (incl Allotment and Bowerhill Sports Field)	£274,386.03
Community Support Costs (incl Joint Ventures)	£ 60,635.00
<b>TOTAL</b>	<b>£477,639.03</b>

Of this expenditure £149,147.53 is budgeted to come from reserves, with £15,500 from CIL and £32,776 from Solar Farm Funding.

These headings do not analyse any profit or deficit against the Allotment or Sports Field account, as historically reported (although they do on the detailed budget spreadsheet) please see below the following figures for the analysis:

**Allotments:**

Income 2023/24	£2,512.50
Expenditure 2023/24	£2,230.00
Difference 2023/24	£ 282.50

This will inform the Asset Management Committee when considering whether the allotment rent should be increased from 1<sup>st</sup> October 2023.

**Bowerhill Sports Field:**

Income 2023/24	£ 6,135.00
Expenditure 2023/24	£33,714.00
Difference 2023/24	- £27,579.00

**b) To recommend virements against Budget for 2022/2023**

The Clerk explained that in this financial year the parish council received 100% rates relief, therefore the £835 budgeted was not required. It was suggested that this would be much better to be re-allocated to another budget heading and it was felt that as the pavilion gas was expected to be over budget this would be a good heading to make a virement to.

**Recommendation:** The council make a virement of £835 from the rates relief heading (4430) to pavilion gas heading (4312).

**c) To recommend Budget for 2023/2024**

The council recommended the budget for 2023/24 as per above.

**330/22 Precept**

**a) To note “Town & Parish Councils Council Tax Factsheet Nov 2022”**

Members noted the “Town and Parish Council Tax Factsheet Nov 2022.

**b) To note confirmed Taxbase number for 2023/24**

Members noted the taxbase number for 2023/24 of 2895.42.

**c) To recommend Parish Council Precept for 2023/2024**

For the forthcoming financial year 2023/24 the following Precept calculation was made. **Expenditure less Income = Precept**

**Expenditure**

Allotments	£ 2,230.00
Sports Field	£ 33,714.00
General	<u>£441,695.03</u>
<b>Total Expenditure</b>	<b>£477,639.03</b>

Adjustment to/from reserves	- £125,423.53
<b>TOTAL</b>	<b>£352,215.50</b>

### Income

Allotments	£ 2,512.50	
Sports Field	£ 6,135.00	#Corrected figures:
General	£ 91,570.00	<b>£141,570.00</b>
<b>Total Income</b>	<b>£100,217.50</b>	<b>£150,217.50</b>
<b>Shortfall to fulfil with Precept</b>	<b>£251,998.00</b>	<b>£201,998.00</b>

It was noted that the precept for the current year (2022/23) was £235,689.05 with a tax base of £2782.41 which meant that the average contribution for an average band D was £84.71.

**Recommendation:** The Finance Committee recommend a precept of £251,998.00 for 2023/24 against a taxbase of 2895.42. This is an increase of £16,308.95 (6.9%) on last year's precept. An average band D household will be contributing £87.03 for the year, an additional £2.32 on last year, which is a rise of £2.74%.

**# POST MEETING NOTE: The figures were double checked, and the Clerk had omitted £50,000 of income from CIL in the spreadsheet calculations reviewed by the Finance Committee. This CIL had been shown all the way through the calculations (£30k to the Berryfield Hall reserve and £20k to the CIL sharing reserve) but the figure was missing from the income column on the spreadsheet. This means that there is £50,000 more income for the calculations than originally demonstrated. The figures above have been added to reflect the checked spreadsheet for the Full Council to review on Monday 23<sup>rd</sup> January. This does however, change the Precept requirement.**

### **Revised Recommendation following Correction:**

A precept of £201,998.00 for 2023/24 against a taxbase of 2895.42. This is a decrease of - £33,691.05 (-14.3%) on last year's precept. An average band D household will be contributing £69.76 for the year, less £14.95 on last year, which is a decrease of 17.64%.

## 331/22 Investments

### a) To review Investment Policy

The Clerk explained that this policy was something that the council reviewed every year. She explained that it would be prudent for the council to start the fixed term deposits up again following the increase in interest rates. It may also be worth the council considering locking away some money for longer, to get more interest. The Clerk drew to the attention of members that this policy stated that investments could be no longer than 12 months. The policy also stated that all investments should only be made in UK banks and building societies, this therefore prohibits the council from putting it into government bonds such as CCLA.

The Clerk explained that members had previously said that they would re-look at investing some money once the Berryfield Village Hall was built and the East of Melksham CIL transfer made. She advised that it may be a little bit too soon for the

council to look at this, but could have a look at short fixed term deposits, such as investing between monthly payment runs.

The Clerk advised that the current investment policy did meet what the council was currently doing, it was just whether the council wished to do any longer-term investments (longer than 12 months) or invest in bonds. If so, these two clauses would need to be changed to reflect this.

**Recommendation: No changes to be made to the Investment Policy**

**b) To consider making investments as a result of the review, and current bank account/committed funds**

The Clerk explained that one of the things officers did when the budget review was completed was to spilt up the reserves into contingency, what was committed and needed in the next year, medium term and ring fenced. This would then give the council a better idea of what funds could be put away for a longer term. Members felt that they could not consider long term investment of funds until the reserve exercise was completed. This could be brought back to the next Finance Committee for members to review and consider what if any funds are invested.

**Recommendation: Officers to undertake the Reserves Analysis so that the council could see what funds were available to be invested, and bring back to the Full Council to consider.**

**c) To consider making any Fixed Term Deposits**

It was explained that the council usually sweep their funds between Full Council meetings to their fixed term deposit account at Lloyds Bank and arrange for the money to come back on the day of the following Full Council meeting. During covid this was stopped due to the interest rates becoming very low and not worth doing. Now that rates had increased the Clerk had phoned Lloyds just before Christmas to ascertain what the interest rates would be on a £600k deposit and received a range of rates depending on how long the deposit was in the account for, these were as follows:

1 month	0.55%	£ 298.36
3 months	1.00%	£ 1,479.45
6 months	2.50%	£ 7,479.05
12 months	2.60%	£15,600.00

The Clerk advised that the interest rates changed on the 15<sup>th</sup> December by the Bank of England, which was after she had 'phoned the bank, but this was a good indication of the type of interest the council may get.

Members felt that as the interest rates had increased significantly since the last time a fixed term deposit was done and the above interest rates looked promising, this should be restarted again.

**Recommendation:** The parish council start up the fixed term deposit to sweep funds in and out of Lloyds between payment runs. Officers to put together some figures for the Full Council to review and approve.

**332/22 Risk Register: To review Risk Register**

The Clerk explained that the council last looked at the risk register in January 2022 and rated it red, amber or green depending on how high of a risk each item was. It was noted that this was something that the council needed to look at each financial year. Now that the office had been relocated to the Campus the Finance and Amenities Officer had gone through the document and made any necessary changes. Members had this included in their agenda packs and did not feel that any more changes needed to be made.

**Recommendation:** The council approve the risk register.

**333/22 Grant Aid Policy: To review Grant Aid policy (to consider new clause about returning funds if group fails, or change of use request)**

The Clerk advised members that the council had no clause written in their grant aid policy regarding returning grant aid funds awarded to them if their group fails and queried with members whether they wished to include one. It was noted that organisations were currently applying for grants for the 2023/24 financial year. She explained that one organisation had previously handed back the grant aid money awarded to them due to their organisation folding. The Clerk has also seen organisations that have applied for a grant to do one thing, but have advertised to do another thing. She wondered whether there needed to be something included about funds being spent differently from what was originally applied for. She explained for example, Shaw Village Hall were awarded some grant money to repair the gable wall at the village hall, however their cooker was condemned so asked the parish council whether the left-over funds could be used to go towards the purchase of a new cooker. The council were happy for these funds to be used for this purpose, but there wasn't currently anything in the policy which required organisations to make this kind of request.

Councillor Pafford queried whether the change of clause would be for the grants that organisation was applying for now or for the following grant aid year. The Clerk advised that it could be for the 2023/24 grants, as it would not be fundamentally changing the policy just adding an addition. Members agreed that there needed to be something in the policy around this, as the council needed a fall-back position to protect the money of its parishioners.

**Recommendation:** The council amend their grant aid policy to include a clause which states the following: The council reserve the right to ask for grant funds awarded to organisations back if it is found that the funds are not being used for the purpose of which it was awarded for or if an organisation closes within the year. If organisations require the funds to be used for something different than what it was originally applied for, they must seek approval from the parish council first.

For this financial year organisations will be informed of this new clause upon receiving their grant award, for any future years this will be included in the grant aid policy.

**334/22 Market Place Toilets: To consider for approval for payment the invoice from Melksham Town Council for 50% share of costs of Market Place Public Toilets for financial year ending 31st March 2022**

The Clerk explained that an invoice of £4,091.17 had been received for the Market Place Public Toilets for the 2021/22 financial year. It was noted that this invoice did not include water charges as there was currently an issue with previous charges that are yet to be resolved. Councillor Baines explained that this particular bill had an anomaly on the electricity element, the electricity charges for 13<sup>th</sup> April, 12<sup>th</sup> May, 11<sup>th</sup> June and 9<sup>th</sup> July were around three times the amount charged for the following months. He explained that he had looked into the 2020/21 electricity costs and they seemed to be similar to the charges for the latter part of 2021, so there was obviously an issue with the charges for the early part of the 2021/22 financial year. He felt that there needed to be an explanation from the Town Council as to why these charges are so high and differ so much from previous electricity charges.

The Clerk explained that there had been a rates rebate of £2,620.50 on the Non Domestic Rates rates, which the parish council had previously told the Town Council to keep for maintenance things to do with the toilets, however this bill appears to be showing that this rebate has been taken into account. Councillor Baines also highlighted that the last public toilet meeting with the Town Council was in October 2021 where this was discussed and that a meeting should be scheduled every 6 months, but nothing had been scheduled since October 2021.

**Recommendation:** The council write to the Town Council to explain that the council are unable to approve the invoice for the public toilets as they are still waiting for an explanation for the discrepancies that have previously been identified. The Town Council should also be reminded about the joint public toilet meetings that should be scheduled on a six-monthly basis.

*9.40pm Councillor Baines left the meeting for a short time.*

**335/22 Banking arrangements**

**a) To consider making a transfer from Lloyds to Unity Trust bank accounts**

The Clerk explained that this was something that officers still needed to look at and would bring back to the Full Council meeting. She explained that this was to transfer funds from the Lloyds account to Unity Trust Bank for cashflow.

*9.44pm Councillor Baines returned back to the meeting.*

**b) To note update on costs of Rialtas accounting software, and change of bank account payment details for new parent company**

Members noted that the cost of Rialtas annual support and maintenance was £325 and depending on the outcome of the officers' investigations with regards to whether the council needed to be VAT registered, there may be an additional cost

of £100. The cost of the year end closedown is £755 which had been included in the budget. It was also noted that the bank account details for Rialtas had changed due to the new parent company and this was something that needed to be reported to the council.

**336/22 C To consider future action on debtors**

The Clerk explained that there were a few allotment holders who had not paid their allotment rent for the year 1<sup>st</sup> October 2022 to 30<sup>th</sup> September 2023, therefore as of 1<sup>st</sup> January 2023 the Finance & Amenities Officer terminated their tenancy agreement. These plots are now vacant and are available to be rented out.

**Recommendation:** Councillor Pafford to visit the sports field to have a conversation with the hirers.

Meeting closed at 21.51pm

Signed.....  
Chairman, Monday 23<sup>rd</sup> January 2023



## Precept Analysis

## AGENDA ITEM

**Version 19.01.23 - For review at Full Council 23rd January 2023**

Year	Precept	Tax Base	Average Band D household pays	Increase/Decrease in Precept on last year	Increase/Decrease in Precept on last year	Increase/Decrease on Band D payment on last year	Increase/Decrease on Band D payment on last year
2023/24	£ 201,998.00	2895.42	£ 69.76	-£ 33,691.05	-14.30%	-£14.95	-17.64%
2022/23	£ 235,689.05	2782.41	£ 84.71	£ 17,712.00	8.10%	£2.60	3.16%
2021/22	£ 217,977.05	2654.78	£ 82.11	-£ 3,256.95	-1.50%	£1.78	2.21%
2020/21	£ 221,234.00	2754.09	£ 80.33	£ 20,126.00	10.01%	£4.64	6.13%
2019/20	£ 201,108.10	2656.84	£ 75.69	£ 11,016.36	5.80%	£0.72	0.97%
2018/19	£ 190,091.74	2535.46	£ 74.97	£ 12,091.74	6.79%	£4.78	6.81%
2017/18	£ 178,000.00	2535.97	£ 70.19	-£ 43,000.00	-19.46%	£1.25	1.81%
2016/17	£ 221,000.00	3205.60	£ 68.94	£ 54,576.41	32.79%	£15.62	29.29%
2015/16	£ 166,423.59	3121.00	£ 53.32	£ 42,927.17	34.76%	£11.69	28.08%
2014/15	£ 123,496.42	2966.74	£ 41.63				

**Version 19.01.23 - For review at Full Council 23rd January 2023**

Amended due to double checking of Budget Working Spreadsheet post Finance Committee meeting 9th January 2023

	BUDGET 2017/18	BUDGET 2018/19	BUDGET 2019/20	BUDGET 2020/21	BUDGET 2021/22	BUDGET 2022/23	BUDGET 2023/24
<b>Expenditure</b>							
Allotments	£2,000.00	£1,800.00	£1,980.00	£2,062.00	£1,871.75	£2,011.75	£2,230.00
Sports Field	£22,980.00	£25,720.00	£19,725.00	£24,086.00	£26,391.50	£28,751.50	£33,714.00
General	£191,899.75	£240,725.80	£180,628.00	£280,209.00	£572,103.24	£1,116,907.18	£441,695.03
Adjustment to Reserves	£25,150.00	-£19,489.14	£87,922.00	£217,738.00	-£352,117.14	-£834,788.38	-£125,423.53
<b>TOTAL</b>	<b>£242,029.75</b>	<b>£248,756.66</b>	<b>£290,255.00</b>	<b>£524,095.00</b>	<b>£248,249.35</b>	<b>£312,882.05</b>	<b>£352,215.50</b>
<b>Income</b>							
Allotments	£2,234.25	£2,207.25	£2,059.00	£2,059.00	£2,512.50	£2,483.00	£2,512.50
Sports Field	£2,887.50	£2,300.00	£2,220.00	£2,900.00	£5,720.00	£9,150.00	£6,135.00
General	£58,908.00	£54,157.67	£84,868.00	£297,902.00	£22,039.80	£65,560.00	£141,570.00
<b>TOTAL</b>	<b>£64,029.75</b>	<b>£58,664.92</b>	<b>£89,147.00</b>	<b>£302,861.00</b>	<b>£30,272.30</b>	<b>£77,193.00</b>	<b>£150,217.50</b>
<b>Shortfall to fulfil with Precept</b>	<b>-£178,000.00</b>	<b>-£190,091.74</b>	<b>-£201,108.00</b>	<b>-£221,234.00</b>	<b>-£217,977.05</b>	<b>-£235,689.05</b>	<b>-£201,998.00</b>
<b>PRECEPT REQUEST</b>	<b>£178,000.00</b>	<b>£190,091.74</b>	<b>201,108.10</b>	<b>221,234.00</b>	<b>217,977.05</b>	<b>235,689.05</b>	<b>201,998.00</b>

*This is a typed number, remember to alter, not in a formula*

Please make sure the red box equals box B on your precept return.

Please follow the link below and check your contact details are the same as last year. If they have changed, please complete the section below with any new details

[How your council tax is spent - Wiltshire Council](#)

<b>Melksham without</b>		
Please complete these boxes ONLY if different from last years entry (please follow link in above or in the letter to Wiltshire Council website)		
Address:	First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES	
Telephone:	01225 705700	
e-mail:	<a href="mailto:clerk@melkshamwithout-pc.gov.uk">clerk@melkshamwithout-pc.gov.uk</a>	
website:	<a href="http://www.melkshamwithout-pc.gov.uk">www.melkshamwithout-pc.gov.uk</a>	
<b>Expenditure</b>	<b>2022/23 (£)</b>	<b>2023/24 (£)</b>
Administration	151,511	142,618
Parish Amenities	953,909	274,386
Community Support	42,250	60,635
Total gross expenditure	<b>1,147,670</b>	<b>477,639</b>
<b>Less</b>		
Income	77,193	150,218
Use of reserves	834,788	125,424
Council tax support funding from Wiltshire Council	0	0
Budget requirement (precept)	<b>235,689</b>	<b>201,998</b>
		= Box A on precept return
		<b>= Box B on precept return</b>

## Teresa Strange

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**From:** financial planning <financialplanning@wiltshire.gov.uk>  
**Sent:** 19 January 2023 14:14  
**To:** Wendy Bown; 'mailbox@boxparish.org.uk';  
'townclerk@bradfordonavontowncouncil.gov.uk'; 'calne@calne.gov.uk';  
'finance@chippenham.gov.uk'; 'dmartin@corsham.gov.uk';  
'duncanmay@crickladedtowncouncil.gov.uk'; 'townclerk@devizes-tc.gov.uk';  
'downtonparishclerk@gmail.com'; 'clerk@durringtontowncouncil.gov.uk'; 'parish-clerk@laverstock-ford.co.uk'; 'info@ludgershall-tc.gov.uk';  
'Claire.Mann@malmesbury.gov.uk'; 'townclerk@marlborough-tc.gov.uk';  
'townhall@melkshamtown.co.uk'; Teresa Strange; 'lindseywood@merewilts.org';  
'the.clerk@pewsey-pc.gov.uk'; 'deborah.lawrence@purtonparishcouncil.gov.uk';  
'kalpesh@royalwoottonbasset.gov.uk'; 'finance@salisburycitycouncil.gov.uk';  
'townclerk@tidworthtowncouncil.gov.uk'; 'info@trowbridge.gov.uk';  
'admin@warminster-tc.gov.uk'; 'info@westburytowncouncil.gov.uk';  
'clerk@wiltontowncouncil.gov.uk'  
**Subject:** Precepts over £140k  
**Attachments:** Over 140k spreadsheet MASTER sheet 2023-24 SM.xlsx

Dear Sir/Madam

Town and Parish Councils which have a Precept Requirement in excess of £140,000 are required to provide a breakdown of their service expenditure and income to the public. Please accept our apologies this is being sent to you later than last year.

Please see link below to the Councils website where it was published in March 2022.

<https://www.wiltshire.gov.uk/benefits-how-council-tax-is-spent>

In order to update this information for 2023/24, please see the attached template which we would be grateful if you could update and return back by the end of January 2023 (if possible) to [financialplanning@wiltshire.gov.uk](mailto:financialplanning@wiltshire.gov.uk)

If you intend to change the presentation of your expenditure breakdown in any way (re-wording/re-categorising etc) then please can you call Tina Winfield on 01225 718584 to discuss. This may require re-stating the figures for 2022/2023 and it is essential that the totals for that year do not change.

Many thanks

Tina

**Tina Winfield on behalf of Financial Planning  
Accountancy**

**Wiltshire Council**

Tel: 01225 718584

Email: [tina.winfield@wiltshire.gov.uk](mailto:tina.winfield@wiltshire.gov.uk)

Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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# Interim Internal Audit Summary Melksham Without Parish Council



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

Interim Audit Date: 21 December 2022

Internal Control Objective		Tested	Positive	Negative	Recommendations
Box A	Appropriate accounting records have been properly kept throughout the financial year.	6	6	0	0
Box B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	31	31	0	0
Box C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	4	3	1	1
Box D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	12	12	0	0
Box E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	20	19	1	1
Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A	N/A	N/A	N/A
Box 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.	0	0	0	0
Box H	Asset and investments registers were complete and accurate and properly maintained.	0	0	0	0
Box I	Periodic bank account reconciliations were properly carried out during the year.	6	6	0	0
Box 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.	2	2	0	0
Box 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 2020/21 AGAR tick "not covered")	N/A	N/A	N/A	N/A
Box L	If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	N/A	N/A	N/A	N/A
Box M	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).	5	5	0	0
Box N	The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	7	7	0	0
Box O	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	N/A	N/A	N/A	N/A
<b>Totals</b>		<b>93</b>	<b>91</b>	<b>2</b>	<b>2</b>

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

4th January 2023

Dear Teresa,

## **Report on Internal Audit carried out on 21 December 2022**

An audit was carried out by Kevin Rose on Wednesday 21 December 2022. This was the interim audit visit, part of the annual internal audit coverage of the Council.

The audit was undertaken using our standard IAC Audit Checklist, used for all Local Councils, which has 198 items. A total of 93 items were tested during this audit, including items that were examined and tested as part of the pre-audit process. 34 additional items were checked and confirmed as being Not Applicable to your Council. The balance of 71 items will be checked during the Year End audit.

Areas subject to audit were;

*the accounting system and records (Box A), the payment system (Box B), risk and insurance (Box C), budget and precept setting and monitoring (Box D), income billing, collection and VAT (Box E), bank reconciliations (Box I), accounting Statements (Box J), the Exercise of Public Rights (Box M), and the publication of the Annual Governance and Accountability Return (Box N).*

Of the 93 items tested a Positive response was obtained in respect of 91 tests. There were 2 Negative responses identified and 2 Observations were made, details of which are set out in the attached Interim Internal Audit Observations.

The records reviewed were found to be in good order and none of the Observations raised at this stage would give rise to a Negative response in the year end Internal Audit Report.

One matter that I would like to draw particular attention to is the review of Risk. At the date of the Interim Audit this had not been carried out and I was advised that this would be undertaken prior to the end of the Financial Year. The Council should note that it is a requirement that such a review is undertaken during the year and a failure to do this would result in both a Negative response on the Internal Audit Report and also require a Negative response on the Annual Governance Statement.

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](mailto:admin@audit-iac.com) Tel: 01225 775511

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A detailed breakdown of our audit testing and Responses is set out in our Internal Audit Summary and I would encourage Councillors to review this in order that they may have greater understanding of the scope of the audit and the areas tested.

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

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



**Interim Internal Audit Observations**

Audit date: 21 December 2022

**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	COMMENTS
1	The Council, as a body, has undertaken a formal review of risk (this cannot be delegated to sub-committee) - Interim Audit	No	As at the date of the Interim Audit the Council had not formally Minuted a review of Risk	The review of Risk is a key requirement of both the Annual Governance Statement and the Annual Internal Audit Report. The Council MUST ensure that it Minutes a formal review of Risk prior to the end of the financial year.	On the agenda for the Finance Committee to review 9th January 2023, I note that your comment says that the Full Council needs to review, the Finance Committee will review and the Full Council approve on 23rd January. We last looked at the Risk Review in Jan 2022, and agreed to look at again when we had relocated to new premises to update reflecting the change of office and meeting premises.

**E** *Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

No.	Audit Test	Response	Observation	Recommendation	COMMENTS
1	If making small value VATable supplies, and not VAT registered, does the VAT value not exceed £1,000 (i.e. gross income of £6,000) in accordance with VAT Notice 749?	No	The Council has in place a VAT registration dispensation from HMRC, this dispensation was issued in 2015 when the Council's income from its sports lettings was lower than at present. The dispensation refers to a VAT limit of £1,000 (which would be £6,000 of gross income). The Council's income now exceeds this level and this dispensation is not longer valid.	The Council to note that it has exceeded the £1,000 VAT output limit for registration as set out in VAT Notice 749. Council to consider whether it should now be VAT registered.	Thank you for pointing this out, had not picked up on this. On the agenda for the Finance Committee on 9th January. As one of our main bookers for the sports field is a commercial entity, the 10 booking rule will probably not apply, so have for the council to consider when they meet on Monday.



## Receipts for Month 9

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>642,647.37</b>					<b>642,647.37</b>	
V3089-BS 8	Banked: <b>02/12/2022</b>	<b>60.00</b>						
V3089-BS 8	Allotment Holder	60.00			1320	310	60.00	Briansfield plot 8 rent
V3090-BSF5	Banked: <b>06/12/2022</b>	<b>30.00</b>						
V3090-BSF5	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 5 rent
V3091-VAT	Banked: <b>09/12/2022</b>	<b>2,386.80</b>						
V3091-VAT	HM Revenue & Customs	2,386.80			105		2,386.80	VAT Refund- November 22
V3094-BACS	Banked: <b>20/12/2022</b>	<b>2.46</b>						
V3094-BACS	John Glover (British Girlguidi	2.46			1130	110	2.46	Winter Newsletter photocopying
V3095-FOF	Banked: <b>28/12/2022</b>	<b>500.00</b>						
V3095-FOF	FoF FC	500.00			1210	210	400.00	Pitch hire Nov-Inv.308
					1210	210	100.00	Pitch hire Dec- Inv.314
<b>Total Receipts for Month</b>		2,979.26	0.00	0.00			2,979.26	
<b>Cashbook Totals</b>		<u>645,626.63</u>	<u>0.00</u>	<u>0.00</u>			<u>645,626.63</u>	

## Payments for Month 9

## 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>
17/11/2022	HM Land Registry	V3032-6101	-4.00			4680	170	-4.00	CANCELLED CHQ-SIM App NHP
01/12/2022	Grist Environmental	V3088-DD	128.17		21.37	4770	220	106.80	Inv.P90225-Waste away Oct
19/12/2022	HM Land Registry	V3082-6104	16.00			4250	120	4.00	Land Search- Ashley Close ditc
						4680	170	4.00	Land Search-Abattoire Site
						4680	170	4.00	Land Search- New Rd Farm
						4680	170	4.00	Land Search-South New Rd Farm
19/12/2022	Plusnet	V3092-DD	36.60		6.10	4190	120	30.50	006- Line & Broadband-Campus
20/12/2022	Sirus Telecom	V3093-DD	3.80		0.63	4190	120	3.17	Inv.64660-Office phone charges
<b>Total Payments for Month</b>			180.57	0.00	28.10			152.47	
<b>Balance Carried Fwd</b>			645,446.06						
<b>Cashbook Totals</b>			<u>645,626.63</u>	<u>0.00</u>	<u>28.10</u>			<u>645,598.53</u>	

**Receipts for Month 9****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>606,729.94</b>					<b>606,729.94</b>	
V3087-SIRU	Banked: 19/12/2022	30.56						
V3087-SIRU	Sirus Telecom	30.56			4190	120	30.56	Part of deposit returned
<b>Total Receipts for Month</b>		30.56	0.00	0.00			30.56	
<b>Cashbook Totals</b>		<u>606,760.50</u>	<u>0.00</u>	<u>0.00</u>			<u>606,760.50</u>	

## Payments for Month 9

## 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>
05/12/2022	Mike Harding	V3013-BACS	100.00			4575	142	100.00	Inv.0922- Welding repair Beana
15/12/2022	EDF Energy	V3085-DD	294.00		14.00	4302	220	280.00	Pavilion Electricity
16/12/2022	Unity Trust Bank	V3086-DD	920.46		59.60	4120	120	2.05	Planning Committee Agenda pack
						4120	120	4.70	Full Council agenda pack
						4680	170	6.00	Land Registry Search NHP
						4680	170	3.00	Land Registry Search NHP
						4680	170	6.00	Land Registry Search NHP
						4680	170	6.00	Land Registry Search NHP
						4680	170	3.00	Land Registry Search NHP
						4680	170	6.00	Land Registry Search NHP
						4680	170	3.00	Land Registry Search NHP
						4680	170	6.00	Land Registry Search NHP
						4680	170	6.00	Land Registry search for NHP
						4190	120	7.53	Phone license
						4175	120	81.00	Office 365 Subscription
						4190	120	26.99	Line & WiFi for pavilion
						4190	120	500.00	Deposit- Pavilion wifi & line
						4120	120	7.35	Planning pack & letter to hire
						4370	120	10.32	Pledge polish
						4150	120	7.99	Pens
						4370	120	13.44	Dishwasher tablets
						4155	120	13.18	Biscuits for meetings
						4150	120	14.98	Magnets
						4175	120	1.00	Website hosting
						4150	120	5.68	Charge lead for tablet & phone
						4150	120	10.68	A4 Paper
						4150	120	29.85	A4 Paper
						4150	120	29.86	A4 Paper
						4500	142	33.32	Weedkiller- Shaw P/A
						4120	120	0.95	Letter sent to hirer
						4200	120	11.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
22/12/2022	Roy Dobson	V3060-BACS	33.52		5.58	4820	142	27.94	Reimburse for mower petrol
						347	0	-27.94	Reimburse for mower petrol
						6000	142	27.94	Reimburse for mower petrol
22/12/2022	Radcliffe Fire Protection Ltd	V3061-BACS	116.52		19.42	4212	220	97.10	Inv.7367-6 monthly fire alarm
22/12/2022	Andy Strange Property & Garden	V3059-BACS	400.00			4352	120	400.00	Inv.01706-Office relocation ta
22/12/2022	JH Jones & Sons	V3062-BACS	1,604.65		267.44	4402	320	60.15	Inv.3177- Allotment grass cut
						4400	142	221.90	Inv.3177- Play Area grass cut
						4780	142	52.50	Inv.3177- Play Area bin emptyi
						4781	220	79.58	Inv.3177- JSF Bin emptying

Continued on Page 161

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4401	220	692.17	Inv.3177- JSF Grass cutting
						4400	142	34.66	Inv.3177- Kestrel Shrub Mainte
						4409	142	163.33	Inv.3177- Hornchurch Grass cut
						4820	142	32.92	Inv.3177- SHF Grass cut
						347	0	-32.92	Inv.3177- SHF Grass cut
						6000	142	32.92	Inv.3177- SHF Grass cut
22/12/2022	JH Jones & Sons	V3063-BACS	264.00		44.00	4490	142	220.00	Inv.3181- Carson R'about Maint
22/12/2022	Agilico	V3064-BACS	254.91		42.48	4130	120	212.43	Inv.264- Office photocopying
22/12/2022	Radcliffe Fire Protection Ltd	V3065-BACS	68.64		11.44	4210	120	57.20	Inv.7386- PAT testing-Office
22/12/2022	Trade UK	V3066-BACS	36.95		6.14	4490	142	30.81	Inv.383-Safety surfacing repai
22/12/2022	Aquasafe Environmental Ltd	V3067-BACS	138.00		23.00	4212	220	115.00	Inv.221203-PPM Visit-Pavilion
22/12/2022	Rigg Construction	V3068-BACS	8,422.47		1,403.75	4582	142	7,018.72	Demolition of BYF Village Hall
22/12/2022	Melksham Town Council	V3069-BACS	150,000.00			4585	142	150,000.00	1st Install of CIL- East of Me
22/12/2022	Avon IT Systems	V3070-BACS	438.00		73.00	4352	120	225.00	Inv.1796-IT Assistance-Move
						4180	120	140.00	Inv.1796-IT call outs & Websit
22/12/2022	St Barnabas Church	V3071-BACS	10.00			4420	142	10.00	Annual rent- Beanacre Play Are
22/12/2022	Bowerhill Village Hall	V3072-BACS	25.00			4200	120	25.00	Pathfinder Residents Room hire
22/12/2022	Wiltshire Pension Fund	V3073-BACS	1,974.04			4045	130	1,486.56	Period 9- December 2022
						4000	130	245.27	Period 9- December 2022
						4020	130	122.53	Period 9- December 2022
						4010	130	119.68	Period 9- December 2022
22/12/2022	HM Revenue & Customs	V3074-BACS	2,425.41			4041	130	792.35	Period 9- December 2022
						4000	130	327.05	Period 9- December 2022-NI
						4000	130	496.00	Period 9- December 2022-T
						4020	130	127.75	Period 9- December 2022-NI
						4020	130	188.40	Period 9- December 2022-T
						4010	130	121.86	Period 9- December 2022-NI
						4010	130	179.00	Period 9- December 2022-T
						4460	142	164.80	Period 9- December 2022-T
						4800	320	12.00	Period 9- December 2022-T
						4070	120	16.20	Period 9- December 2022
22/12/2022	David Pafford	V3080-BACS	65.40			4070	120	65.40	December Chairs allowance
22/12/2022	Kerry Lemon	V3081-BACS	657.46		109.58	4582	142	547.88	Inv.590-BYF V Hall-Artwork
28/12/2022	Teresa Strange	V3075-BACS			1.00	4000	130		December 2022 Salary
						4155	120	5.50	Refreshments for events
						4155	120	4.40	Refreshments for events
						4155	120	5.80	Refreshments for meetings

Continued on Page 162

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4370	120	2.75	Carpet Stain remover
						4070	120	31.26	Refreshments- Dec Full Council
28/12/2022	Lorraine McRandle	V3076-BACS			0.42	4020	130		December 2022 Salary
						4370	120	2.08	Bin bags for office
28/12/2022	Marianne Rossi	V3077-BACS				4010	130		December 2022 Salary
						4048	130	6.30	Mileage x14
28/12/2022	Terry Cole	V3078-BACS				4460	142		December 2022 Salary
						4050	142	47.50	December Travel Allowance
						4051	142	56.25	Mileage x125
28/12/2022	David Cole	V3079-BACS				4800	320		December 2022 Salary
30/12/2022	Unity Trust Bank	V3083-	0.60			4140	120	0.60	Manual Handling Charge
31/12/2022	Unity Trust Bank	V3084	31.80			4140	120	31.80	Service Charge
<b>Total Payments for Month</b>			175,126.80	0.00	2,080.85			173,045.95	
<b>Balance Carried Fwd</b>			431,633.70						
<b>Cashbook Totals</b>			<u>606,760.50</u>	0.00	2,080.85			<u>604,679.65</u>	

Total Salaries

£6,681.71

**Receipts for Month 9**

**Nominal Ledger Analysis**

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

**Payments for Month 9****Nominal Ledger Analysis**

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



## AGENDA ITEM

### Quarterly income and expenditure report analysis for Qtr3

#### October, November & December 2022

1. **(1076) Precept-** Total amount of precept has now been received for this financial year.
2. **(4070) Chairmans Allowance-** Following the Finance Committee meeting (23<sup>rd</sup> May 2022 min.47/22) the Chairmans allowance is being paid monthly, rather than quarterly for this financial year.
3. **(4100) Audit fees-** First internal audit of the financial year in December 22, will have another internal audit at year end plus external audit.
4. **(4120) Postage-** Postage for this financial year was budgeted based on the council agenda packs going paperless, therefore much less post going out. As of October 2022, most agenda packs are now going paperless, with the exception of some big spreadsheets, such as the budget being sent out in paper form as much easier to see than big screen. Postage is still going out for notices and poster each week, so there is still some cost for postage. As paper agenda packs were being sent out during the first half of the financial year, this has resulted in a much higher postage costs than originally anticipated for the year.
5. **(4130) Photocopying-** This is higher than anticipated at budget setting as stated above (under postage) agenda packs were going paperless, however this only started half way through the financial year, therefore these costs are much higher than anticipated at budget setting.
6. **(4175) Email & Cloud hosting-** This is slightly higher due to the council moving to a gov.uk domain. There was a cost for the registration fee as well as a monthly hosting fee.
7. **(4180) IT Support-** Was invoiced in December for IT Support up to that date which included the move to a gov.uk domain and improving the website as well as call outs.
8. **(4185) Accountancy support-** % spent low, however the majority of this budget heading id for the year end closedown.
9. **(4210)- Safety/PAT Check-** This was done in December 22.
10. **(4200) Room Hire/ Zoom-** This cost heading is much higher than anticipated as the council had to hold their meetings at Melksham Rugby

Club for a short time, until we could move into the Campus building. The other expense coming out of this cost heading is the Zoom subscription at £11.99 per month.

11. **(4351)- New equipment & Furniture-** Items purchased for office move.
12. **(4352)- Office relocation-** Cost associated with office move.
13. **(4380)- Cleaning Contractor-** This is for the office (not pavilion as is under separate heading) and is not really applicable now as office cleaning is part of the Campus lease.
14. **(4390) Professional Services-** The legal fees for the Campus lease have been put under this heading.
15. **(4048) Office staff & Mileage-** Mileage for the Clerks SLCC regional training conference. Also, the Allotment Warden attended ROSPA play area training in Swindon.
16. **(4055) Staff Training-** Majority of this is the ROSPA training for the Allotment Warden. This was budgeted in the last financial year and although this was booked in good time, the council wasn't invoiced until the training was attended.
17. **(4060 Staff DBS)-** The Caretaker still needs his DBS renewed and at the staffing committee held on 7<sup>th</sup> November 22 it was recommended that all staff undertake a DBS check. There needs to be a little bit of investigation with this to determine which level of check we can undertake.
18. **(1190) Defibrillator-** Annual maintenance fees for all defibs.
19. **(4281) Insurance-** This has been split between the sports field.
20. **(4410) ROSPA Inspections-** There is a -£840 in this cost code this is due to an accrual being made at year end. This is for the quarterly inspections undertaken by Id Verde; however, the council have never been invoiced for this despite continuously asking for a bill. I have spoken to ID Verde again regarding this and they have advised that we should received a bill shortly.
21. **(4490) Repairs and Maintenance Parish-** This is over budget as the council are paying for the maintenance of the former Carson's Tyre roundabout until a sponsor can be found. This charge was not anticipated at budget setting. This is charged at £110 per time which has had a large effect on the overall spend under this heading.

- 22. (4540) Speed Indicator Device-** The parish council have purchased a 2<sup>nd</sup> defib. Just to note that ID Verde have not ever charged for erecting the SID fortnightly.
- 23. (4590) Street furniture-** Replacement noticeboards for outside Shaw Village Hall and Pilot Pub.
- 24. (4785) Replacement Wiltshire Council bins-** Replacement bins for outside Burnt Cottages, Beanacre and near Shaw dog kennels. **Note:** that £819 was for both bins with £315 invoiced by JH Jones for installation of them.
- 25. (4820) Shurnhold Fields-** There is a minus under this heading which is due to the caretaking duties for the last financial year at Shurnhold Fields. We are still awaiting bills for these from MTC.
- 26. (4670) Melksham Public Toilets-** There is a minus in this code as the invoice from MTC has only just been received for the last financial year. The finance committee will be looking at the invoice on 9<sup>th</sup> January and will provide a recommendation to Full Council.
- 27. (4282) Insurance Sports Field-** This was split 50% with the insurance for the parish. Following the pavilion building valuation, the valuation of the pavilion was lower than insured for, therefore the value has been reduced and as a result of this have issue a refund for the difference.
- 28. (4312) Pavilion Gas-** The parish council are invoiced quarterly for the gas, note that we are over budget for this due to the current cost of energy prices.
- 29. (4405) JSF Hedge Maintenance-** The higher amount under this cost heading was for the hedge cut last year as this was only recently invoiced. This also includes the hedge maintenance undertaken for this financial year.
- 30. (4721) Repairs and Maintenance JSF-** A lot of this cost is for the fallen elm removal and fence panel repair on the boundary with Great Bear.
- 31. (4791) Boiler Service JSF-** This is for an annual boiler and water heater service which has been done for this financial year.
- 32. Allotment income (1310 & 1320)-** Due to the allotment year being between two difference financial years, 50% of income received in the last financial year was transferred over to this year. Therefore, this is not a true reflection of income received to date for this financial year

**33. (4722) Repairs & Maintenance allotments-** Minimal amount budgeted but this is for the replacement shed keys required. The council are currently keeping an eye on the water troughs as they are subsiding a bit, not so much that it is causing an issue. But any costs associated with this if anything was required to be done would come from this code.

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2022

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110</b>	<b>General Account Income</b>							
1076	Precept	217,977	235,689	235,689	(0)		100.0%	
1100	Grants and Donations RCVD	2,338	8,361	10,000	1,639		83.6%	8,361
1120	Shaw VH and Playing Field-Rent	10	10	10	0		100.0%	
1130	Photocopying and YE Account Sa	55	10	50	40		19.7%	
1140	Solar Farm Community Fund	14,850	16,119	5,000	(11,119)		322.4%	
1150	Covid-19 Grants	934	0	0	0		0.0%	
	General Account Income :- Income	<b>236,164</b>	<b>260,189</b>	<b>250,749</b>	<b>(9,440)</b>		<b>103.8%</b>	<b>8,361</b>
	<b>Net Income</b>	<b>236,164</b>	<b>260,189</b>	<b>250,749</b>	<b>(9,440)</b>			
6001	less Transfer to EMR	0	8,361					
	<b>Movement to/(from) Gen Reserve</b>	<b>236,164</b>	<b>251,828</b>					
<b>120</b>	<b>Administration costs</b>							
4070	Chairs Allowance	816	654	835	181	181	78.3%	
4080	Members Training	455	0	560	560	560	0.0%	
4090	Members Expenses	0	0	25	25	25	0.0%	
4100	Audit Fees	1,950	300	2,500	2,200	2,200	12.0%	
4120	Postage	751	708	500	(208)	(208)	141.6%	
4130	Photocopying	2,014	1,813	1,500	(313)	(313)	120.9%	
4140	Bank Charges	153	123	175	52	52	70.5%	
4150	Admin and Stationery	1,128	682	1,000	318	318	68.2%	
4155	Refreshments Comm Events	20	97	150	53	53	64.5%	
4160	Minute Books Binding	410	0	225	225	225	0.0%	
4175	Email & Cloud hosting	948	841	1,000	159	159	84.1%	
4180	IT Support	0	140	300	160	160	46.7%	
4185	Accountancy Support	818	270	850	580	580	31.8%	
4190	Telephone/Broadband/Line Rent	4,191	1,929	2,500	571	571	77.2%	
4200	Room Hire/Zoom	535	776	380	(396)	(396)	204.2%	
4210	Safety/PAT Check	195	57	150	93	93	38.1%	
4220	Chairman's Brd/Chain of Office	62	0	100	100	100	0.0%	
4230	Advertising	499	46	500	454	454	9.3%	
4240	Quarterly Newsletter	495	495	2,100	1,605	1,605	23.6%	
4250	Land Search Fee	51	14	50	36	36	28.0%	
4271	Office Utilities	1,500	0	0	0	0	0.0%	
4351	New Equip & Furniture	3,296	5,132	5,700	568	568	90.0%	
4352	Office Relocation	0	1,800	1,000	(800)	(800)	180.0%	
4370	Cleaning Materials	5	33	50	17	17	66.5%	
4372	Covid-19	913	0	500	500	500	0.0%	
4380	Cleaning - Contractor	147	0	350	350	350	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2022

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4390 Professional Services	0	1,250	300	(950)		(950)	416.7%	
4391 GDPR Compliance	35	35	110	75		75	31.8%	
4720 Repairs & Maintenance - Office	0	21	50	29		29	41.6%	
Administration costs :- Indirect Expenditure	<b>21,388</b>	<b>17,217</b>	<b>23,460</b>	<b>6,243</b>	<b>0</b>	<b>6,243</b>	<b>73.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(21,388)</b>	<b>(17,217)</b>	<b>(23,460)</b>	<b>(6,243)</b>				
<b>130 Staffing</b>								
4000 Clerk's Salary	36,466	30,722	39,665	8,943		8,943	77.5%	
4010 Finance & Amenities Officer Sa	22,237	18,556	25,945	7,389		7,389	71.5%	
4020 Parish Officer Salary	22,806	19,015	25,945	6,930		6,930	73.3%	
4041 NI - EmployER	7,763	7,181	10,000	2,819		2,819	71.8%	
4045 Superannuation - EmployER	16,057	12,770	18,207	5,437		5,437	70.1%	
4048 Office Staff Mileage & Parking	34	140	100	(40)		(40)	139.9%	
4055 Staff Training	950	755	350	(405)		(405)	215.7%	
4060 Staff DBS	111	0	60	60		60	0.0%	
Staffing :- Indirect Expenditure	<b>106,424</b>	<b>89,139</b>	<b>120,272</b>	<b>31,133</b>	<b>0</b>	<b>31,133</b>	<b>74.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(106,424)</b>	<b>(89,139)</b>	<b>(120,272)</b>	<b>(31,133)</b>				
<b>140 Council Office Costs</b>								
4270 Office Rent - Campus	0	4,327	7,779	3,452		3,452	55.6%	
Council Office Costs :- Indirect Expenditure	<b>0</b>	<b>4,327</b>	<b>7,779</b>	<b>3,452</b>	<b>0</b>	<b>3,452</b>	<b>55.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(4,327)</b>	<b>(7,779)</b>	<b>(3,452)</b>				
<b>142 Parish Amenities</b>								
1440 Shurnhold Fields Income	952	0	0	0			0.0%	
1450 Berryfield Village Hall PWL	494,827	0	0	0			0.0%	
1460 Insurance Claim	1,750	0	0	0			0.0%	
Parish Amenities :- Income	<b>497,529</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
1190 Defibrillator	1,397	804	1,035	231		231	77.7%	
4050 Caretaker Travel Allowance	570	428	570	143		143	75.0%	
4051 Caretaker Mileage & Parking	554	425	500	75		75	85.0%	
4281 Insurance	4,268	4,694	4,500	(194)		(194)	104.3%	
4385 Play Area Safety Surface Clean	2,930	3,300	8,821	5,521		5,521	37.4%	
4400 Play Area - Grass Cutting	3,079	2,052	3,969	1,917		1,917	51.7%	
4409 Hornchurch Road Public Open Sp	1,960	1,307	1,960	653		653	66.7%	
4410 ROSPA Inspections	1,641	(119)	775	894		894	(15.4%)	
4420 St Barnabas Annual Rent	10	10	10	0		0	100.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2022

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4460 Caretaker Salary	9,548	7,503	9,367	1,864		1,864	80.1%	
4490 Repair & Maintenance - Parish	1,610	2,974	300	(2,674)		(2,674)	991.4%	
4500 Weedspraying	2,760	2,440	2,900	460		460	84.1%	
4510 CATG Contributions	0	0	5,500	5,500		5,500	0.0%	
4540 Speed Indicator Device	2,600	1,611	1,300	(311)		(311)	123.9%	
4560 Shaw & Whitley Flood Resource	493	268	500	232		232	53.6%	
4575 Village Halls & Play Areas (Ne	31,287	480	15,000	14,520		14,520	3.2%	
4576 Drinking Water Fountains	3,088	0	0	0		0	0.0%	
4582 New Berryfield Village Hall Pr	236,723	565,481	755,000	189,519		189,519	74.9%	
4583 PWL Capital Payment	49,500	49,500	99,000	49,500		49,500	50.0%	
4584 PWL Interest Payment	3,094	2,784	5,259	2,475		2,475	52.9%	
4585 East of Melksham Community Cen	0	150,000	0	(150,000)		(150,000)	0.0%	
4590 Street Furniture	3,069	2,611	2,500	(111)		(111)	104.4%	
4600 Bus Shelters Cleaning	450	0	840	840		840	0.0%	
4780 Play Area - Bin Emptying	630	420	840	420		420	50.0%	
4785 Replacing Wiltshire Council bi	1,172	1,134	1,000	(134)		(134)	113.4%	
4820 Shurnhold Fields Project	2,931	(257)	1,700	1,957		1,957	(15.1%)	445
4825 Shurnhold Fields CAPITAL Expen	1,904	0	0	0		0	0.0%	
<b>Parish Amenities :- Indirect Expenditure</b>	<b>367,267</b>	<b>799,851</b>	<b>923,146</b>	<b>123,295</b>	<b>0</b>	<b>123,295</b>	<b>86.6%</b>	<b>445</b>
<b>Net Income over Expenditure</b>	<b>130,262</b>	<b>(799,851)</b>	<b>(923,146)</b>	<b>(123,295)</b>				
6000 plus Transfer from EMR	312,454	445						
6001 less Transfer to EMR	494,827	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(52,111)</b>	<b>(799,406)</b>						
<u>170 Community Support</u>								
1480 Neighbourhood Plan Income	2,736	0	500	500			0.0%	
<b>Community Support :- Income</b>	<b>2,736</b>	<b>0</b>	<b>500</b>	<b>500</b>			<b>0.0%</b>	<b>0</b>
4451 Young Melksham	2,500	0	0	0		0	0.0%	
4610 Section 137 Grant	9,200	13,850	15,000	1,150		1,150	92.3%	
4620 Village Hall Grants	9,250	14,700	15,000	300		300	98.0%	
4630 Other Grants (TIC - Section 14	600	600	800	200		200	75.0%	
4650 Subscriptions	1,218	1,552	1,750	198		198	88.7%	
4670 Melks Public Toilets Contrib	5,519	(7,500)	7,500	15,000		15,000	(100.0%)	
4680 Neighbourhood Plan	4,194	539	2,000	1,461		1,461	26.9%	
4685 Melksham Community Response	0	0	200	200		200	0.0%	
<b>Community Support :- Indirect Expenditure</b>	<b>32,480</b>	<b>23,741</b>	<b>42,250</b>	<b>18,509</b>	<b>0</b>	<b>18,509</b>	<b>56.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(29,745)</b>	<b>(23,741)</b>	<b>(41,750)</b>	<b>(18,009)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2022

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>180 Joint Ventures</b>								
4690 New Train Station Contrib	3,000	0	0	0		0	0.0%	
4695 Art Contribution Bowerhill	50	0	0	0		0	0.0%	
Joint Ventures :- Indirect Expenditure	<b>3,050</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(3,050)</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>210 Jubilee Sports Field Income</b>								
1210 Football Bookings	9,518	7,130	9,000	1,870			79.2%	
1260 Hire of Lounge/Kitchen Area un	75	0	150	150			0.0%	
Jubilee Sports Field Income :- Income	<b>9,593</b>	<b>7,130</b>	<b>9,150</b>	<b>2,020</b>			<b>77.9%</b>	<b>0</b>
<b>Net Income</b>	<b>9,593</b>	<b>7,130</b>	<b>9,150</b>	<b>2,020</b>				
<b>220 Jubilee Sports Field Expenditu</b>								
4212 Safety/PAT Check - % JSF Use	2,757	3,118	3,200	82		82	97.4%	
4282 Insurance - % JSF Use	3,949	4,505	4,100	(405)		(405)	109.9%	
4302 Electricity - % JSF Use	1,043	1,011	2,100	1,089		1,089	48.1%	
4312 Gas - % JSF Use	1,630	1,665	1,100	(565)		(565)	151.3%	
4322 Water and Sewage - % JSF Use	358	201	900	699		699	22.3%	
4381 Cleaning Contractor - % JSF Us	1,701	946	3,000	2,054		2,054	31.5%	
4401 JSF Grass Cutting/Line Marking	8,558	5,537	8,432	2,895		2,895	65.7%	
4405 JSF Hedge Maintenance	2,189	1,050	550	(500)		(500)	190.9%	
4430 Rates - % JSF Use	0	0	835	835		835	0.0%	
4700 Grass Cutting extra to Cntrct	101	(101)	0	101		101	0.0%	
4721 Repairs & Maintennce - JSF	14,411	4,489	1,500	(2,989)		(2,989)	299.3%	
4740 JSF Spiking	280	0	500	500		500	0.0%	
4750 Deep Clean	40	300	0	(300)		(300)	0.0%	
4770 Waste Collection - %JSF Use	810	874	980	106		106	89.2%	
4781 JSF Bin Emptying	955	637	955	318		318	66.7%	
4791 Boiler Servicing - % JSF Use	0	400	600	200		200	66.7%	
Jubilee Sports Field Expenditu :- Indirect Expenditure	<b>38,781</b>	<b>24,632</b>	<b>28,752</b>	<b>4,120</b>	<b>0</b>	<b>4,120</b>	<b>85.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(38,781)</b>	<b>(24,632)</b>	<b>(28,752)</b>	<b>(4,120)</b>				
6000 plus Transfer from EMR	2,189	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(36,592)</b>	<b>(24,632)</b>						
<b>310 Allotment Income</b>								
1310 Berryfield Allotment Rents - C	1,283	2,506	1,343	(1,163)			186.6%	



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2022

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1320 Briansfield Allotment Rent - C	1,122	2,307	1,140	(1,167)			202.4%	
Allotment Income :- Income	<u>2,405</u>	<u>4,813</u>	<u>2,483</u>	<u>(2,330)</u>			<u>193.8%</u>	<u>0</u>
<b>Net Income</b>	<u>2,405</u>	<u>4,813</u>	<u>2,483</u>	<u>(2,330)</u>				
<u>320 Allotment Expenditure</u>								
4323 Water - Allotments	306	185	580	395		395	31.9%	
4402 Allotment Grass Cutting	722	481	722	241		241	66.6%	
4722 Repairs & Maintenance - Allotm	14	830	50	(780)		(780)	1660.0%	
4800 Allotment Warden Salary	728	801	660	(141)		(141)	121.4%	
Allotment Expenditure :- Indirect Expenditure	<u>1,770</u>	<u>2,297</u>	<u>2,012</u>	<u>(285)</u>	<u>0</u>	<u>(285)</u>	<u>114.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(1,770)</u>	<u>(2,297)</u>	<u>(2,012)</u>	<u>285</u>				
<u>350 CIL</u>								
1420 Community Infrastructure Levy	6,414	12,014	50,000	37,986			24.0%	
CIL :- Income	<u>6,414</u>	<u>12,014</u>	<u>50,000</u>	<u>37,986</u>			<u>24.0%</u>	<u>0</u>
<b>Net Income</b>	<u>6,414</u>	<u>12,014</u>	<u>50,000</u>	<u>37,986</u>				
<u>400 S106</u>								
1170 Wiltshire Council Contribution	136,450	425,998	0	(425,998)			0.0%	
S106 :- Income	<u>136,450</u>	<u>425,998</u>	<u>0</u>	<u>(425,998)</u>				<u>0</u>
<b>Net Income</b>	<u>136,450</u>	<u>425,998</u>	<u>0</u>	<u>(425,998)</u>				
Grand Totals:- Income	<u>891,292</u>	<u>710,143</u>	<u>312,882</u>	<u>(397,261)</u>			<u>227.0%</u>	
Expenditure	<u>571,159</u>	<u>961,205</u>	<u>1,147,671</u>	<u>186,466</u>	<u>0</u>	<u>186,466</u>	<u>83.8%</u>	
<b>Net Income over Expenditure</b>	<u>320,133</u>	<u>(251,061)</u>	<u>(834,789)</u>	<u>(583,728)</u>				
plus Transfer from EMR	<u>314,642</u>	<u>445</u>						
less Transfer to EMR	<u>494,827</u>	<u>8,361</u>						
<b>Movement to/(from) Gen Reserve</b>	<u>139,948</u>	<u>(258,978)</u>						

**Bank Reconciliation Statement as at 31/12/2022  
for Cashbook 1 - Current Account & Instant Acc**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 02027655	28/12/2022		645,462.06
			<u>645,462.06</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
19/12/2022 V3082-6104 HM Land Registry		16.00	
			<u>16.00</u>
			645,446.06
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			645,446.06
		<b>Balance per Cash Book is :-</b>	<b>645,446.06</b>
		<b>Difference is :-</b>	<b>0.00</b>



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

Your Account

Sort Code 30-98-75  
 Account Number 02027655

TREASURERS ACCOUNT

01 December 2022 to 31 December 2022

<b>Money In</b>	£2,979.26	<b>Balance on 01 December 2022</b>	£642,546.20
<b>Money Out</b>	£191.57	<b>Balance on 31 December 2022</b>	£645,462.06

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Dec 22	ST ENVIRONMENTAWM0 ST ENVIRONMENTAWM0	DD - U3088		128.17	642,546.20
02 Dec 22	M FORD BRIANSFIELD PLOT 8 400000001046599628 775022	FPI - U3089	60.00		642,606.20
06 Dec 22	D MILFORD BFS, PLOT 5 200000001039956901 774926	FPI - U3090	30.00		642,636.20
09 Dec 22	HMRC VTR XDV126000100456	BGC - U3091	2,386.80		645,023.00
15 Dec 22	006103	CHQ - U3034		7.00	645,016.00
15 Dec 22	006102	CHQ - U3033		16.00	645,000.00
19 Dec 22	PNET5057509-1 PNET5057509-1	DD - U3092		36.60	644,963.40
20 Dec 22	SIRUS LTD STL5927B	DD - U3093		3.80	644,959.60
20 Dec 22	GLOVER JOHN 091-MR300419 FP22354000386242 070436	FPI - U3094	2.46		644,962.06
28 Dec 22	FOF FC PITCH HIRE NOV/DEC RP4679961465888400 206815	FPI - U3095	500.00		645,462.06

U3088 - £128.17  
 U3034 - £7.00  
 U3033 - £16.00

Transaction types

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

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

**Bank Reconciliation Statement as at 31/12/2022  
for Cashbook 2 - Unity Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	31/12/2022	104	431,633.70
			<u>431,633.70</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			431,633.70
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			431,633.70
		<b>Balance per Cash Book is :-</b>	<b>431,633.70</b>
		<b>Difference is :-</b>	<b>0.00</b>



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

**Statement 104 from 05 Dec 2022 to 31 Dec 2022**

Date	Description	Serial No	Debits	Credits	Balance
05Dec2022	Brought forward balance			606,729.94	606,729.94
05Dec2022	B/P to: Mike Harding -03013		(100.00)		606,629.94
15Dec2022	Direct Debit (EDF ENERGY) -03085		(294.00)		606,335.94
16Dec2022	Direct Debit (LLOYDS BANK PLC) -03086		(920.46)		605,415.48
* 19Dec2022	SIRUS LTD -03087			30.56	605,446.04
22Dec2022	B/P to: Roy Dobson-SHF -03060		(33.52)		605,412.52
22Dec2022	B/P to: JH Jones & Sons -03062		(1,604.65)		603,807.87
22Dec2022	B/P to: JH Jones & Sons -03063		(264.00)		603,543.87
22Dec2022	B/P to: Agilico -03064		(254.91)		603,288.96
22Dec2022	B/P to: Radcliffe Fire -03065		(68.64)		603,220.32
22Dec2022	B/P to: Trade UK -03066		(36.95)		603,183.37
22Dec2022	B/P to: Aquasafe -03067		(138.00)		603,045.37
22Dec2022	B/P to: Rigg Construction -03068		(8,422.47)		594,622.90
22Dec2022	B/P to: Melksham Town Coun -03069		(150,000.00)		444,622.90
22Dec2022	B/P to: Avon IT Systems -03070		(438.00)		444,184.90
22Dec2022	B/P to: St Barnabas Church -03071		(10.00)		444,174.90
22Dec2022	B/P to: Bowerhill Village -03072		(25.00)		444,149.90
22Dec2022	B/P to: Wiltshire Pension -03073		(1,974.04)		442,175.86
22Dec2022	B/P to: HMRC Cumbernauld -03074		(2,425.41)		439,750.45
22Dec2022	B/P to: Edward David Paffo -03080		(65.40)		439,685.05
22Dec2022	B/P to: Kerry Lemon -03081		(657.46)		439,027.59
22Dec2022	B/P to: Andy Strange Prope -03059		(400.00)		438,627.59
22Dec2022	B/P to: Radcliffe Fire -03061		(116.52)		438,511.07
28Dec2022	B/P to: TERESA STRANGE -03075				435,755.27
28Dec2022	B/P to: MARIANNE ROSSI -03077				434,106.01
28Dec2022	B/P to: TERRY COLE -03078				433,390.50
28Dec2022	B/P to: DAVID COLE -03079				433,342.54
28Dec2022	B/P to: Lorraine McRandle -03076				431,666.10
30Dec2022	Manual Credit - Handling Charge -03083		(0.60)		431,665.50
31Dec2022	Service Charge -03084		(31.80)		431,633.70

\*Reversing Ems amount as the Parish Council paid a £500 deposit until the phone line at the Pavilion could be transferred to new provider. Once Ems had been transferred over to Ems net Sirus were informed. We are expecting more than £2000 from Ems was from 23<sup>rd</sup> Nov - 8<sup>th</sup> Dec

**Bank Reconciliation Statement as at 31/12/2022  
for Cashbook 3 - Fixed Term Deposit**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Fixed Term Deposit	31/03/2022		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

# VAT Reclaim

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

For the third quarter we have submitted the following claims:

October 2022	£5,091.77-	In Bank 16 <sup>th</sup> November 2022
November 2022	£2,386.80-	In Bank 9 <sup>th</sup> December 2022
December 2022	£2,108.95-	In Bank 11 <sup>th</sup> January 2023

**Total reclaimed for QTR3 £9,587.52**



## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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

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

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

16 November 2022

Dear Sir/Madam

### **Re: Melksham and Melksham Without Neighbourhood Plan: Local Green Spaces**

As you know, Melksham and Melksham Without Parish/Town Councils are working on a Neighbourhood Development Plan (NDP) Review. Once formally in place, the new NDP will inform and shape future development of our area, and become part of the statutory Development Plan which Wiltshire Council will use for determining planning applications in the area.

One aspiration for the Steering Group, as part of this work is to identify and protect important green space within the neighbourhood area. One way that the NDP can do this is to identify 'Local Green Spaces' for protection by a planning policy. For a Local Green Space to be eligible for designation, it must be:

- in reasonably close proximity to the community it serves;
- demonstrably special to the local community and hold particular significance, for example, because of its beauty, historic significance recreational value (including playing fields), tranquility or richness of wildlife, and
- local in character and not an extensive tract of land.

Designation of land as a Local Green Space would mean that policies for managing development of the land would be consistent with that of land in the green belt i.e. inappropriate development of the space would not be allowed except for in very special circumstances (National Planning Policy Framework 2021, para 101-103)<sup>1</sup>.

The NDP Steering Group has been working on an initial list of potential Local Green Spaces and with support from their planning consultants have assessed the long list of suggestions against the national planning policy criteria outlined above.

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<sup>1</sup>  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)



We are writing to inform you that land has been identified during this initial process as potentially suitable for Local Green Space designation:

Shurnhold Fields: <https://www.google.com/maps/?q=51.3875,-2.15197>

Shaw Playing Fields at The Beeches: <https://www.google.com/maps/?q=51.3899,-2.16692>

Bowerhill Sports Field: <https://www.google.com/maps/?q=51.3545,-2.13302>

and Hornchurch Road Play Area:

The following has also been identified which the parish council lease:

Berryfield Allotments (North): <https://www.google.com/maps/?q=51.3619,-2.15067>

Berryfield Allotments (South): <https://www.google.com/maps/?q=51.361,-2.15147>

The map of greenspaces is available at the following link:

[https://www.google.com/maps/d/edit?mid=1DJxLI6Z\\_l0hGyEv2OORjgGVDtSV6dfE&usp=sharing](https://www.google.com/maps/d/edit?mid=1DJxLI6Z_l0hGyEv2OORjgGVDtSV6dfE&usp=sharing)

Or by scanning this QR code:



Although an initial assessment has been undertaken on this land, a decision has not yet been made in relation to whether the spaces are suitable for designation.

Please get in touch with any comments or concerns about the potential designation of these spaces as a Local Green Space before 18 December. Your comments will be considered and included as part of the evidence base of the NDP review. As mentioned, although an initial assessment has been undertaken on this land, a decision has not yet been made in relation to whether the spaces are suitable for designation.

Comments received from landowners and the wider community will be taken into account to decide on which Local Green Spaces will be proposed for designation in the draft Neighbourhood Plan. The draft NDP will be consulted on formally for 6 weeks (a stage known as Regulation 14 consultation), during which, should your land go forward as a proposed Local Green Space, you will be contacted again and given the chance to record your formal comments.

Yours faithfully

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

Clerk

Melksham Without Parish Council

Serving rural communities around Melksham

## Teresa Strange

---

**From:** Graham Ellis <graham.ellis@melksham-tc.gov.uk>  
**Sent:** 06 January 2023 08:26  
**To:** Teresa Strange  
**Cc:** Mark Harris; Shirley McCarthy; pjcarter731@gmail.com; James Essery; Lorraine McRandle  
**Subject:** Re: Heritage Assets

Thanks for that thought, Teresa

My (purely personal) view is that the turbine is a historic asset, but is already displaced from its natural home - so we could choose to list it, but (is it possible?) in such a way it should not stand in the way of progress / change. Rather, another relocation to a new location - perhaps more relevant and/or more seen should be a preferred solution in such a circumstance.

Assets still in their original position (that includes most of the original list) should (IMHO) remain where they are if possible - and with buildings that is the only "sane" way of keeping them. But there may be others like the turbine - movable as they are not currently in their original location, or commemorative items placed in a general area that could be moved within that area. Noting memorial stones, and newer artwork - adding in the little metal house on the eastern relief road, perhaps?

Graham Ellis

Melksham Town Council, South Ward  
Blog at <http://grahamellis.uk/perm.html>  
Facebook at <https://www.facebook.com/Graham4Melksham/>  
I only visit other social media occasionally.

Email: [graham.ellis@melksham-tc.gov.uk](mailto:graham.ellis@melksham-tc.gov.uk) or [graham@wellho.net](mailto:graham@wellho.net)  
Phone: 01225 708225 / 0797 4 925 928  
Home: 48 Spa Road, Melksham, SN12 7NY

> On 5 Jan 2023, at 15:52, Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote:  
>  
> Dear Heritage Task Group  
> Sorry to be late to the party on this, but I saw Paul/a poster from the Historical Association about the Sawtell family and got thinking about the Heritage Turbine at Bowerhill, and perhaps that should be on the list for designation? For info this is the forthcoming event, mentioning the Sawtell family <http://www.melkshamhistoricalassociation.org/>  
>  
> <http://melkshamnews.com/2019/12/04/volunteers-get-planting-in%E2%80%88bowerhill/> Paul, this is the article about the planting in front of the turbine, following a donation from the Sawtell estate.  
>  
> And that got me thinking about the memorial stone too <http://www.melkshamhistoricalassociation.org/> – and I wonder if we should include the new piece of art that has just been installed on Pathfinder Way? <http://melkshamnews.com/2022/08/17/public-art-celebrates-bowerhills-links-with-the-raf/>  
>  
> What are your thoughts?  
> Thanks, Teresa  
>  
> <image003.jpg>  
>

Ref Number	Asset Name	Location	Address	General Short Description	Asset Type	Age	Historic England Criteria: Please tick the box in each corresponding column that is relevant to the asset in question. For each ticked column please provide a few sentences describing how the asset meets the criteria.										Listed?	Owner	Comments		
LVHA#		Latitude, Longitude	Postal address	A few sentences describing what the asset is.	Although local heritage lists have long been developed successfully for buildings, all heritage asset types, including monuments, sites, places, areas, parks, gardens and designed landscapes may be considered for inclusion.	The age of an asset may be an important criterion, and the age range can be adjusted to take into account distinctive local characteristics or building traditions	Rarity	Architectural and Artistic Interest	Group Value	Archaeological Interest	Historic Interest / Association	Social and Communal Value	Other	Is the Asset already listed on the national list? Can be checked on the map by following this link.	Contacted? Response?						
LVHA#	Will be used to reference assets on map, identify photos etc.																				
LVHA1	Avon Rubber Company Canteen	51.377944, -2.141087	Cooper Tire & Rubber Company Europe, Bath Road, Melksham, Wiltshire SN12 8AA	An unusual (for the area) Art Deco-style, two-storey building that was used as a canteen for the tyre factory.	Historic building on an industrial site	Opened 1 July, 1940	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No		Georgian Grade II listed main building on site	<p>Many members of the local community have worked in the factory over the years and the consultation stage of the production of this report identified that many had fond memories of this building. Becomes more significant with the October 2022 announcement of factory ceasing of production</p> <p>Provides a cafe, meeting place, active travel and valued community hub and has done for many years.</p>	<p>Valuable community amenity that has been in use for some time. Many local community members have memories of using the space.</p>	<p>Traditional gravestones but also some decorative memorials.</p>	<p>RAF Melksham was 'No 12 School of Technical Training' which had a huge throughput of trainees from all over the world. This is one of very few remaining assets.</p>	<p>Split between Bike &amp; Bean Ltd: Karen Baker, Barbastelle Ltd: Tom Skinner - tom@barbastelle.cc &amp; Spindles Bikes Limited: Tom Skinner (letters sent 15/12/22)</p> <p>Comment back from Tom Skinner on 16 Dec to say 116 Top Lane was not used as the former Whitley Reading Rooms. Is emailing with evidence as a complicated history with another 116 Top Lane apparently which is now Middle Lane!!!!. 116 Top Lane built in 1930s. Tom's mum rang to say he is upset at the nomination given everything which has gone on and therefore not happy it is included. Had a call from Chair of Community Action Shaw &amp; Whitley (CAWS) on 21 December to say Tom has spoken to him, as he is very concerned about the nomination and the impact it will have. Wonder if the information is correct as may be it relates to church, which is a few doors along, and 115 Top Lane. Some residents have tried unsuccessful on 2 occasions to list the building as an Asset of Community value and there is a feeling this nomination is on the back of this.</p>
LVHA2	Spindles Bikes & Coffee (Originally Whitley Reading Rooms)	51.3959808620 4178, -2.1700995935 074214	116 Top Lane, Whitley, Wiltshire SN12 8QU	Bicycle sale and repair shop also currently accommodating a cafe/community hub. (Historic description: Building owned by George Pargiter Fuller of Great Chalfield. "Room holds 100 people, comfortably tea 70." He offered to furnish it. In situ were 3 large tables, number of chairs, 3 petroleum lamps, bagatelle board and other games, a timepiece and a small library of books.)	Shop/Cafe/Community Hub	c.1887 - back room in private residence offered as meeting room for local organisations, such as the monthly meetings of the Pig Club. c1894-5 mismanagement closed to meeting use for 3 years and was converted to a shop. Official grand re-opening as the Shaw and Whitley Reading Room at this older location: 23 November, 1897.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<p>Historic Reading Room - provided education and represents part of the Quaker influence in the area.</p>	<p>Local community has a historic connection to the people buried here. Testament to Melksham's longstanding strong nonconformist traditions.</p>	<p>Public house that serves as a community hub for locals. Historically a well-known coaching stop on the road from Bath to Melksham, the premises had its own stables and brewing house. Later, progressing from servicing horse drawn vehicles, the site became the first place in the town for car hire and petrol sales. Vehicles were often hired from the site for weddings, funerals and other functions. Now a Wetherspoons.</p>	<p>RAF Melksham was 'No 12 School of Technical Training' which had a huge throughput of trainees from all over the world. This is one of very few remaining assets.</p>	<p>Split between Bike &amp; Bean Ltd: Karen Baker, Barbastelle Ltd: Tom Skinner - tom@barbastelle.cc &amp; Spindles Bikes Limited: Tom Skinner (letters sent 15/12/22)</p> <p>Comment back from Tom Skinner on 16 Dec to say 116 Top Lane was not used as the former Whitley Reading Rooms. Is emailing with evidence as a complicated history with another 116 Top Lane apparently which is now Middle Lane!!!!. 116 Top Lane built in 1930s. Tom's mum rang to say he is upset at the nomination given everything which has gone on and therefore not happy it is included. Had a call from Chair of Community Action Shaw &amp; Whitley (CAWS) on 21 December to say Tom has spoken to him, as he is very concerned about the nomination and the impact it will have. Wonder if the information is correct as may be it relates to church, which is a few doors along, and 115 Top Lane. Some residents have tried unsuccessful on 2 occasions to list the building as an Asset of Community value and there is a feeling this nomination is on the back of this.</p>	
LVHA3	Whitley Reading Rooms	51.3942259704 1101, -2.1642648121 808934	Middle Lane, Whitley, Wiltshire SN12 8QR	The Reading Rooms is a hall with kitchen, toilets and garden available to book for special occasions, parties, meetings and regular classes. (Historic description: Room measures 40 feet by 18 feet, a handsome structure built throughout of stone and finished in first-rate style. Divided into two portions by a moveable wooden partition, one room being reserved for games, the other to be used for a reading room. Comfortably furnished and fitted with a billiard table, the gift of Murray-Shireff. Room has been vested in the hands of the Vicar and Whitley It is run by a committee of trustees for the benefit of the village and its occupants).	Community Hall	14 February, 1905 - Formal opening of the newly built parish reading room provided by John Frederick Stancomb of Shaw House at his own expense. Site donated by Alexander John Lloyd Murray-Shireff. A modern extension provides porch, foyer and facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<p>Graveyard that has been in place for more than 200 years. Many gravestones are badly weathered and unreadable and some have toppled over.</p>	<p>Public house that serves as a community hub for locals. Historically a well-known coaching stop on the road from Bath to Melksham, the premises had its own stables and brewing house. Later, progressing from servicing horse drawn vehicles, the site became the first place in the town for car hire and petrol sales. Vehicles were often hired from the site for weddings, funerals and other functions. Now a Wetherspoons.</p>	<p>Traditional gravestones but also some decorative memorials.</p>	<p>RAF Melksham was 'No 12 School of Technical Training' which had a huge throughput of trainees from all over the world. This is one of very few remaining assets.</p>	<p>Contact Ian Uffindell send letter 15/12/22</p>	
LVHA4	Gospel St John 316 Graveyard (affiliated to the Baptist Church on Broughton Road)	51.3779730947 09176, -2.1444695395 59671	Beanacre Road/A350, Melksham, Wiltshire SN12 8FH	Small rectangular graveyard with graves from 1813 to 1942 on land adjacent to Coombe Castle Creamery	Graveyard	Earliest death date recorded 1813. The Broughton Road Baptist Church was established in 1869.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<p>Graveyard that has been in place for more than 200 years. Many gravestones are badly weathered and unreadable and some have toppled over.</p>	<p>Public house that serves as a community hub for locals. Historically a well-known coaching stop on the road from Bath to Melksham, the premises had its own stables and brewing house. Later, progressing from servicing horse drawn vehicles, the site became the first place in the town for car hire and petrol sales. Vehicles were often hired from the site for weddings, funerals and other functions. Now a Wetherspoons.</p>	<p>Traditional gravestones but also some decorative memorials.</p>	<p>RAF Melksham was 'No 12 School of Technical Training' which had a huge throughput of trainees from all over the world. This is one of very few remaining assets.</p>	<p>Written to Alan McFall, Baptist Church 15/12/22</p>	
LVHA5	The Bear Public House	51.3748959700 2216, -2.1387278064 69341	The Bear, 3 Bath Rd, Melksham SN12 6LL	A former coaching inn, it was also a posting house until the late 19th century. In the Post Office Directory of 1855, the premises are listed as the 'Bear Inn', although, in later directories, it is referred to as the 'Bear Hotel'.	Public House	c1750 (licensee Thomas Marshman recorded in May 1753)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<p>A distinctive building from the mid 18th century. Received award for floral decoration in the Melksham in Bloom awards 2012.</p>	<p>Public house that serves as a community hub for locals. Historically a well-known coaching stop on the road from Bath to Melksham, the premises had its own stables and brewing house. Later, progressing from servicing horse drawn vehicles, the site became the first place in the town for car hire and petrol sales. Vehicles were often hired from the site for weddings, funerals and other functions. Now a Wetherspoons.</p>	<p>Traditional gravestones but also some decorative memorials.</p>	<p>RAF Melksham was 'No 12 School of Technical Training' which had a huge throughput of trainees from all over the world. This is one of very few remaining assets.</p>	<p>J D Wetherspoons, Wetherspoons House, Reeds Crescent, Watford, WD24 4QL (Nigel Connor, Secretary)</p>	
LVHA6	Liberal Club (originally Melksham Liberal Working Men's Club and Institute)	51.3745611407 3706, -2.1380146594 111578	26 Bank St, Melksham SN12 6LG	Melksham Liberal Social Club is a members only club situated in the town centre.	Private members club	26 June, 1909 - Formally opened by George Pargiter Fuller, MP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<p>Large prominent building made yet more imposing by its elevated position up symmetrical steps from the high street. Built in local stone, the frontage is largely unchanged from the original.</p>	<p>Public house that serves as a community hub for locals. Historically a well-known coaching stop on the road from Bath to Melksham, the premises had its own stables and brewing house. Later, progressing from servicing horse drawn vehicles, the site became the first place in the town for car hire and petrol sales. Vehicles were often hired from the site for weddings, funerals and other functions. Now a Wetherspoons.</p>	<p>Traditional gravestones but also some decorative memorials.</p>	<p>RAF Melksham was 'No 12 School of Technical Training' which had a huge throughput of trainees from all over the world. This is one of very few remaining assets.</p>	<p>Written to Club Secretary on 15/12/22</p>	
LVHA7	Old HSBC bank building (originally Midland Bank)	51.3733799328 67806, -2.1377614298 751286	32 High Street, Melksham, Wiltshire SN12 6LD	Disused bank building. Planning permission granted in October 2022 for use as an art education studio and private residence.	Bank, decommissioned in 2022	The London Joint City and Midland Bank announced the opening of this branch in Melksham in January 1922 at which point, Midland Bank had more than 1,600 branches throughout England and Wales.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<p>Neoclassical bank building with a mix of architectural styles including Georgian windows and a balustrade. Of similar design to many Midland bank branches.</p>	<p>Public house that serves as a community hub for locals. Historically a well-known coaching stop on the road from Bath to Melksham, the premises had its own stables and brewing house. Later, progressing from servicing horse drawn vehicles, the site became the first place in the town for car hire and petrol sales. Vehicles were often hired from the site for weddings, funerals and other functions. Now a Wetherspoons.</p>	<p>Traditional gravestones but also some decorative memorials.</p>	<p>RAF Melksham was 'No 12 School of Technical Training' which had a huge throughput of trainees from all over the world. This is one of very few remaining assets.</p>	<p>Cootes Properties Ltd, The Pavilion, 56 Rossllyn Crescent, Harrow, HA1 2SZ. Written 15/12/22</p>	
LVHA8	Lloyds Bank Building	51.3722414552 46816, -2.1385023886 56604	1 High Street, Melksham, Wiltshire SN12 6JS	Disused, 3-storey Lloyds Bank building on High Street.	Disused bank	Built circa 1918; replacing Capital and Counties Bank on same site. The new construction was to closely resemble the style of the previous building.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<p>An imposing stone building, roughly 100 years old. The building is constructed on basement, ground and first floors, with decorative limestone window surrounds, leaded lights, cast iron rainwater goods and pitched slate clad roof.</p>	<p>Public house that serves as a community hub for locals. Historically a well-known coaching stop on the road from Bath to Melksham, the premises had its own stables and brewing house. Later, progressing from servicing horse drawn vehicles, the site became the first place in the town for car hire and petrol sales. Vehicles were often hired from the site for weddings, funerals and other functions. Now a Wetherspoons.</p>	<p>Traditional gravestones but also some decorative memorials.</p>	<p>RAF Melksham was 'No 12 School of Technical Training' which had a huge throughput of trainees from all over the world. This is one of very few remaining assets.</p>	<p>Pietro &amp; Gianni Sansone, SPG Property, 4 Filton Grove, Bristol, BS7 0AJ. Sent 15/12/22</p>	
LVHA9	New Hall (currently used as office spaces)	51.3715800146 2971, -2.1379026086 412494	Market Place, Melksham, Wiltshire SN12 6EX	Doric-style building situated opposite the Town Hall. It is faced with freestone, and is 42 feet long, by 28 1/2 feet wide and 19 feet high. There are eleven windows.	Office	Built c.1877 and opened by Rachel Fowler on 11 May, 1877, her gift to the town	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<p>Classical Doric-style building. Strong heritage character.</p>	<p>Public house that serves as a community hub for locals. Historically a well-known coaching stop on the road from Bath to Melksham, the premises had its own stables and brewing house. Later, progressing from servicing horse drawn vehicles, the site became the first place in the town for car hire and petrol sales. Vehicles were often hired from the site for weddings, funerals and other functions. Now a Wetherspoons.</p>	<p>Traditional gravestones but also some decorative memorials.</p>	<p>RAF Melksham was 'No 12 School of Technical Training' which had a huge throughput of trainees from all over the world. This is one of very few remaining assets.</p>	<p>Written to Nicholas Denning &amp; Roy Bertelueo on 15/12/22</p>	
LVHA10	Kelly's Lamp	51.3564524453 43415, -2.1372428069 46149	Public path (Shails Lane) adjacent to Herman Miller on Portal Road, Bowerhill	A street lamp treasured for its memorable part in RAF Melksham's history	Lamp which serves to commemorate Melksham's long and close association with the RAF	Circa 1940	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<p>This lamp marks the original location of the back gate to RAF Melksham, a training base in use from 1940-65. Commonly known as 'Kelly's Lamp', Corporal Kelly would frequently wait on the spot to ensure his troops were safely back on base each night.</p>	<p>Public house that serves as a community hub for locals. Historically a well-known coaching stop on the road from Bath to Melksham, the premises had its own stables and brewing house. Later, progressing from servicing horse drawn vehicles, the site became the first place in the town for car hire and petrol sales. Vehicles were often hired from the site for weddings, funerals and other functions. Now a Wetherspoons.</p>	<p>Traditional gravestones but also some decorative memorials.</p>	<p>RAF Melksham was 'No 12 School of Technical Training' which had a huge throughput of trainees from all over the world. This is one of very few remaining assets.</p>	<p>Natalie Cable, 1 Portal Rd, Bowerhill, Melksham SN12 6GN on 15/12/22</p>	

Ref Number	Asset Name	Location	Address	General Short Description	Asset Type	Age	Historic England Criteria: Please tick the box in each corresponding column that is relevant to the asset in question. For each ticked column please provide a few sentences describing how the asset meets the criteria.										Listed?	Owner	Comments			
							Rarity	Architectural and Artistic Interest	Group Value	Archaeological Interest	Historic Interest / Association	Social and Communal Value	Other									
LVHA11	WW2 Air Raid Shelter	51.3603391346 3366 -2.1514057365 059043	Adjacent Berryfield allotments	WW2 air raid shelter	WW2 air raid shelter	Circa 1940	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Written to Mrs Margaret Harrall (owner of 50%), Karen Leat (25%) and Gillian Burns (25%) on 15/12/22	My mother's view (Mrs Harrall who owns 50%) on whether the building should be included on the list is somewhat indifferent. A few years ago my father tried to get planning permission for a building plot on the land on which the shelter resides. It was rejected mainly due to the poor access available between the semi-detached houses numbered 404d & 404e; an assessment with which we tend to agree with. We understand that the inclusion of a building on the heritage asset list does not place any specific restrictions on planning, but it must have a bearing on any decision making process. However, with no realistic access to the plot, my mother is of the opinion that the land has no particular value in that respect & therefore the shelter's inclusion on the list has very little bearing on her.				
LVHA12	18-26 Bath Road	51.3754665, -2.1389183	18-26 Bath Road, Melksham, Wiltshire SN12 6LP	Group of shop frontages and buildings	Shopsfronts	Mid 20th Century	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Written to Mr & Mrs Clyde Re 18 Bath Rd (Cobblers Bench), Dennis Walker, re 20 Bath Rd, Mr & Mrs Stewart Re 22 Bath Rd, Barry & Diane Hammond & Jane Merrydew Re 24 Bath Rd, Highness Re 26 Bath Rd. Wrote on 15/12/22	Mr Dennis Walker, 20 Bath Road responded to say he does not feel there is any criteria for the property to be included at this point in time as to it being of any heritage asset.				
LVHA13	Markers for well and pump in Market Place	51.371598, -2.138649	Market Place, Melksham, Wiltshire SN12 6EX	Engraved slab markers to denote location of the town well and pump		Well and pump removed and capped in 1947	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Chris Clark & Dave Thomas, WC. Wrote on 15/12/22	David Thomas, WC: Have no objection to the markers for the well and pump in the Market Place, and the Bank Street high pavement being designated as Locally Valued Non designated Heritage Assets. Helen Garside, Principle Conservation Officer: I am less convinced by the marker 'plaque' which, in my opinion, isn't a heritage asset at all in itself. The actual well structure, if it remains in situ below ground, could be considered as a non-designated heritage asset with some archaeological/historic value but the modern marker has no intrinsic value at all and could easily be replaced without harm. I would suggest that the inclusion of the marker (if it is not made clear that it is the well and pump housing beneath that are considered to be the asset) risks devaluing their list.				
LVHA14	High Pavement, Bank Street	51.3745425, -2.1382407	High Street (Raised pavement)	Wide raised pavement on the Western side only, tapering to normal pavement height by the junction of Bank and High Street	Raised pavement with 2 sets of picturesque stone steps with iron handrails, down to road	?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Chris Clark & Dave Thomas, WC (wrote on 15/12/22). Built above cellars of various premises along this section: The Toy Shop; Sportsbug (possibly), D J Bewley Funeral Directors; Conservative Club; Hairtex; Inked; Flowers in Focus; Specsavers; Sakuuna Therapy Centre; The Grapes; Peking Chef, USA Nails!!! and shop clothes shop which replaced Revive. Subsequently wrote to Chris Clark and Dave Thomas at WC on 15.12.22	Dave Thomas: WC: Have no objection to the markers for the well and pump in the Market Place, and the Bank Street high pavement being designated as Locally Valued Non designated Heritage Assets. Helen Garside, Principle Conservation Officer: I note that they don't include the thinking behind the suggested designations ie their assessment of the significance of these items, to support the proposals, which would usually be good practice. But, no problem with them including the raised pavement. It is an historic structure, the stone riser seems historic and there's a suspicion of it on the 1st Edition of the OS map. It also shows in some of the early photos of the town.				
LVHA15	RAF Melksham	51.35785181486 955, -2.131602873404 69	Bowerhill, Melksham, Wiltshire SN12 6** (numerous postcodes in the SN12 6 range cover this area)	Site of Royal Air Force No 12 School of Technical Training (1940-1965) and No 10 School of Recruit Training (1940-1953) incorporating (at different times) the School of Instrument Training, the RAF Electrical School and the RAF Armament School (source rafmelksham.info).		Original camp built in 1940	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Various	Of the original buildings only the boiler house and several of the hangers in what is now the "industrial" area, and the officer's married quarters, Blenheim Park and Wellington Square in what is now the residential area, remain. UPDATE 16/12/22 The boiler house seems to have disappeared. I know it was there from 2007-2012 because I worked in the building opposite. The four southern-most hangers have been refurbished and are now used by four different companies (Broughton Transport, Sarsen Stone Group, London City Bond Transport, Siteright Construction Supplies). The four northern-most hangers have also been refurbished and may still be being used by Cooper Tires.	Historic England National Monuments Number 1579350 The extensive Second World War and later military camp, RAF Melksham, is visible as buildings, structures and earthworks on air photographs, centred at ST 9111 6209. The station was opened for training purposes in July 1940 and remained operational until 1965. The nucleated camp comprises hundreds of military buildings with associated air raid shelters and emergency water supply tanks, served by a network of roads. A number of small outlying camps are situated around Berryfield to the west and have been recorded separately (UID 1579350). Most of the area of the camp has been redeveloped into modern housing and an industrial estate, but most of the larger buildings on the west of the camp, including the gymnasium (UID 1520112), remain extant, as does the sewage works which served the camp. (Source heritagegateway.org.uk)	Historic England National Monuments Number 1520112 Despite being listed as a building of historic interest the gymnasium - latterly known as the Christie Miller Sports Centre - was demolished by Wiltshire Council in 2022. It should also be noted that this building incorporated the camp cinema - not many people know that (with apologies to a certain well-known British actor). Having looked on the Planning Portal Christie Miller was not listed.	Post-war aerial photographs show numerous structures of a military nature in the area, very few of which still survive. (See National Library of Scotland map archive at <a href="https://maps.nls.uk">maps.nls.uk</a> ).	Some general information on the structure remaining
LVHA16																		The building isn't complete. Originally it would have been longer to the south end although we don't know by how much. The construction is steel reinforced sections, each in a half circle shape. Two sections are bolted together top and bottom to form a circle. Several circular sections are bolted together to form a tubular shape. Approximately half of the resultant concrete tube is buried beneath the ground. Some of the half round sections were left lying around after the 606# numbered semi-detached houses were built along the lane, these have all gone now as far as I know. The steel is rusting & splitting away the concrete in a few areas.				
																		Looking at the list of criterion for the potential inclusion on the list, I think we would agree there are some that the building meets: We think it is rare, certainly in this area, we don't know of any others left standing; it is representative of the WW2 period; and it could be of architectural interest.				

# Constitution of Berryfield Village Hall Trust CIO

Date of constitution (last amended): 30 November 2022

## 1. Name

The name of the Charitable Incorporated Organisation (“the CIO”) is Berryfield Village Hall Trust

## 2. National location of principal office

The principal office of the CIO is in England.

## 3. Objects

The objects of the CIO are to establish and run a village hall and to promote for the benefit of the inhabitants of the Parish of Melksham Without (“area of benefit”) without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.

## 4. Powers

The CIO has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO has power to:

- 4.1 co-operate with other voluntary organisations, statutory authorities and individuals;
- 4.2 establish or support a local forum of representatives of community groups, voluntary organisations; statutory authorities and individuals involved in community work;
- 4.3 promote and develop or to assist in the promotion and development of community organisations and community social enterprises in the area of benefit;
- 4.4 acquire and distribute funds and to assist in the provision of grants to community organisations in the area of benefit;
- 4.5 arrange and provide for, either alone or with others, the holding of exhibitions, meetings, lectures, classes, seminars or training courses, and all forms of recreational and other leisure-time activities;
- 4.6 raise funds. In doing so, the CIO must not undertake any substantial permanent non-charitable trading activity and must comply with any relevant statutory regulations;

- 4.7 borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 to 126 of the Charities Act 2011, if it wishes to mortgage land;
- 4.8 buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- 4.9 sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 to 123 of the Charities Act 2011;
- 4.10 employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;
- 4.11 deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

## **5. Application of income and property**

- 5.1 The income and property of the CIO must be applied solely towards the promotion of the objects.
- 5.2 A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
- 5.3 A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- 5.4 None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.

## **6. Benefits and payments to charity trustees and connected persons**

### **6.1 General provisions**

No charity trustee or connected person may:

- 6.1.1 buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
- 6.1.2 sell goods, services, or any interest in land to the CIO;

6.1.3 be employed by, or receive any remuneration from, the CIO;

6.1.4 receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by clause 6.2 or authorised by the court or the Charity Commission (“the Commission”). In this clause, a “financial benefit” means a benefit, direct or indirect, which is either money or has a monetary value.

## 6.2 Scope and powers permitting trustees’ or connected persons’ benefits

6.2.1 A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.

6.2.2 A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, section 185 and 186 of the Charities Act 2011.

6.2.3 Subject to clause 6.3 a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.

6.2.4 A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

6.2.5 A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

6.2.6 A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

## 6.3 Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by clause 6.2.3 if each of the following conditions is satisfied:

6.3.1 The amount or maximum amount of the payment for the goods is set out in an agreement in writing between the CIO and the charity trustee or connected person supplying the goods (“the supplier”) under which the supplier is to supply the goods in question to or on behalf of the CIO.

- 6.3.2 The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
  - 6.3.3 The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
  - 6.3.4 The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
  - 6.3.5 The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
  - 6.3.6 The reason for their decision is recorded by the charity trustees in the minute book.
  - 6.3.7 A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.
- 6.4 In clauses 6.2 and 6.3:
- 6.4.1 “the CIO” includes any company in which the CIO:
    - (i) holds more than 50% of the shares; or
    - (ii) controls more than 50% of the voting rights attached to the shares; or
    - (iii) has the right to appoint one or more directors to the board of the company.
  - 6.4.2 “connected person” includes any person within the definition set out in clause 28 (Interpretation);

## **7. Conflicts of interest and conflicts of loyalty**

A charity trustee must:

- 7.1 declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- 7.2 absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely



in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

## **8. Liability of members to contribute to the assets of the CIO if it is wound up**

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

## **9. Charity trustees**

### **9.1 Functions and duties of charity trustees**

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

9.1.1 to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and

9.1.2 to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

- (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
- (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

### **9.2 Eligibility for trusteeship**

9.2.1 Every charity trustee must be a natural person.

9.2.2 No individual may be appointed as a charity trustee of the CIO:

- (i) if he or she is under the age of 16 years; or
- (ii) if he or she would automatically cease to hold office under the provisions of clause 10.4.6.

9.2.3 No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

9.2.4 The total number of trustees under the age of 18 years must not at any time be more than half of the total number of trustees in office.

### 9.3 The charity trustees

9.3.1 There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee. The first charity trustees are -

Gill Arbery, Theresa Elmes, Shona Holt, Lucy Key, Ashley Mashonganyika, Wyn Quinney, Leanne Richards and Richard Wood.

who shall continue in office until the end of the first annual general meeting.

9.3.2 There is no maximum number of charity trustees that may be appointed to the CIO.

9.3.3 The first charity trustees shall have power to appoint further charity trustees who shall hold office until the end of the first annual general meeting. Such charity trustees shall have power to elect a chairman and vice-chairman. Subject to this, the charity trustees shall comprise:

- (i) up to 12 charity trustees elected in accordance with clause 9.4;
- (ii) up to 15 charity trustees appointed in accordance with clause 9.5, and
- (iii) up to 3 individuals co-opted by the charity trustees in accordance with clause 9.6;

9.4 The elected charity trustees must be elected at an annual general meeting at which all inhabitants of the area of benefit of 18 years and upward are entitled to attend and vote in accordance with clause 15.5. No person other than a charity trustee retiring in accordance with the constitution may be appointed a charity trustee at any general meeting unless:

9.4.1 he or she is recommended for re-election by the charity trustees; or

9.4.2 not less than fourteen nor more than thirty-five clear days before the date of the meeting, the CIO is given a notice that:

- (i) is signed by an inhabitant of the area of benefit entitled to vote at the meeting;
- (ii) states the individual's intention to propose the election of a person as a charity trustee;

- (iii) contains the details that, if the person were to be appointed, the charity would have to file with the Charity Commission; and
  - (iv) is signed by the person who is to be proposed to show his or her willingness to be elected.
- 9.5 The charity trustees shall maintain a list of user bodies that they consider to be supportive of the CIO's objects and which have indicated a wish to appoint a charity trustee of the CIO. Each listed user body shall have the right to appoint one charity trustee. Any such appointment must be made according to the ordinary practice of the appointing body and must be notified in writing to the secretary.
  - 9.5.1 Where any application for the right to appoint a charity trustee is received from any existing or newly-formed body operating in the area of benefit, the charity trustees may, with the approval of not less than two-thirds of all the charity trustees, add such body to the list of user bodies and allow such body to appoint a charity trustee.
  - 9.5.2 The charity trustees may, with the approval of (a) the body concerned and (b) not less than two-thirds of all the charity trustees, remove a body from such list of user bodies.
  - 9.5.3 A minute of the relevant resolution, authenticated by the chairman, should be (a) placed with the title deeds and (b) kept with the charity trustees' working papers.
- 9.6 Co-opted charity trustees must be appointed at a duly constituted meeting of the charity trustees.
- 9.7 The period of office of elected charity trustees starts at the end of the annual general meeting at which they are elected and ends at the end of the next following annual general meeting.
- 9.8 The period of office of charity trustees appointed by listed user bodies at the annual general meeting in any year starts at the end of that meeting or, in the case of a charity trustee appointed after such annual general meeting, or to fill a casual vacancy, on the day on which notification of his appointment is received by the secretary. Subject to clause 10, the period of office of appointed charity trustees ends on the day on which notification of his or her removal is received by the secretary.
- 9.9 The period of office of co-opted charity trustees starts at the time when they are appointed by the charity trustees and ends at the end the next following annual general meeting or at the time (if earlier) when they are removed by the charity trustees. Co-opted charity trustees may be reappointed by the charity trustees.
- 9.10 In the event of a casual vacancy among elected or co-opted charity trustees, the charity trustees may appoint a person who is willing to act to be a charity trustee. A charity trustee so appointed shall hold office only until the next following annual

general meeting. If not elected or reappointed at such annual general meeting, he or she shall vacate office at the conclusion thereof.

9.11. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

9.11.1 a copy of this constitution and any amendments made to it; and

9.11.2 a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

9.12 All charity trustees who are entitled to receive notice of a general meeting must be given not less than seven nor more than twenty-eight clear days' notice of any resolution to be put to the meeting to appoint a charity trustee.

**10. Retirement and removal of charity trustees**

10.1 At the first and at each subsequent annual general meeting all elected charity trustees shall retire from office unless by the close of the meeting the members have failed to elect sufficient charity trustees to hold a quorate meeting of the charity trustees.

10.2 A charity trustee who retires at an annual general meeting may, if willing to act, be re-elected. If the CIO does not fill the vacancy created by his or her resignation, he or she shall, if willing to act, be deemed to have been re-elected unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the re-election of the charity trustee has been put to a meeting and lost. If he or she is not re-elected he or she shall retain office until the meeting elects someone in his or her place, or if it does not do so, until the end of the meeting.

10.3 If a charity trustee is required to retire at an annual general meeting by a provision of the constitution the retirement shall take effect upon the conclusion of the meeting.

10.4 A charity trustee ceases to hold office if he or she:

10.4.1 retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);

10.4.2 is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;

10.4.3 dies;

10.4.4 in the written opinion, given to the CIO, of a registered medical practitioner treating that person, has become physically or mentally incapable of

acting as a charity trustee and may remain so for more than three months;  
or

10.4.5 is removed by ordinary resolution of the members of the CIO present and voting at a general meeting after the meeting has invited the views of the charity trustee concerned and considered the matter in the light of any such views.

10.4.6 is disqualified from acting as a charity trustee by virtue of section 178 - 180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

## **11. Taking of decisions by charity trustees**

Any decision may be taken either:

- 11.1 at a meeting of the charity trustees; participating at such a meeting shall qualify as being present at the meeting; or
- 11.2 by a resolution in writing or in electronic form agreed by a simple majority of all the charity trustees entitled to receive notice of a meeting of charity trustees or of a committee of charity trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the charity trustees or (as the case may be) a committee of charity trustees duly convened and held provided that:
  - 11.2.1 a copy of the resolution is sent or submitted to all the charity trustees eligible to vote; and
  - 11.2.2 a simple majority of charity trustees has signified its agreement to the resolution in an authenticated document or documents which are received at the principal office within the period of 28 days beginning with the circulation date.

The resolution in writing may comprise several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

## **12. Delegation by charity trustees**

- 12.1 The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.
- 12.2 This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:

- 12.2.1 a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
- 12.2.2 the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable;
- 12.2.3 no expenditure may be incurred on behalf of the CIO except in accordance with a budget previously agreed with the charity trustees and
- 12.2.4 the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

### **13. Meetings of charity trustees**

#### 13.1 Calling meetings

- 13.1.1 Any charity trustee may call a meeting of the charity trustees.
- 13.1.2 Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

#### 13.2 Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

#### 13.3 Procedure at meetings

- 13.3.1 No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is three charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
- 13.3.2 Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- 13.3.3 In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

#### 13.4 Participation in meetings by electronic means

13.4.1 A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.

13.4.2 Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

13.4.3 Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

#### **14. Membership of the CIO**

14.1 The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.

14.2 Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

#### **15 General meetings and the annual general meeting**

##### *Decisions by members*

15.1 Any decision to:

15.1.1 amend the constitution of the CIO;

15.1.2 amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or

15.1.3 wind up or dissolve the CIO (including transferring its business to any other charity)

must be made by a 75% majority of those members voting at a general meeting of the CIO (including those voting by proxy or by post, if voting that way is permitted) or unanimously by the members, otherwise than at a general meeting (rather than a resolution of the charity trustees).

15.2 Any decision specified in clause 15.1 must be made in accordance with the provisions of clause 26 (Amendment of constitution), clause 27 (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of members of the CIO voting at a general meeting.

15.3 The CIO must hold its first annual general meeting within eighteen months after the date of its registration.

### *Annual general meetings*

- 15.4 An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings. The charity trustees may call a general meeting at any time.
- 15.5 All inhabitants of the area of benefit of 18 years and upward must be entitled to attend and vote on the election of charity trustees as specified in clause 9.4 at annual general meetings. The charity trustees may allow inhabitants who are under 18 to attend (but not vote at) the meeting.
- 15.6 Public notice of every annual general meeting must be given in the area of benefit of at least fourteen days before the date thereof by affixing a notice to some conspicuous part of the property occupied by the CIO or other conspicuous place in the area of benefit and by such other means as the convenors think fit.
- 15.7 The business of each annual general meeting shall be:
- 15.7.1 to receive the annual report of the charity trustees, which shall incorporate the accounts of the CIO referred to below, and give an account of the work of the CIO and its activities during the preceding year;
  - 15.7.2 to receive the accounts of the CIO for the preceding financial year;
  - 15.7.3 to note the names of the persons appointed to serve as charity trustees under clauses 9.3.3 and 9.5 and to elect persons to serve as charity trustees under clause 9.4;
  - 15.7.4 for the members of the CIO only to appoint one or more qualified auditors or independent examiners for the coming year to audit or examine the accounts of the CIO in accordance with the Charities Act 2011;
  - 15.7.5 to consider any other business of which due notice has to be given.

For the avoidance of doubt, inhabitants of the area of benefit of 18 years and upward attending an annual general meeting of the CIO shall only have the right to vote on the election of charity trustees.

### **16. Notice of general meetings**

- 16.1 The minimum period of notice required to hold a general meeting of the CIO is fourteen clear days.
- 16.2 In the case of an annual general meeting, in addition to giving notice to members, the CIO shall post the notice, in a conspicuous place or places in the area of benefit and/or advertised in a newspaper circulating in the area of benefit.
- 16.3 The notice must specify the date time and place of the meeting, the details of anyone being nominated as a charity trustee under clause 9.4 and the general



nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so.

- 16.4 The notice must be given to all the members and auditors.
- 16.5 The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the CIO.

## **17. Proceedings at general meetings**

- 17.1 No business shall be transacted at any general meeting unless a quorum is present.
- 17.2 A quorum is two members present in person and entitled to vote upon the business to be conducted at the meeting.
- 17.3 If:
  - 17.3.1 a quorum is not present within half an hour from the time appointed for the meeting; or
  - 17.3.2 during a meeting a quorum ceases to be presentthe meeting shall be adjourned to such time and place as the charity trustees shall determine.
- 17.4 The charity trustees must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- 17.5 If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present in person at that time shall constitute the quorum for that meeting.
- 17.6 General meetings shall be chaired by the person who has been appointed to chair meetings of the charity trustees.
- 17.7 If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a charity trustee nominated by the charity trustees shall chair the meeting.
- 17.8 The members present at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.
- 17.9 The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.

- 17.10 No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- 17.11 If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.
- 17.12 Any vote at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded:
- 17.12.1 by the person chairing the meeting; or
- 17.12.2 by at least two members present and having the right to vote at the meeting.
- 17.13 The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.
- 17.14 The result of the vote must be recorded in the minutes of the CIO but the number or proportion of votes cast need not be recorded.
- 17.15 A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting.
- 17.16 If the demand for a poll is withdrawn the demand shall not invalidate the result of a show of hands declared before the demand was made.
- 17.17 A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be members) and who may fix a time and place for declaring the results of the poll.
- 17.18 The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- 17.19 A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.
- 17.20 A poll demanded on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs.
- 17.21 The poll must be taken within thirty days after it has been demanded.
- 17.22 If the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- 17.23 If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

## **18. Decisions of the members**

- 18.1 Decisions of the members may be made either by resolution at a general meeting or, subject to clause 18.2, by resolution in writing, in accordance with clause 18.3.
- 18.2 Except in the case of any decision specified in clause 15.1 (where a resolution in writing must be agreed by all the members who are entitled to vote on it at a general meeting), a resolution in writing may be agreed by a simple majority of all the members who are entitled to vote on it at a general meeting.
- 18.3 A resolution in writing shall be effective provided that:
- 18.3.1 a copy of the proposed resolution has been sent to all the members eligible to vote; and
  - 18.3.2 either the required majority of the members or, in the case of any decision specified in clause 15.1, all the members have signified their agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated. The date on which a resolution in writing is passed is that of the date of the last signatory.

## **19. Execution of documents**

- 19.1 The CIO shall execute documents by signature.
- 19.2 A document is validly executed by signature if it is signed by at least two of the charity trustees.

## **20. Use of electronic communications**

### **20.1 General**

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- 20.1.1 the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;

20.1.2 any requirements to provide information to the Commission in a particular form or manner.

20.2 To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

20.3 By the CIO

20.3.1 Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member or charity trustee has indicated to the CIO his or her unwillingness to receive such communications in that form.

20.3.2 The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:

- (i) provide the members and charity trustees with the notice referred to in clause 16 (Notice of general meetings);
- (ii) give the charity trustees notice of their meetings in accordance with clause 13 (Meetings of charity trustees); and
- (iii) submit any proposal to the members and charity trustees for decision by written resolution in accordance with the CIO's powers under clause 18 (Decisions of the members), and clause 11 (Taking of decisions by charity trustees)

20.3.3 The charity trustees must –

- (i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal; and
- (ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

## **21. Keeping of Registers**

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

## **22. Minutes**

The charity trustees must keep minutes of all:

- 22.1 appointments of officers made by the charity trustees;
- 22.2 proceedings at general meetings of the CIO;
- 22.3 meetings of the charity trustees and committees of charity trustees including:
  - 22.3.1 the names of the trustees present at the meeting;
  - 22.3.2 the decisions made at the meetings; and
  - 22.3.3 where appropriate the reasons for the decisions;
- 22.4 decisions made by the charity trustees otherwise than in meetings.

**23. Accounting records, accounts, annual reports and returns, register maintenance**

- 23.1 The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- 23.2 The charity trustees must inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

**24. Rules**

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

**25. Disputes**

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

**26. Amendment of constitution**

- 26.1 As provided by sections 224 to 227 of the Charities Act 2011 this constitution can only be amended by a resolution passed by a 75% majority of those members of the CIO voting at a general meeting of the CIO called in accordance with clause

15 (General meetings and the annual general meeting) or unanimously by the members otherwise than at a general meeting.

- 26.2 Any alteration of clause 3 (Objects), clause 27 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- 26.3 No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- 26.4 A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Charity Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

## **27. Voluntary winding up or dissolution**

- 27.1 As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of a general meeting. Any decision to wind up or dissolve the CIO can only be made at a general meeting of the CIO called in accordance with clause 16 (Notice of general meetings), of which not less than 14 days' notice has been given to members of the CIO:
  - 27.1.1 by a resolution passed by a 75% majority of those members voting, or
  - 27.1.2 by a resolution passed by decision of members taken without a vote and without any expression of dissent in response to the question put to the general meeting.
- 27.2 Subject to the payment of all the CIO's debts:
  - 27.2.1 Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
  - 27.2.2 If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
  - 27.2.3 In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- 27.3 The CIO must observe the requirements of the Dissolution Regulations in applying to the Charity Commission for the CIO to be removed from the Register of Charities, and in particular:
  - 27.3.1 the charity trustees must send with their application to the Charity Commission:

- (i) a copy of the resolution passed by the members of the CIO;
- (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
- (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;

27.3.2 the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.

27.4 If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

## **28. Interpretation**

In this constitution:

“clear day” does not include the day on which notice is given or the day of the meeting or other event.

“connected person” means:

(a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;

(b) the spouse or civil partner of the charity trustee or of any person falling within paragraph (a) above;

(c) a person carrying on business in partnership with the charity trustee or with any person falling within paragraph (a) or (b) above;

(d) an institution which is controlled –

(i) by the charity trustee or any connected person falling within paragraph (a), (b), or (c) above; or

(ii) by two or more persons falling within sub-paragraph (d)(i), when taken together

(e) a body corporate in which –

(i) the charity trustee or any connected person falling within paragraphs (a) to (c) has a substantial interest; or

(ii) two or more persons falling within sub-paragraph (e)(i) who, when taken together, have a substantial interest.

“General Regulations” means the Charitable Incorporated Organisations (General) Regulations 2012.

“Dissolution Regulations” means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The “Communications Provisions” means the Communications Provisions in [Part 9, ] of the General Regulations.

“charity trustee” means a charity trustee of the CIO.

A “poll” means a counted vote or ballot, usually (but not necessarily) in writing.

Sections 249 and 352 of the Charities Act 1993 apply for the purposes of interpreting the terms used in this constitution.



## EXTRACT FROM CURRENT STANDING ORDERS

ADOPTED MAY 2022

### 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 be issued by Wiltshire Council if a contested election is held for any vacant seat.
- 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.

## MELKSHAM WITHOUT PARISH COUNCIL COUNCIL MEETING DATES 2023/24

**Please Note:** All Council Meetings commence at 7.00pm and are held at the parish council offices at the Melksham Community Campus, Market Place, SN12 6ES unless otherwise stated.

Web - [www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk) E-mail - [office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk) Tel - 01225 705700

<i>BANK HOLIDAY</i>	<i>MONDAY 1 MAY 2023</i>
<i>CORONATION BANK HOLIDAY</i>	<i>MONDAY 8 MAY 2023</i>
<i>PLANNING COMMITTEE (changed from 8 May)</i>	<i>MONDAY, 15 MAY 2023</i>
<i>FINANCE COMMITTEE (NEW to follow Planning)</i>	<i>MONDAY, 15 MAY 2023</i>
<i>To approve Insurance cover before 1 June with delegated powers and review year end documents and external audit – needs Full Council to approve External Audit docs before 30 June</i>	
<i>ANNUAL COUNCIL (moved from 15 May)</i>	<i>MONDAY 22 MAY 2023</i>
<i>BANK HOLIDAY</i>	<i>MONDAY 29 MAY 2023</i>
<i>PLANNING COMMITTEE</i>	<i>MONDAY 05 JUNE 2023</i>
<i>HIGHWAYS &amp; STREETSCENE COMMITTEE</i>	<i>MONDAY 12 JUNE 2023</i>
<i>FULL COUNCIL</i>	<i>MONDAY 19 JUNE 2023</i>
<i>PLANNING COMMITTEE</i>	<i>MONDAY 26 JUNE 2023</i>
<i>FREE MONDAY</i>	<i>MONDAY 03 JULY 2023</i>
<i>FREE MONDAY</i>	<i>MONDAY 10 JULY 2023</i>
<i>PLANNING</i>	<i>MONDAY 17 JULY 2023</i>
<i>FULL COUNCIL</i>	<i>MONDAY 24 JULY 2023</i>
<i>FREE MONDAY</i>	<i>MONDAY 31 JULY 2023</i>
In line with MWPC protocols the council do not meet in August to allow for councillors and staff holidays and a break! (apart from Planning applications which have to have comments back every 21 days) – this meeting on 7 August will therefore be fluid.	
<i>PLANNING COMMITTEE</i>	<i>MONDAY 07 AUGUST 2023</i>
<i>FREE MONDAY</i>	<i>MONDAY 14 AUGUST 2023</i>
<i>FREE MONDAY</i>	<i>MONDAY 21 AUGUST 2023</i>
<i>BANK HOLIDAY</i>	<i>MONDAY 28 AUGUST 2023</i>
<i>PLANNING COMMITTEE</i>	<i>MONDAY 04 SEPTEMBER 2023</i>
<i>FULL COUNCIL</i>	<i>MONDAY 11 SEPTEMBER 2023</i>

*FREE MONDAY*  
PLANNING COMMITTEE  
HIGHWAYS & STREETSCENE COMMITTEE (to follow Planning)  
*FREE MONDAY*  
FULL COUNCIL  
PLANNING COMMITTEE  
*HALF TERM*  
*FREE MONDAY*  
PLANNING COMMITTEE  
FULL COUNCIL  
*FREE MONDAY*  
PLANNING COMMITTEE  
FULL COUNCIL  
*MWPC CHRISTMAS MEAL?*  
PLANNING COMMITTEE  
FINANCE COMMITTEE  
To recommend budget and precept  
PLANNING COMMITTEE  
HIGHWAYS & STREETSCENE COMMITTEE (to follow Planning)  
FULL COUNCIL  
*FREE MONDAY*  
PLANNING COMMITTEE  
*FREE MONDAY*  
FULL COUNCIL  
PLANNING COMMITTEE  
*FREE MONDAY*  
FULL COUNCIL  
PLANNING COMMITTEE  
FINANCE COMMITTEE  
To consider Grants  
*BANK HOLIDAY – EASTER MONDAY*  
PLANNING COMMITTEE  
HIGHWAYS & STREETSCENE COMMITTEE (to follow Planning)

*MONDAY 18 SEPTEMBER 2023*  
*MONDAY 25 SEPTEMBER 2023*  
*MONDAY 25 SEPTEMBER 2023*  
*MONDAY 02 OCTOBER 2023*  
*MONDAY 09 OCTOBER 2023*  
*MONDAY 16 OCTOBER 2023*  
*MONDAY 23 OCTOBER 2023*  
*MONDAY 30 OCTOBER 2023*  
*MONDAY 6 NOVEMBER 2023*  
*MONDAY 13 NOVEMBER 2023*  
*MONDAY 20 NOVEMBER 2023*  
*MONDAY 27 NOVEMBER 2023*  
*MONDAY 4 DECEMBER 2023*  
*MONDAY 11 DECEMBER 2023*  
*MONDAY 18 DECEMBER 2023*  
*MONDAY 08 JANUARY 2024*  
*MONDAY 15 JANUARY 2024*  
*MONDAY 15 JANUARY 2024*  
*MONDAY 22 JANUARY 2024*  
*MONDAY 29 JANUARY 2024*  
*MONDAY 05 FEBRUARY 2024*  
*MONDAY 12 FEBRUARY 2024*  
*MONDAY 19 FEBRUARY 2024*  
*MONDAY 26 FEBRUARY 2024*  
*MONDAY 04 MARCH 2024*  
*MONDAY 11 MARCH 2024*  
*MONDAY 18 MARCH 2024*  
*MONDAY 25 MARCH 2024*  
*MONDAY 01 APRIL 2024*  
*MONDAY 08 APRIL 2024*  
*MONDAY 5 APRIL 2024*

ANNUAL PARISH MEETING	MONDAY 15 APRIL 2024
FULL COUNCIL	MONDAY 22 APRIL 2024
PLANNING COMMITTEE	MONDAY 29 APRIL 2024
<i>BANK HOLIDAY</i>	<i>MONDAY 06 MAY 2024</i>
ANNUAL COUNCIL	MONDAY 13 MAY 2024
PLANNING	MONDAY 20 MAY 2024
FINANCE (Re Insurance)	MONDAY, 20 MAY 2024
To approve Insurance cover before 1 June with delegated powers and review year end documents and external audit – needs Full Council to approve External Audit docs before 30 June	
<i>BANK HOLIDAY</i>	<i>MONDAY 27 MAY 2024</i>
<i>FREE MONDAY</i>	<i>MONDAY 03 JUNE 2024</i>
PLANNING	MONDAY 10 JUNE 2024
FULL COUNCIL	MONDAY 17 JUNE 2024

## Teresa Strange

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**From:** Joo Foo <Joo.Foo@wessexwater.co.uk>  
**Sent:** 10 January 2023 12:59  
**To:** Teresa Strange  
**Subject:** C00033 Beanacre - Positive Footprint

Hi Teresa,

Some time ago, we spoke to you about a “positive footprint” that we wanted to leave on the community of Beanacre after we’d finished our work. You passed on a number of ideas that we were considering, however, we’ve had a few more enquiries from other groups, such as from Corsham Cricket Club and Neville Dennett (please see emails below – I’m not sure whether the 2 are related as they have the same surname?)

We do have a Community Fund, although this is via application once a year and not related to our scheme at all. I wasn’t sure whether you were aware of their requests or if there was any overlap between your request and theirs, but ideally would like to do something that benefits as many people as possible.

Can I please have your thoughts on this before I email Mr Dennetts (x2) to see what improvements they had in mind?

Thanks  
Joo

**From:** Neville Dennett <[REDACTED]>  
**Sent:** 09 January 2023 14:34  
**To:** Info <[info@wessexwater.co.uk](mailto:info@wessexwater.co.uk)>  
**Subject:** Community Fund

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I understand that when Wessex Watr starts work at Westlands Lane Beanacre (Melksham) that there will be a Community fund to which we may apply. Please can you confirm that this is correct and advise on the means of doing so

Thank You

Neville Dennett  
St Barnabas Church  
Beanactre  
Organiser

---

**From:** [REDACTED]  
[REDACTED] January 2023 08:25  
**To:** Webmaster <[webmaster@wessexwater.co.uk](mailto:webmaster@wessexwater.co.uk)>  
**Subject:** General EnquiryForm - Website - d6f8ca64-3936-4b28-98b9-bbcf086917e8

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognise the sender and know the content is safe.

Form  
Subject Our website  
Type  
Title  
Selection Mr  
First Name Peter  
Last Name Dennett  
Email  
Address  
Confirm  
Email  
Address

Enquiry

Hello, Sorry to trouble you i am writing on behalf of Corsham Cricket Club in conjunction with St Barnabas Church Beanacre. As a cricket club we manage the field and access to the field attached to St Baranbas Church on their behalf and have been told that Westlands Lane a key access route for us will be shut for a large chunk of 2023 to allow for works to be undertaken by Wessex Water. We have been advised that due to this inconvenience there is likely to be a community benefit fund available to local business / organisations effected by the works. Having scanned the Wessex Water website i cannot find anything as yet for 2023 or specifically to this works around this and was wondering if i could have contact with somebody about what is / isn't available? We have a couple of projects that we would like to undertake in the coming months but are aware that often funds are only available for projects yet to be undertaken rather than those already started or complete. If you could provide me with some further information on what potentially could be available to those effected then that would be brilliant. Many thanks in advance for your help Peter

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Ref: **SCC0021011**

Insert Name  
Company name  
Address  
Address  
Town Postcode

Date: 16 January, 2023

Dear **XXXXXXXXXX**

### **BEANACRE, FIRST TIME SEWERAGE SCHEME COMMITMENT TO CONNECT REQUEST**

The design for the proposed First Time Sewerage (FTS) network in Beanacre is now complete, and we are currently finalising the details for your property connections to the new sewer. Work on site is due to commence in April 2023, with completion of the work anticipated for December 2023.

#### **Helping you to connect to the FTS network**

When laying the new FTS network, we will lay a lateral drain from the public sewer to the inside of your property boundary in return for a Commitment Charge payment of £51.48 (equivalent to the 2022/2023 Infrastructure Charge). This undertaking is subject to certain conditions (as set out in the enclosed leaflet "First Time Sewerage – Your Questions Answered").

The end of the lateral drain will terminate in a small demarcation chamber located just inside your boundary which will be able to receive your property drainage. The lateral drain from the sewer to your boundary (including the chamber) will be the responsibility of Wessex Water to maintain.

When the public sewer and the lateral drain have been laid and able to accept flow, we will advise you so that you may make your private drain connection. We anticipate at this stage that this will be sometime in December 2023.

If we do not receive a payment before **28<sup>th</sup> April, 2023**, then we will not lay a lateral drain or junction in the sewer for your property. Should you wish to be connected at a later date you will be responsible for laying your drain up to and connecting to the public sewer. Such a connection will incur an Infrastructure Charge and Connection Charge and you could be liable for its future maintenance.

#### **Drop In Session**

We will be available for any questions regarding our scheme via a drop in session at **Whitley Reading Rooms** on **21<sup>st</sup> February, 2023** from **4pm to 7pm**. If you are unable to attend this session and have any queries, please contact the undersigned via our Customer Services Team on 0345 600 4 600 (Monday to Friday, 8am to 6pm)

#### **What you need to do to connect**

If you agree to connect to the new sewerage network, you will need to pay a Commitment Charge and sign the Requisition Form attached and return in the prepaid envelope provided. You will be responsible for the alterations to your existing private drains and for the connection of your system to the connection point provided.

Typically, the work may involve emptying and demolishing/filling your septic tank or cesspit, separation of any rainwater from your foul sewer system and disposing of this elsewhere, and altering your drains and inspection chambers as necessary to enable you to connect to the point provided. You will need to discuss these works with Wiltshire District Council to ensure that you obtain any approval necessary, such as building regulations.

If you connect to the public sewer, you will be responsible for paying the Sewerage Charge to Wessex Water. This will be based on your water usage if you have a water meter, or assessed on the rateable value of your property if you have not.

You will need to connect your system to the connection point within 12 months of our confirmation to you that the FTS network can accept your flows, and Sewerage Charges will be payable from this point. If you do not make this connection within 12 months, you will be liable for the full cost of laying the lateral drain and demarcation chamber including compensation payable to third party landowners and any professional fees incurred by Wessex Water.

#### **What you need to do now**

We have enclosed an extract from the sewer layout plans showing the area around your property. This has been highlighted to show the proposed location of the lateral drain and point of connection.

**Under all circumstances, if you intend to connect to the sewer, please complete the enclosed Form of Requisition and return the form in the prepaid envelope provided by 28<sup>th</sup> April, 2023.**

**Payment of the Commitment Charge of £51.48 must be made in full by 28<sup>th</sup> April, 2023 using one of the following payment options:**

**Paying online.** Please visit <https://www.wessexwater.co.uk/services/building-and-developing/pay-online>. Your reference number is **SCXXXXX**; or

**Paying via Bank Transfer.** Please make payment to Wessex Water Services Limited. Sort Code 40-01-95, Account number 34418670. Please add the reference **SCXXXXX** to your payment via your online banking screen

If you have any questions, please call our Customer Services Team on 0345 600 4 600 (Monday to Friday, 8am to 6pm, emergencies at other times). Alternatively, there's plenty of advice online including frequently asked questions and help from our web chat team. Visit [wessexwater.co.uk](https://www.wessexwater.co.uk)

If you are a **business or other non-household property** you will need to contact your water retailer with any enquiries. You can find their contact details on your most recent water bill.

Yours sincerely

Joo Foo  
Project Manager

Enclosures: *Plan indicating proposed location of lateral  
First Time Sewerage – your questions answered*



**BEANACRE FIRST TIME SEWERAGE SCHEME**

**PROVISION OF LATERAL DRAIN (SEC 101A WATER INDUSTRY ACT 1991) ('the Act')**

WE (full names) .....

of .....

.....

('the premises')

being the owner/occupiers<sup>†</sup> of the premises request WESSEX WATER SERVICES LIMITED to lay a lateral drain (or junction pipe in the sewer) and demarcation chamber (as required), to connect the private house drainage from the premises to the public sewers recently laid, or to be laid, as part of the above-mentioned scheme. We understand that the lateral drain and demarcation chamber (as required) will be constructed to a point on, or just inside our property boundary, unless site conditions dictate otherwise.

I/WE <sup>†</sup> have paid a Commitment Charge of £51.48\* to be held by Wessex Water upon the following terms and conditions:

1. If I/WE <sup>†</sup> or our successors in title do not connect the private house drainage to the lateral within 12 months from the date the lateral drain is operational (this date will be notified to you by Wessex Water), I/WE <sup>†</sup> will repay to Wessex Water on demand the full cost of laying the lateral drain and demarcation chamber including compensation payable to third party landowners and any professional fees incurred by Wessex Water. I/WE <sup>†</sup> agree that the deposit may be deducted from such cost.

If payment for the full cost of the lateral etc is not received within 30 days of payment being requested, interest will be charged at 2% above the prevailing HSBC base rate.

Please note that the costs of laying the lateral drain and demarcation chamber, including compensation to third party landowners and any professional fees incurred by Wessex Water etc may substantially exceed the Commitment Charge of £51.48\*

2. If I/WE <sup>†</sup> connect to the lateral within 12 months as mentioned above, Wessex Water will use the Commitment Charge to pay off the sewerage Infrastructure Charge for connecting the premises to the public sewerage system for the first time, and no further sums will be payable to Wessex Water other than on-going sewerage charges for the conveyance and treatment of sewage from the premises.

Signed .....

.....

Dated .....

\* [This sum is equivalent to the Infrastructure Charge applicable for 2022/23] appropriate.

<sup>†</sup> Delete as

**Note: If you are the occupier or tenant of the property, you must ensure that this form is completed with the consent of, or by the owner/landlord.**

## Teresa Strange

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**From:** Joo Foo <Joo.Foo@wessexwater.co.uk>  
**Sent:** 05 January 2023 14:24  
**To:** Teresa Strange  
**Subject:** RE: C00033 Beanacre - Drop In Session

Hi Teresa,

It still needs to be formally financially approved – they don't do this until after we've completed pricing after our detailed design is completed, but this is a formality and yes, it is definitely going ahead 😊! Assuming we get planning approval from Wiltshire Council that is.

Thanks  
Joo

---

**From:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Sent:** 05 January 2023 14:22  
**To:** Joo Foo <Joo.Foo@wessexwater.co.uk>  
**Subject:** RE: C00033 Beanacre - Drop In Session

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognise the sender and know the content is safe.

It got through the business plan stage and is definitely going ahead then?! This is great news!  
T

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**From:** Joo Foo <[Joo.Foo@wessexwater.co.uk](mailto:Joo.Foo@wessexwater.co.uk)>  
**Sent:** 05 January 2023 14:15  
**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Subject:** RE: C00033 Beanacre - Drop In Session

Hi Teresa,

Thanks for booking us in 😊

We'll be sending the letter out around 16<sup>th</sup> January – it's just getting reviewed by PR at the moment but please see attached draft. I can send over the finalised letter and let you know once it's been posted out.

Thanks  
Joo

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**From:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Sent:** 05 January 2023 14:13  
**To:** Joo Foo <[Joo.Foo@wessexwater.co.uk](mailto:Joo.Foo@wessexwater.co.uk)>  
**Subject:** RE: C00033 Beanacre - Drop In Session

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Hi Joo

Happy New Year to you.....

Yes, that all sounds fine!

We will book the church hall and come back to you as soon as possible and can then get a letter out to residents and advertise locally.

With kind regards, Teresa

Teresa Strange

Clerk

**PLEASE NOTE THE NEW ADDRESS:**

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

Wiltshire

SN12 6ES

01225 705700

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**From:** Joo Foo <[Joo.Foo@wessexwater.co.uk](mailto:Joo.Foo@wessexwater.co.uk)>

**Sent:** 05 January 2023 14:09

**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>

**Subject:** C00033 Beanacre - Drop In Session

Hi Teresa,

We are just organising our Commitment to Connect Letters, which will be sent to residents who have expressed an interest in participating in our First Time Sewerage scheme. This will request a small contribution (£51.48) to be paid to Wessex Water to confirm that they will connect within 12 months of the demarcation chamber being constructed in their property.

We will also invite residents to a drop in session, similar to the one we had last year, and I was wondering if you could please facilitate booking St Barnabas Church for us again? We were hoping to arrange this for 21<sup>st</sup> February from 4pm to 7pm, but please let me know if this date doesn't suit.

Also, residents have been asking about private drainage costs / companies. I've suggested that they get at least 3 quotes from companies and considering banding together with neighbours so they can get a better price from builders doing a larger piece of work. Unfortunately it's not something that Wessex Water can assist with, but I was wondering if the Parish might be able to try and co ordinate somehow? Eg having a sign up sheet at the drop in and setting up a Facebook or Whatsapp group for discussions?

Thanks

Regards,

**Joo Foo**

**Project Manager CEng MICE**

**Wessex Water**

Claverton Down Bath BA2 7WW

Mobile number 07825 657 860

[wessexwater.co.uk](http://wessexwater.co.uk)



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## Area Board Briefing Note – Climate Strategy Delivery Plans

<b>Service:</b>	<i>Climate Team, Environment directorate</i>
<b>Date prepared:</b>	<i>26 September 2022</i>
<b>Further enquiries to:</b>	<a href="mailto:climate@wiltshire.gov.uk">climate@wiltshire.gov.uk</a>
<b>Direct contact:</b>	<i>Ariane Crampton</i>

### 1. Purpose

1.1. To update Area Boards on the publication of new delivery plans to support the council's adopted Climate Strategy.

### 2. Background

2.1. The Wiltshire Council Climate Strategy was adopted by full Council in February 2022 and is available [here](#).

2.2. The strategy was deliberately kept succinct and at a high level to encourage a wide readership. A commitment was made to develop more detailed delivery plans which would set out how the council would deliver against the objectives in the strategy.

2.3. In May 2022, two [Pathways](#) studies by consultants Anthesis set out what would be required for the council and the wider county to become carbon neutral.

### 3. Update

3.1. Two climate strategy delivery plans have been developed using evidence from the Pathways studies as well as input from officers across the council and councillors, in particular Cabinet and the Climate Emergency Task Group. Both plans cover the period 2022-24.

3.2. These delivery plans were [published](#) on the council's webpages on 21 September 2022. The Carbon Neutral Council Plan sets out the council's actions towards achieving our goal of becoming carbon neutral as an organisation by 2030. The Climate Strategy Delivery Plan for Wiltshire focuses on the outward facing actions the council can do to lead the transition to a carbon neutral county.

3.3. The [Delivery plan](#) for the whole county recognises that '*Delivery will require working with organisations, residents, businesses and the entire community of Wiltshire. Many of the*

*actions will need to be delivered in partnership with stakeholders in a delivery or an advisory capacity and these will include the (Councillor) Climate Emergency Task Group, Wiltshire Climate Alliance and its member groups, town and parish councils and community area boards, businesses, community organisations as well as individual residents.'*

3.4. The following actions will rely on working with Area Boards: X1.3 (p 5), X17.3 (p 18), B5.3 (p 23), B9.8 (p 25), NE2.1 (p 29), R3.3 (p 44) and R4.4 (p 45).

#### **4. Next steps**

4.1. The plans will provide a valuable framework to progress and monitor action across the climate strategy's seven delivery themes of:

- 4.1.1. Transport
- 4.1.2. Homes and the Built Environment
- 4.1.3. Natural Environment, Food and Farming
- 4.1.4. Energy
- 4.1.5. Green Economy
- 4.1.6. Resources and Waste
- 4.1.7. Carbon Neutral Council

4.2. Relevant teams will be engaging with Area Boards, in particular through the Area Board Environment Leads, to progress the actions listed above over the period 2022-24.

#### **5. Further information**

5.1. Cabinet and full Council regularly receive updates on progress in tackling the climate emergency. An update is being provided to October 2022 [Cabinet](#) and Council. A summary of the latest position is available [here](#).