

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 17th September, 2018 at St. Barnabas Church Hall, Beanacre at 7.00 p.m.

Present: Cllrs. Richard Wood (Chair), Alan Baines, Paul Carter, David Pafford, Paul Taylor, Mary Pile, Robert Shea-Simonds, Terry Chivers, Kaylum House and Daniel Barber.

Officers: Teresa Strange (Clerk) and Jo Eccleston (Parish Officer).

Invited Guests: Wiltshire Cllrs. Roy While & Phil Alford.

232/18 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire. He explained that the Parish Council had been trying to arrange a joint meeting with Melksham Town Council since July in order that TransWilts could make a presentation about seeking a pledge from both councils for funding so that they could then apply for match funding. TransWilts need an answer and they need to submit their bid by mid-October, and this would be an agenda item for the Full Council meeting in October. The Parish Council had suggested meeting with TransWilts on Monday 8th October, but the Locum Clerk to the Town Council had advised that the Town Council were looking at this through their Budget Working Parties and therefore did not want to attend a joint presentation at this stage. **Resolved:** *The Parish Council hold a meeting to hear the presentation by TransWilts on Monday 8th October and members of Melksham Town Council are invited should they wish to attend.*

233/18 **Apologies:** Cllr. John Glover (Vice Chair) was on holiday, Cllr. Nick Holder was attending a family event and Cllr. Greg Coombes had another engagement; these were accepted.

234/18 **Declarations of Interest:** Cllr. Pile declared an interest in agenda item 13d as she is a CAWS (Community Action Whitley Shaw) committee member. Cllr. Barber declared an interest in agenda item 13e as he is organising the Melksham Expo. The Clerk declared an interest in agenda item 9a as there was a cheque made out to her husband, who is an approved Parish Council contractor, and in agenda item 13f as she is a trustee of Young Melksham.

235/18 **Dispensation Requests:** None.

The Council agreed to suspend Standing Orders for a period of public participation.

236/18 **Public Participation:**
A resident of Beanacre wished to discuss the issue of first-time sewerage. Cllr. Wood advised her that the Parish Council were happy to listen to what she had to say but that this issue was not an agenda item and therefore this could not be debated by the Council that evening. The resident stated that there was a flooding issue in March in Westlands Lane, Beanacre, and she had emailed the Parish Council about this. A meeting had taken place with the residents affected, the Wiltshire Council Principal Drainage Engineer and the Parish Council in July, where those residents present had asked for mains sewerage for the village. The resident stated that it had been agreed at that meeting that a letter would be sent to residents of Beanacre asking for an

expression of interest, but to date no letter had been sent and she had heard no more. She asked that this letter was now sent out. She stated that as all the properties in Westlands Lane were serviced by septic tanks that when it did flood this was an issue as the flood water contained raw sewerage. She also stated that all the properties discharged water from septic tanks into various ditches and that this was not policed to ensure that it was just water.

The Clerk responded to the resident's queries, stating that at the meeting in July it had been agreed that July and August were not the most appropriate months to send out a letter to residents requesting a response within a timeframe as many people would be on holiday. She advised that Wessex Water would only come out to a public meeting to discuss the possibility of first-time mains sewerage if it could be evidenced that a significant number of residents were interested in such a scheme. An individual letter from the Parish Council to every property in Beanacre had been prepared and would be sent out next week. This letter explains about the survey to establish interest and contains important information from Wessex Water with regard to qualifying criteria and financial viability. She advised that under Min.162/18c (Full Council 16th July 2018) that it had been decided that a "no" answer would be recorded for any household who did not respond to the survey. The Clerk also advised that she had recently responded to two communications from the resident's husband answering queries that he had raised on this issue.

7.08pm – Cllr. Barber joined the meeting.

Wiltshire Cllr. Roy While reported on the Wiltshire Council meeting held the previous week. The main issue discussed was the boundary review and how an equal balance of electors in each division could be achieved. The Boundary Commission had decided that Wiltshire Council should maintain the same number of councillors, 98, and that all the agreements on councillor seats and elector numbers hinged on retaining a balance of councillors in each of the eighteen Area Boards. He stated that the divisions in the Melksham Area Board were complicated. He reported that the Boundary Commission required that each division had between 4242 and 4460 electors and that the current three town divisions fit into these tolerances. He stated that the new development to the east of The Spa would result in too many electors in his division and that Cllr. Seed would not have enough electors in his division. He advised that there had been some discussions over Berryfield and which division this should be in, and he felt that Berryfield and Bowerhill sat well together. He explained that there was still much discussion to take place and that no decisions had been made yet. Members queried whether Cllr. While was able to provide information on how many electors there were on each electoral register in the parishes of the Town and Summerham and Seend, so that they could provide an educated response to the Boundary Review Consultation. Cllr. While replied that he would speak to the Clerk, who had already obtained more detailed information from Wiltshire Council's website.

Wiltshire Cllr. Phil Alford reported following the recent Area Board meeting that the Christie Miller Sports Centre would close on 19th October, 2018. He explained that the building had come to the end of its life span; there was an electrical fault which affected the certification and the insurance. Additionally, the roof required repairing, and it was considered not cost effective to undertake these repairs as any asbestos would be needed to be removed first. He stated that it was unfortunate that such short notice had

been given by Wilshire Council over its closure and understood people's frustrations about this.

He stated that the Area Board had changed the way that it intends to distribute the LYN (Local Youth Network) funding. In the past the £18,000 per year in funding was distributed via grants to local youth projects who had bid for the funding. Moving forward, £10,000 of this money will be used to commission services to give young people, who may be struggling to cope with certain aspects of their lives, one to one counselling and mentoring.

The Council reconvened.

- 237/18 **Minutes, Staffing Meeting 16th July, 2018: Resolved:** *The Minutes of the Staffing Committee Meeting held 16th July, 2018 were formally approved by the Council and signed by the Chairman as a correct record. It was noted that the Recommendations detailed in Min.155/18)1), Min.155/18)2), Min.155/18)3) and Min.155/18)4) had been formally approved by the Full Council at the meeting on 16th July.*
- 238/18 **Minutes, Full Council Meeting 16th July, 2018: Resolved:** *The Minutes of the Full Council Meeting held 16th July, 2018 were formally approved by the Council and signed by the Chairman as a correct record. The Clerk explained the new reporting of finances from the Rialtas software programme, and that moving forward the minutes would just record the total value figure for income and expenditure, with the breakdown of accounts being on an attached report, which would be reported retrospectively.*
- 239/18 **Minutes, Planning Committee Meeting 23rd July, 2018:**
- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 23rd July, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
 - b) **Resolved:** *The Recommendations detailed in Min.181/18a, Min.183/18 and Min.186/18a) were formally approved*
 - c) **Arising from Min.183/18:** *The Clerk reported that the Parish Council had missed the deadline for Cllr. While to call in application 18/04477/REM (Pathfinder Way), however, the developer had submitted amended plans which would be considered at the next Planning Committee meeting on Monday 24th September, 2018.*
- 240/18 **Minutes, Planning Committee Meeting 13th August, 2018:**
- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 13th August, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
 - b) **Resolved:** *The Recommendations detailed in Min.208/18)1), Min.208/18)2) and Min.209/18b)i) were formally approved.*
- 241/18 **Minutes, Planning Committee Meeting 3rd September, 2018:**
- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 3rd September, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
 - b) **Resolved:** *The Recommendations detailed in Min.217/18a)i)1), Min.217/18a)i)2) and Min.217/18a)ii) were formally approved.*

242/18 **Second Substitute for Neighbourhood Plan Steering Group Committee Meeting, Wednesday 26th September, 2018:** It was noted that both Cllrs. Wood and Glover were away for the next Neighbourhood Plan meeting. Cllr. Carter was already a substitute and the Clerk sought a second. **Resolved:** *Cllr. Pafford to be the second substitute for the Neighbourhood Plan Steering Group Committee Meeting on 26th September, 2018.*

243/18 **Asset Management:**

a) **Minutes of the Asset Management Committee Meeting held 9th July, 2018:**

Resolved: *The Minutes of the Asset Management Committee Meeting held 9th July, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*

b) **Recommendations of the Asset Management Committee Meeting held 9th July, 2018: Resolved 1:** *The Recommendations detailed in Min.138/18a), Min.138/18d)2),*

Min.138/18h)1), Min.138/18h)2), Min.138/18h)3), Min.139/18a), Min.140/18c), Min.140/18d), Min.140/18e), Min.142/18c)1), Min.142/18c)2), Min.142/18d), Min.142/18e), Min.142/18f), Min.142/18i), Min.142/18j), Min.143/18f), Min.143/18g), Min.144/18b), Min.145/18a), Min.146/18a)1), Min.146/18a)2) and Min.146/18a)3). 2. The Recommendation detailed in Min 138/18d)1) to be held in abeyance until the outcome of the change of use planning application for the Toast Office has been resolved however due to that delay, the Council to go ahead and purchase the new noticeboard for the Pavilion office now, and so the timing in the Recommendation under Min138/18d) 2) is not to be adhered to.

c) **Hornchurch Road Public Open Space:**

(i) **Delegated Powers Decision:** The Clerk reported that members of the Finance Committee had met on Friday 20th July, 2018 to decide on a contractor and approve a quote for a 120m footway, 1.5m wide with edging and membrane. As per the delegated powers given under Min.164/18 (Full Council 16th July), the Finance Committee **resolved the following:** *“The Parish Council appoint E D & W Bodman Ltd to undertake the following works, with a one-year warranty as long as the path is used for pedestrians, cycles and light vehicles (mowers and light vans):*

Prelims: *Method Statement/Risk Assessment, site induction, attendance, service check, setting out, welfare (groundhog welfare unit), security fencing approximately 250-260m of 1.8m high heras anti-climb fencing at a cost of £1,630.00.*

Path Construction: *To lay a 1.5m wide path with concrete edging (details as per quotation) at a cost of £20,863.00.*

Total cost excluding VAT of £22,493.00.

(ii) **Reserve Funds for Cost of Additional Footpath:** The Clerk informed that £4,000 had been awarded by the Area Board as part of their PIGS (Pathway Improvement Grant Scheme) funding for the construction of this new footway and that the balance of the cost, £18,493.00, needed to be met by the Parish Council. She advised that funds were available from the following Reserves:

• Recreation & Sports Facility Enhancement	£ 3,500
• General Highway & Footpath/Lighting	£ 2,000
• Community Projects/Match Funding	£ 3,625
• General Contingency	£60,000

Members considered that it would be messy to take funding from several reserves and that it would be sensible to take the whole amount required from the General Contingency Reserve.

Resolved: *The funding for this project to be taken from General Contingency Reserve.*

- (iii) **Delegated Powers re Decision on Retention Payment for Play Area Safety Surfacing:** The Clerk advised that as per Min.157/18c (Full Council 16th July), the Council had held back £5,000 pending satisfactory completion of restorative works to the safety surfacing. Cllr. Glover and Cllr. Shea-Simonds had inspected this work and were happy with the repairs that had been carried out. She reported that she had met the contractor on 9th August, a fortnight after Cllrs. Glover and Shea-Simonds had inspected the site and following a variety of weather conditions, and the safety surfacing was still in good order so she had paid the contractor the retention cheque.
Cllr. Carter reported that he had noticed a small finger sized hole in the surfacing, however, this was not near to any play equipment. He was unsure whether this had been intentionally made by someone. **Resolved:** *The Clerk to inspect this hole.*
- (iv) **Roundabout at Hornchurch Road Play Area:** The Clerk reported that on the August Bank Holiday weekend the roundabout had been reported on social media as being broken. The Parish Officer had taped off the roundabout and erected signage so that it wasn't used. The contractor who is installing the new section of footway had installed heras fencing around this roundabout for the Parish Council so that it cannot be used until it has been repaired. It was believed that the bearings had gone and quotes had been sought for its repair. It was noted that this roundabout, which was manufactured by HAGS SMP, had been installed by the Hornchurch Road housing developer and was approximately 10 years old; the cost to install a new roundabout was approximately £4,000. Members noted that the quote for repair from the original manufacturer was cheaper than the quote received from the contractor who had recently carried out the refurbishment of this play area. **Resolved:** *The Parish Council accept the quote from HAGS SMP for the supply and installation of new roundabout bearings at a cost of £860.50 excluding VAT.*
- (v) **Consultation with Teenagers Re Future Equipment Provision at Hornchurch POS:** The Clerk advised that the proposal was for two sessions to be held; one at Melksham Oak Community School during the school day and the other at the POS in the evening with the teenagers who are the end users. It was noted that the meeting at Melksham Oak School could be arranged through the school staff, but that the Parish Council needed to follow appropriate safeguarding protocols when arranging to meet young people at the POS. Cllr. Carter wished his view to be on record that he did not feel that as a Councillor he needed a professional to chaperone him when speaking to young people who were also parishioners. The Clerk clarified that the only way to contact young people outside of school was via their Facebook pages and she wanted to seek professional advice on the most appropriate way to do this from a child safeguarding perspective, especially as the proposal was to meet young people in a park in the evening. As Melksham no longer had a designated Wiltshire Council Youth Officer, the Melksham Community Engagement Officer had confirmed that he was happy to ask other Wiltshire Council Youth Officers for advice on the most appropriate way to contact

young people on social media in order to facilitate any meeting. **Resolved:** *Cllrs. Wood, House, Shea-Simonds, Carter and Barber to be the Parish Council representatives to meet young people to seek their views on future provision for the Hornchurch Road POS.*

d) Bowerhill Sports Field:

- (i) **Decision on Watering of Tree Saplings under Delegated Powers:** During the really hot weather over the summer a member had suggested that the Parish Council borrow the Town Council water bowser to water the tree saplings. The Town Council were unable to lend this out as they were using it constantly. The Clerk had investigated purchasing a water bowser, which was in the region of £400, and there was also the cost of water usage as the Pavilion is on a water meter, and the Caretaker's hours, which he had estimated at 2 hours for each watering. The Clerk advised that members of the Finance Committee had met on 20th July, and under the delegated powers of the Clerk and that Committee had decided that there would be no short-term arrangement to water the saplings due to the unprecedented hot weather with no foreseeable end, and that half of the saplings which had been planted in March had already died. It was noted that Finance regulation 4.1 states "Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority to be determined by: the Clerk, in conjunction with Chairman of the Council or Chairman of the appropriate committee, for any items below £500". This decision had been explained to BRAG (Bowerhill Residents Action Group). It was noted that although the trees were free from the Woodland Trust, and that the hot weather this summer had been unprecedented, it was really disappointing that the saplings had died and that in the future it would be better to plant them in the Autumn rather than the Spring so that they stood more of a chance of establishing. **Resolved:** *In the future the Parish Council only order trees from the Woodland Trust to be planted in the Autumn and not the Spring.*

8.10pm – Wiltshire Cllrs. While and Alford left the meeting.

- (ii) **Decision taken over Cracks in Playing Field Surface under Delegated Powers:** The Clerk advised that she had sought advice from ROSPA about the cracks in the Sports Field in August. Her concern was that a couple of football matches had been called off by referees as the ground was too hard, however, members of the public were still playing informally on the Sports Field. There was a particularly large crack by the pedestrian gate at the ramp entrance which the caretaker had filled. She had sought a quote from J H Jones to fill the cracks on the whole Sports Field with 20 tonnes of sieved soil, which would have cost £1,260, with no guarantee that this would not have sunk down and disappeared by the following week. On the advice of ROSPA signage was erected warning members of the public about the cracks in the ground. Some referees from the Chippenham & District League were now only allowing matches to take place on the far pitch (closest to Knorr Bremse), saying that the middle pitch and pitch closest to the road were unplayable. Melksham AFC had sent an email seeking assurance the pitches would be playable for the matches this coming weekend. It was noted that J H Jones had suggested that

they could address the cracks in just one of the pitches for approximately £150, but the Clerk needed to seek clarification on this point. A discussion took place over the pros and cons of taking action to rectify the cracks. Some members considered that the Sports Field was an asset and that the Parish Council had a responsibility to maintain it regardless of cost. Other members considered that the cost of rectifying this issue did not make financial sense as the Council only receive £50 per match income for the hire of the pitches and that the situation would rectify itself once there was some significant rainfall. It was considered that as there were four home teams booked in at the Sports Field in the Chippenham & District League that it made sense to have two playable pitches. **Resolved 1:** *As one pitch is playable, the Parish Council ask contractor J H Joes to undertake works to make a second pitch playable. 2. The Clerk to have delegated powers to spend up to £350 to address this issue.*

- (iii) **Monitoring of Pavilion CCTV:** Melksham CCTV volunteers have offered to have a feed from the CCTV at the Pavilion and to monitor it for free, reporting any incidents to both the Parish Council and the police. A suitable agreement would be drawn up by the Volunteer Team Manager for consideration by the Council. **Resolved:** *The Parish Council accept the offer for Melksham CCTV to monitor the CCTV feed at the Pavilion.*
- (iv) **Update on Unauthorised Encampment outside of Playing Field Entrance:** The Clerk informed that the unauthorised encampment between the entrance to the Sports Field and Knorr Bremse was still there. The two commercial waste bins in the Pavilion car park were now being emptied on a weekly basis at the cost of the Parish Council as they were full of domestic waste. It was considered however that this was better than the caretaker or other members of staff having to pick up dumped rubbish; although they are still having to do this periodically. The setting of the Mosquito deterrent had now been set at full volume and to be heard by all as an additional security measure. It was noted that there was also someone living in a horse box by Superior Graphics. The Wiltshire Council Enforcement Officer was doing all that he could to move on these unauthorised encampments and had advised that they often moved on after several months when they had exhausted the area of land around them.

8.20pm – The member of the public left the meeting.

- (v) **Bowerhill Sports Field Maintenance Regime:** Cllr. Carter stated that he was unhappy about the delegated decision made on the watering of the tree saplings, as he felt that this was against the spirit of why they were planted by the community. He added that he felt that the cost of watering and the Caretaker's time should not be a consideration and that the caretaker should be given the time and the tools to water the trees. He put forward the following proposal:

“that the maintenance regime for the Bowerhill Playing Field should include all the assets on the park and not just selected parts, buildings, fences, paths, flora and fauna and that the Caretaker has the proper tools for the job”.

It was queried what Cllr. Carter was referring to in “fauna” and whether he meant that there should be a regime for the protection of any wildlife. This was not his meaning and the proposal was amended to exclude the reference to “fauna”.

It was queried what the current regime was. The Clerk advised that there was a grass cutting and line marking contract, and that the goal posts were removed and the goal mouths reseeded out of season. Any other pitch issues, such as spiking are considered individually, with advice and costings being sought from the contractor. The car park is weed sprayed under contract and the Caretaker spot treats any other weeds in the shrubbed area of the car park entrance. Any other issues are decided by the Asset Management Committee as needed following inspection, such as the cutting back of trees along the boundary with the public right of way.

The Parish Council have planted lots of trees in the past, as have BRAG and other community organisations and these have never been watered. It was additionally noted that the advice from the Woodland Trust was not to water tree saplings as if they are not watered sufficiently it encourages shallow root growth, which when the trees have grown to a more mature size could make them more susceptible to being blown down in a storm. A member expressed concern that the Parish Caretaker had not been asked whether he wished to take on any additional hours to water trees. It was suggested that any dead trees were removed. **Resolved:** *That the maintenance regime for the Bowerhill Playing Field should include all the assets on the park and not just selected parts, buildings, fences, paths and flora and that the Caretaker has the proper tools for the job.*

The Clerk asked for clarification on how to take this resolution forward and it was noted that a member suggested that the Budget for 2019/20 includes for consideration expenditure for a bowser, increased water usage and staff hours.

- e) **Delegated Powers Decision on Wessex Water Works at Allotments:** The Clerk reported that she had signed paperwork giving the Parish Council's early acceptance of Wessex Water works on Parish Council owned and leased land at the Allotments in Berryfield, following approval from the Chair of the Finance Committee. The Parish Council had received a cheque for £100 for compensation for an early start which had been banked. However, other landowners had not given permission for an early start date and so now the works would not commence until 19th November, which was unfortunate as they would miss carrying out these works in the better weather. The Parish Council had been advised by its Land Agent that it would not have to return this money. It was noted that exploratory bore holes on the Parish Council's land had already taken place.
- f) **New Asset Management Committee Meeting date:** It was noted that the next Asset Management Committee meeting would now take place on Monday 24th September, 2018.

8.45pm – 8.50pm – *The members took a short comfort break.*

244/18 Highways & Streetscene:

- a) **Minutes, Rights of Way Working Party Meeting 23rd July, 2018:** **Resolved:** *The Minutes of the Rights of Way Working Party Meeting held 23rd July, 2018 were formally approved by the Council and signed by the Chairman as a correct record.* It was noted that there were no recommendations from this meeting as the Working Party had delegated powers.

- b) **Minutes, Highways and Streetscene Committee Meeting 3rd September, 2018:**
- (i) **Resolved:** *The Minutes of the Highways and Streetscene Committee Meeting held 3rd September, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
 - (ii) **Resolved:** *The Recommendations detailed in Min.226/18d), Min.228/18a)1), Min.228/18a)2), Min.228/18a)3), Min.228/18a)4), Min.228/18d), Min.228/18e)1), Min.228/18e)2) and Min.228/18i) were formally approved.*
- c) **Further Rights of Way (ROW) Improvement Works:** The members noted correspondence from the West Wilts Ramblers suggesting a scheme of works for ROWs in the parish. It was noted that the resolution from the Rights of Way Working Party meeting was that the priority issues for ROW were put forward to the ROW Officer for consideration and action as and when resources became available. These priorities had been whittled down from over a hundred issues raised, and the Parish Council had made no commitment that it would be able to action all of these issues. The Clerk informed that she had put out a plea for volunteers to help with the clearance of ROW twice in two consecutive Parish Newsletters published in the Melksham News, but to date no volunteers had come forward. It was felt that should any volunteers come forward that they would need to work closely with either the ROW Officer or the West Wilts Ramblers as they would be working on privately owned land and therefore would need guidance. **Resolved:** *The Parish Council seek clarification from the ROW Officer that he agrees with the priority ROWs put forward by the Parish Council and that these are cleared or addressed first.*

245/18 **Finance:**

- a) **Council Receipts:** The Council noted the attached report, with total receipts of **£24,623.92** for September.
- b) **Accounts for Payment:** The Council noted cheques signed since the last meeting as per the attached report with a total value of **£1,270.69**. **Resolved:** *The accounts were approved for payment as per the attached report, with the following total:£64,759.20 for September.*

The Clerk advised that Cheque 5875 for £34,000.00 was to move funds from Lloyds Bank to Unity Bank in order to be covered by the FSCS (Financial Services Compensation Scheme) threshold. She also highlighted that her expenses for this month were £640, due to the office move, and there was a separate agenda item to consider raising the limit of the Unity Bank charge card.

- c) **Unity Bank Charge Card Limit:** The Clerk explained that the current charge card limit is £500, but increasingly the Council is ordering consumables and goods online. She informed that due to the office move this month had been unusually high and the spend had exceeded the card limit. She advised that the limit was increased to £1,000, and reminded members that there were restrictions and a policy on its use. **Resolved:** *The Parish Council raises the limit of the Unity Bank Charge Card from £500 to £1,000.*

246/18 **Office Relocation Project:**

- a) **Update on Office Relocation from Crown Chambers to Sports Pavilion:** The members reviewed the detailed spreadsheet of costs for the move and the delegated powers given to the Clerk to purchase goods and organise services. It was noted that any items that had been donated to other groups or organisations, or that had been left behind for the landlord at Crown Chambers, had been previously donated

and so had not incurred any purchase costs to the Parish Council. Additionally, the donation of items saved on disposal costs. The Clerk advised that the officers were enjoying working at the Sports Pavilion, but that meetings were more difficult and officers were considering easier ways to transport the equipment and paperwork required for each meeting. She informed that she had just purchased a dongle for remote WiFi access on a monthly contract with a fee of £13.92 per month, this could then be used for meetings at any venue. She advised that the total cost for the move was £5,300; there was £1,000 in this year's budget for new furniture and equipment, and a £5,800 in a reserve for moving offices, and she advised that the move costs were taken from these two reserves. There was therefore £1,500 in the budget for the office move, however the Parish Council had yet to be invoiced for the photocopier to be moved and a later agenda item would consider the purchasing of a TV screen for viewing items from the laptop at meetings. It was also considered that window blinds should be purchased for the Sports Pavilion as the office equipment could be clearly seen; this would be considered by the Asset Management Committee. Cllr. Pafford wished to thank the officers for their work and effort in the office move and the work undertaken to comply with the new GDPR (General Data Processing Regulations) which were carried out in parallel. It was also felt that thanks were due to Clive Merritt of Avon IT and Alex Goodhind of Kan Connections for their assistance with the move. **Resolved:** *The Parish Council approved the disposal of all the assets as listed in the Furniture & Equipment Inventory, which was then signed and dated by the Chairman.*

- b) **Installation of “Personal Attack” Panic Button at Pavilion:** The Clerk advised that it was possible to have a personal attack panic button which could be linked to the building alarm call centre, who would then call the Sports Pavilion keyholders, Security 2000 out of hours and the police. This would incur an installation cost of £185.00 excl. VAT, with a one-off cost of £52.18 to be linked to the police. It was considered that as the Pavilion was a remote building that this did pose a risk from a lone working perspective. **Resolved:** *The Parish Council install a Personal Attack Panic Button, including a link to the police, at a cost of £237.18 excl. VAT and an additional cost of £108.00 excl VAT if additional line capacity was required, which would be assessed at the time of installation.*
- c) **Purchase of Large TV Screen for Meetings:** It was noted that the projector at St. Barnabas Church took several adjustments each meeting to be fully compatible with the new Parish Council lap top, and it was proving difficult to see the finer details of online planning applications, and the details of other documentation. It had been suggested that a large TV screen was purchased to be able to view documentation at meetings and Avon IT had carried out a cost comparison of suitable models. Avon IT had suggested a JVC 48” LED TV screen at a cost of £145.80 excl. VAT. **Resolved:** *The Parish Council purchase a JVC 48” LED TV screen at a cost of £145.80 excl. VAT.*
- d) **Update on New Office and Meeting Accommodation at the Campus:** Members reviewed the latest plan for their accommodation within the Campus. It was noted that the location of the Parish Council accommodation had moved within the overall plan of the Campus, but remained the same size in square meterage. It was proposed that the Parish Council was on the first floor, and from a lone working perspective were not at the end of a long corridor. The plans showed a separate office and meeting room with tea making facilities and a small lobby. The location was also now next to the staff breakout room, toilets and duty manager's office. Wiltshire Council want a reply tomorrow on this plan and what data cabling is

required. It was felt that this would be the Parish Council's office and meeting room for the lifespan of the Campus and therefore any facilities installed needed to be future proof and able to be easily updated as technology changes and improves over the years. The Clerk had sought advice from Kan Connections about what the Parish Council should request and he had advised waist level trunking around each wall which is easy to connect to, and floor level power and data points too. In addition, the Parish Council want to see their own door entry system and coverage by the Campus CCTV. **Resolved:** *The Officers to feedback to Wiltshire Council the requirements of the Parish Council.*

247/18 **Boundary Review:**

a) Electoral Review of Wiltshire – Warding Arrangement Consultation: It was noted that the Local Government Boundary Commission for England (LGBCE) had confirmed that Wiltshire Council will retain 98 councillors from the next elections in 2021. Due to new housing developments and increased electorate across the County the Wiltshire Councillor ward divisions require reviewing to ensure that the electorate figure of 4291 per member is met as closely as possible in each division. Parish and Town Councils had been asked to provide their views on Wiltshire Council's proposals for their electoral divisions, and how parishes are incorporated into the Wiltshire Council proposed Ward Boundaries. **Resolved:** *The Parish Council submit the following response to Wiltshire Council's Democratic Services Department:*

Melksham Without Parish Council have considered the consultation on the Wiltshire Council Boundary Review.

If the Boundary Commission follow the changes in the Community Governance Review (Dec 2017) which came into force 1st April 2018, of the changes between Melksham Town Council and Melksham Without Parish Council the following electoral numbers would be forecasted; which would give an ideal split between the two Wiltshire Council wards Melksham Without South and Melksham Without North (i.e.: relatively close to the figure of 4,291 electorate per division).

Looking at the projected 2024 elector numbers for the divisions in the Melksham Community Area, it appears that the enlarged (to include the recent 'East of Melksham' and "George Ward" housing developments) Town parish will have 13,947 electors in 3 divisions - so with appropriate warding, 4,649 each.

Melksham Without Parish has 2 divisions, North & South, and there are 4 new housing development sites either started or imminent, split between the two. MW North: 100 dwellings at Sandridge Common and c.90% of 450 dwellings east of Snowberry Lane/north of The Spa, in MWPC Blackmore ward. But will lose approx. 600 dwellings (approx. 1100 electors) FR6 register and 60 dwellings (approx. 100 electors) from the George Ward development; from Melksham Without to Melksham Town.

MW South: 150 dwellings Land to the East of Semington Road and 213 dwellings south west of Bowerhill (Pathfinder Way), in MWPC's Berryfield and Bowerhill wards respectively. But will lose 165 dwellings (approx. 300 electors) FM4 register from Melksham Without to Melksham Town.

Looking at the revised numbers for the polling districts for Melksham Without North we will have:

FW1 : 515; FW2: 1036 for the Blackmore ward.

FX1: 1141; FX2: 290 for the Beanacre, Shaw & Whitley ward.

EC1: 981 for Atworth parish.

EL1: 692 for Broughton Gifford parish.

..... a total of 4,655.

Likewise for Melksham Without South:

FY1: 1998; FY2: 1477 for the Bowerhill ward.

FZ1: 982 for the Berryfield ward.

..... a total of 4,457.

*The parish council feels strongly that their parish should not be changed to be included in the Town Council divisions; that the residents of Melksham Without Parish Council should be either in the Wiltshire Council ward of Melksham Without North or Melksham Without South and therefore request that the Boundary Commission respect the parish boundaries if looking to make any changes. This may mean that the electoral registers in a parish council ward may need splitting between MW North and MW South (e.g. The additional 450 houses will be in the Blackmore Ward but may need splitting between the two Wiltshire Council divisions) but the parish council want to see them remaining in either MW North or MW South and not the 3 x Melksham North, Melksham Central, Melksham South wards and thus respecting the prominent, physical feature of the Eastern Distributor Road as a boundary and reflecting the distinct characteristics of the rural communities of Melksham Without (as evidenced and supported by the community at the public consultation events held by Wiltshire Council for the Community Governance Review in 2017; and reflecting the Core Strategy policy Page 130. Issues and Considerations: 5.83 "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**".*

Extract of Parish Council minutes when reporting on meeting with Taylor Wimpey on development on land South of Western Way "Pathfinder Way" 18/04477/REM: "Site Design: the developers explained that Wiltshire Council wished the division between the two settlements of Bowerhill and the Town to remain, and wished to see the design of the development reflect the entrance to Bowerhill. The attenuation and areas of public open space had been designed to be in the south of the site, to create a green buffer."

- b) Update on Parliamentary Boundaries:** It was noted that it had been proposed that Melksham moved from Chippenham Constituency to Trowbridge Constituency.

248/18 **Flooding and Drainage:**

- a) Request for Wiltshire Council to Add Ongoing Drainage Maintenance to their CIL123 List:** Cllr. Baines advised that an issue was raised at the last Operational Flood Working Group that once a developer has provided the necessary drainage for

their development that there is no on-going financial maintenance support. This then falls to Wiltshire Council or Parish Councils to fund when issues arise from drainage or repairs need to be made. It was suggested that it was requested to Wiltshire Council that on-going drainage maintenance and drainage assets were added to their CIL123, rather than it just being allocated to highway and transport issues. It was noted that Wiltshire Council have a requirement to publish their CIL funding and it was noted that as of the 7th September this stood at £24.5million. This was 100% of CIL, so therefore a percentage of this will be allocated to parish councils and for administrative costs. However, it was felt that Wiltshire Council had circa £20million at their disposal. **Resolved 1:** *The Parish Council request to Wiltshire Council that they add drainage assets and ongoing drainage maintenance costs to their CIL123 List.* **2.** *Wiltshire Cllr. Seed to be copied in on this as the Portfolio Holder for Flooding.*

- b) **Operational Flood Working Group North Meeting Minutes, 18th July, 2018:** The members noted these minutes and Cllr. Baines gave an update. He advised that a resident of Ashley Close, Whitley was being very cooperative with regard to a watercourse to the rear of his property and issues which relate to the historic substandard build of an adjacent property. Wiltshire Council were investigating this.
- c) **CAWS CEG Ditch Working Party:** It was noted that CAWS (Community Action Whitley Shaw) CEG (Community Emergency Group) were holding a ditch clearance day on 20th October to clear the ditch by the Pear Tree/Toast Office in Top Lane, Whitley, and were looking for volunteers.

249/18 **Community Projects:**

- a) **Minutes of the Shurnhold Fields Working Party and Friends of Shurnhold Fields:** The Minutes from the meetings held on 21st June, 2018 and 24th July, 2018 were noted. The Clerk advised that the Shurnhold Working Party would now step back and allow the Friends of Shurnhold Fields to take on the project having supported them to get started. The Friends of Shurnhold Fields were drafting a constitution and were looking to have a representative from the Town Council and the Parish Council. **Resolved 1:** *Cllr. Carter to be the Parish Council representative for the Friends of Shurnhold Fields.*
The Clerk advised that she had the transfer documents from Persimmon to be signed to formalise the transfer of land from the developer to the Parish Council. It was considered that the Council Chair and the Friends of Shurnhold Fields representative were the most appropriate councillors to sign this document.
Resolved 2: *The Shurnhold Fields land transfer document was signed by Cllr. Wood and Cllr. Carter at the meeting in the presence of the Council and the Clerk.*
- b) **Area Board Update on the Campus and Closure of Christie Miller Sports Centre:** As the Parish Council had been requested to consider its accommodation within the Campus it was felt that this project was progressing. The members expressed their disappointment over the way the closure of Christie Miller had been handled and managed by Wiltshire Council, and the short notice that both employees and users had been given. It was considered that as an inspection was carried out in April that Wiltshire Council must have known about the electrical issues, compounded by the presence of asbestos, for some time, and therefore why was it only just announced that it would close at the end of October. There was concern for the employees and what support was being given for them to find alternative employment, and that with such short notice it would make it difficult for them to find alternative employment before Christie Miller closed. It was felt that only receiving six

weeks' notice meant that all the clubs, groups and organisations who currently use the Sports Centre would all be looking for alternative accommodation and facilities at the same time and it will be very difficult for them to find this provision. **Resolved 1:** *The Parish Council write to Baroness Scott, Leader of Wiltshire Council and Cllr. John Thompson, Deputy Leader and Cabinet Member for Communications, Communities, Leisure & Libraries expressing these concerns.*

The Clerk advised that Cllr. John Thompson had said that the report he had written on the future of Christie Miller would be made available. She had previously requested this under a Freedom of Information request and had been told that Wiltshire Council had 40 working days to consider this second request as they considered it an appeal against the previous decision. She had subsequently spoken to the Melksham Community Engagement Manager who was going to speak to Cllr. Thompson about this on the Parish Council's behalf.

Additionally, Wiltshire Councillors from the Town wards have set up a database to give information to clubs and organisations about potential alternative venues. They had set up the Clerk as an administrator of this database without asking for her permission. **Resolved 2:** *The Clerk does not act as an administrator for this database.*

- c) **Request to Wiltshire Council to add the Campus onto the CIL123 List:** It was felt that the object of the CIL123 List was to fund community infrastructure. **Resolved:** *The Parish Council request that Wiltshire Council add the Melksham Campus onto their CIL123 List*
- d) **Notes from Shaw Hall Joint Recreational Improvement Working Party:** It was noted that representatives from this group had met with play area contractors to explain their requirements and to seek quotes. The Group wished to enhance the existing children's play area with a new piece of equipment, install a zip-wire, outdoor gym equipment and a path around the circumference of the field. One contractor had estimated that this could cost in the region of £100,000. It was noted that Cllr. Pile and the Parish Officer were representatives on this Working Party, and the Parish Officer explained that she had made it clear to the group that they should think carefully about the potential installation of a zip-wire due to the inspection and maintenance regime required. Additionally, she advised the group that the Parish Council had only committed to £10,000 worth of match funding towards the provision of a piece of equipment, previously agreed to be a tractor, for the children's play area and another £5,000 towards the project for match funding (Min. 451/15c). The group would therefore have to explore other streams of funding if they wished to meet all of their aspirations. **Resolved:** *The Parish Council await further information from the Working Group once quotes had been received from all the contractors contacted and then consider this at a future meeting.*
- e) **Melksham Expo, 8th October, 2018:** Cllr. Barber had declared an interest in this item as he was organising and presenting at this event. He explained that it was an opportunity for businesses in Melksham to explain what they do, make new contacts and interact with other businesses. It cost £150 excl. VAT to have a stand and Cllr. Barber had reserved one for the Parish Council if they wished to attend. It was noted that in addition to these costs there could also be staffing costs to consider if officers were to man a stand rather than councillors. It was felt that this was not the sort of event which would suit the business of the Parish Council and that the Council publicised what it did and how to get in contact via the quarterly newsletter in the Melksham News and via its website and social media channels. Additionally, the Council already had lots of contacts via all the community groups, which was of more

relevance. **Resolved:** *The Parish Council do not take up the offer of a stand at the Melksham Expo on 8th October.*

- f) **Canberra Youth Centre Community Asset Transfer Consultation:** It was noted that the Consultation on the future of the Canberra Youth Centre site had now closed, however, a Wiltshire Councillor Briefing Paper had been issued which explained that much of the Canberra site was in Trust. If the site was sold then any funds raised from the sale would have to specifically be spent according to the terms of the Trust which state that:

“appropriated and used for the promotion of the social, moral and physical wellbeing of boys and girls resident in the parishes of Melksham Within and Melksham Without in the County of Wilts by the provision of facilities for social and physical wellbeing”. It was noted that so far in 2018 (as of the 20th July) 81 individuals from the parish have attended the Canberra Youth Club over 870 visits. The Clerk had already declared an interest as a Trustee, and explained that Young Melksham, who are a registered charity had applied for the Canberra to be transferred to them as a Community Asset. The decision over whether this would be transferred could not be made by the Area Board, and would be made under a Delegated Member Decision. The Clerk asked whether the Council wished to make any comment to the Wiltshire Council Cabinet Member as the terms of the Trust refer to the wellbeing of children in Melksham Without. **Resolved:** *The Parish Council send a letter of support for the Asset Transfer of the Canberra Site to Young Melksham to the Cabinet Member.*

250/18 **Staffing & Resources:**

- a) **Webinar Training Options for Staff & Councillors:** It was noted that the SLCC were running online eLearning Modules and Webinar Training on the following subjects:

- | | |
|---|---------------|
| • eLearning – Introduction to Health & Safety | £10 excl. VAT |
| • eLearning – Successful Data Management | £10 excl. VAT |
| • Webinar – Quotes, Contracts and Tendering
(3 modules over 3 dates) | £90 excl. VAT |
| • Webinar – Planning Demystified
(4 modules over 4 dates) | £90 excl. VAT |

The Clerk explained that as this was online training that as many members of staff or councillors as wished to take part could sit in at the office on this training so it was good value for money. **Resolved:** *The Parish Council sign up for all the online training from the SLCC as above.*

- b) **Accounting Software Training:** It was noted that the Accounting Software training for the office staff had been booked with Rialtas and would be taking place on Tuesday 9th October.
- c) **Business Cards for Staff and Councillors:** It was noted that the Clerk had a Parish Council business card as the Proper Officer for when she attended meetings and events, or was meeting Developers, Agents and Officers and Members of Wiltshire Council. Some members had requested that they too had a Parish Council business card for when they were meeting with residents who they represented. It was noted that if business cards were issued that they should be the same and have the Parish Council corporate logo. Some members were in favour of business cards, but other members felt that their contact details were published on the Council website and Parish noticeboards, and that it was personal decision over whether they had a

business card. **Resolved:** *The Clerk to investigate the costings of providing business cards for those members who wanted them.*

- d) Policy on Reference Requests:** The members noted employment advice from ACAS with regard to providing references for ex-employees. It was noted that previous employers do not have to give a reference, but if they do they may choose to provide a few basic facts about the job applicant and nothing more. It advised that employers have a policy to help them to handle reference requests, telling them what information they and their employees can provide. **Resolved:** *The Parish Council's policy is to give just the basic facts when a request is made for a reference for an ex-employee.*
- e) Next Staffing Committee date, Monday 26th November, 2018:** It was noted that the date of the next Staffing committee meeting had been deferred to Monday, 26th November, 2018. This was so that this coincided with the timeframe of the review of the new office staff hours and working practices as per Min.175/18)3) (Staffing Committee 16th July, 2018).

Meeting closed at 10.09pm

Chairman, 21st October, 2018

17th SEPTEMBER 2018 Monthly Accounts Payable						
Income:						
The following amounts have been received since the last meeting:						
Transaction Number	Paying in Ref	Income Details	Net £	VAT £	Gross £	Amount £
V677	500122	AFC Melksham- Football Match payment	£150.00			£150.00
V678	500122	Lion and Fiddle- Football Match payment 9th September	£50.00			£50.00
V679	500122	Berryfield 10A Allotment Rent-	£27.00			£27.00
V680	500122	Wessex Water Compensation	£100.00			£100.00
V681	BACS	Redfish Events- Lounge/changing room Hire	£50.00			£50.00
V682	BACS	Eon Bank Credit	£44.22			£44.22
V683	BGC	Wiltshire Council- S106 Contribution	£15,432.93			£15,432.93
V729	BGC	HMRC Vat Reimbursement	£8,387.15			£8,387.15
V730	TFR	Melksham Town Football Cluv- Apr-May Inv	£240.00			£240.00
V731	BACS	Audley FC- Football Match payment 2nd September	£50.00			£50.00
V732	BACS	Lion and Fiddle- Football Deposit	£50.00			£50.00
V733	BGC	British Telecom bank Credit	£42.62			£42.62
		TOTAL	£24,623.92			£24,623.92
Expenditure:						
Please note the following cheques signed since the last meeting:						
Transaction Number	Chq No./Ref.	Payee	Net £	VAT £	Gross £	
V684	5844	Post Office Ltd	£303.00			£303.00
V685	5842	JH Jones & Sons	£806.41	£161.28		£967.69
		SUB TOTAL	£1,109.41			£1,270.69
Please would you approve the following accounts for payment:						
Transaction Number	Chq No./Ref.	Payee	Net £	VAT £	Gross £	
V686	5845	St Barnabas Church	£120.00	£0.00		£120.00
V687	5846	Aquasafe Environmental Ltd	£510.00	£102.00		£612.00
V688	5847	Jens Cleaning	£126.00	£0.00		£126.00
V689	5848	Playsafety Limited	£615.00	£84.00		£699.00
V690	5849	Simon J White	£195.00	£0.00		£195.00
V691	5850	Simon J White	£195.00	£0.00		£195.00
V692	5851	SLCC Enterprises Ltd	£75.00	£15.00		£90.00
V693	5852	What No Safety Services Ltd	£330.60	£66.12		£396.72
V694	5853	Wiltshire Council	£234.56	£0.00		£234.56
V695	5854	IAC Audit and Consultancy Ltd	£75.00	£15.00		£90.00
V696	5855	Wiltshire Publications Ltd	£142.50	£28.50		£171.00

V697	5856	Melksham Town Council	Inv. MISC:25/18/19 N'Hood Plan =£167.62	£232.87	£0.00	£232.87
V698	5857	Melksham Town Council	Inv. MISC:28/18/19 N'Hood Plan =£65.25	£100.00	£0.00	£100.00
V699	5858	Total QSR	Inv. MISC:22/18/19 Deployment of speed indicator device during June 18 insurance from 01/04/18-20/08/18	£1,310.64	£0.00	£1,310.64
V700	5859	Condor Office Solutions Ltd	Inv. 529984- Photocopying usage	£126.81	£25.36	£152.17
V701	5860	JH Jones & Sons	Inv. 12892-July Grass Cutting =£883.69	£1,472.82	£294.56	£1,767.38
V702	DD	Grist Environmental Ltd	Inv. 12909- Aug Grass Cutting = £883.69	£67.84	£13.56	£81.40
V703	DD	Grist Environmental Ltd	Inv. 245937- Waste Collection Bowerhill Pavilion -PAID 03/09/18	£149.56	£29.91	£179.47
V704	5861	Mr Sparkles Melksham Ltd	Inv. 249290- Waste Collection- Crown Chambers & Bowerhill Pavilion-DUE	£190.00	£0.00	£190.00
V705	5862	TDP Limited	Inv. 18072018 Bus Shelter maintenance Clean x10 £150.00 and Pavilion clean down £40.00	£328.40	£65.68	£394.08
V706	5863	Glasdon U.K. Limited	Inv. 757282- New bin for Hornchurch Road = £508.40	£2,853.85	£570.76	£3,424.61
V707	5864	Denmans	Inv. 758094- New bins for play areas= £2916.21	£207.31	£41.47	£248.78
V708	5865	Trade UK	Inv. 415752597 = £46.27	£9.65	£1.92	£11.57
V709	5866	Andy Strange Property & Garden Maintenance Ltd	Inv. 415744028- Various items used as part of office re location= £202.51	£200.00	£0.00	£200.00
V710	5867	Kanconnections	Hornchurch Road play area repair =£6.58	£870.00	£174.00	£1,044.00
V711	5868	Avon IT Systems	Door handle for Pavilion = £4.99	£580.00	£116.00	£696.00
V712	5869	Office Right Business Solutions Ltd	Various work carried out as part of Office Relocation	£1,952.59	£390.51	£2,343.10
V713	5870	Wiltshire Council	Various work carried out as part of Office Relocation	£1,209.26	£0.00	£1,209.26
V714	5871	Wiltshire Council	Assistance with moving IT equipment to new office/ New laptop for meetings	£293.41	£0.00	£293.41
V715	SO	iD (Carphone Warehouse)	Inv. 1819010- Furniture Removal and Relocation =£600.00	£8.64	£1.72	£10.36
V716	DD	Sirus	Inv. 1819010- Furniture Removal and Relocation =£600.00	£198.30	£39.66	£237.96
V717	DD	Eon	Data Destruction =£92.40			£3.99
V718	DD	Eon	Banner Magnetic Drywipe Whiteboard 1200x1800 x1 and 4x Straight Desk =£639.68			£29.37
V719	DD	Eon	1x 600x900 and 1x 1200x900 whiteboard- Cable Trays =£308.06	£6.41	£0.32	£6.73
V720	DD	Lloyds Charge Card	2x Wave screen size-1600, 2x wave screen size 800b = £702.96	'275.72	£54.55	£330.27
			Inv. 90313792- CATG Contribution			
			Inv. 90313793-CATG Installation of new Bowerhill sign			
			Inv. July - T. Strange Emergency Mobile Phone =£5.18			
			Inv. Aug - T. Strange Emergency Mobile Phone = £5.18			
			Inv. 36355- telephone calls and service charges			
			Inv. H1610AD474-Electricity Bowerhill Pavilion			
			Inv. H16290E0C8- Gas Bowerhill Pavilion= £11.32			
			Inv. Gas Bowerhill Pavilion= £18.05			
			Inv. H1629069E3- Electricity Bowerhill Pavilion			
			Bell Group- (Replacement outside Tap padlock)= £12.00			
			Amazon-(A Paper)= £9.91			
			Screwfix Direct- (Anti slip tape and Combo Padlocks)= £163.15			
			Tuscan Architectural- (Pavilion Keys)=£98.70			
			Amazon-(Gaffer Tape)=£4.54			
			Amazon-(Surge Tower)=£38.97			
			Monthly Fee= £3.00			

V721	DD	Lloyds Charge Card	Amazon- Triple Towel Holder= £8.84 Amazon- Magnets and gloves= £21.95 Amazon- Laminating pouches= £9.49 Amazon- Lawn Grass seed= £20.99 Amazon- Laptop backpack=£27.99 BT double telephone socket=£2.19 Wall Clock and desk diary=£16.72 Monthly Fee= £3.00								£106.42
V722	5872	Condor Office Solutions Ltd	Inv.532638- Photocopying usage			£37.92	£7.58				£45.50
V723	5873	Playsafety Limited	Inv. 38175- ROSPA Play area inspection			£490.00	£98.00				£588.00
V724	DD	British Telecom	Inv.Q047ZX- Broadband			£98.92	£19.78				£118.70
V725	DD	British Telecom	M038 &0- Broadband			£12.95	£2.59				£15.54
V726	DD	British Telecom	Q101 02-			£61.17	£12.23				£73.40
V727	DD	British Telecom	M037 WC-			£34.83	£6.97				£41.80
V728	DD	Sirus	Inv.38752- telephone calls and service charges- DUE 21/09/18			£202.03	£40.41				£242.44
V729	Unity BACS	HMRC	Period 6- September 2018			£2,191.51					£2,191.51
V730	5874	Wiltshire Pension	Period 6- September 2018			£1,826.17					£1,826.17
V731	5875	Meiksham Without Parish Council	Bank Transfer to top up to FSCS threshold			£34,000.00					£34,000.00
			SUB TOTAL			£53,942.52	£2,318.16				£56,676.18
			Salaries:								
V732	Unity BACS	Teresa Strange	Sept 18 SALARY +Additional 50 hours			£533.28	£106.65				£639.93
			Expenses = £639.93								£35.55
			Mileage								
V733	Unity BACS	Joanne Eccleston	Sept18 SALARY + Additional 80.50 hours			£34.03	£2.12				£36.15
			Expenses = £36.15								£8.87
			Mileage								
V734	Unity BACS	Marianne Rossi	Sept 18 SALARY + Additional 14.25 Hours			£37.30					£37.30
			Expenses = 37.30								
V735	Unity BACS	Terry Cole	Sept 18 SALARY			£112.50					£112.50
			Mileage								
V736	Unity BACS	David Cole	Sept 18 SALARY								
			Salaries Total			£6,703.56	£108.77				£6,812.33
			TOTAL			£61,755.49	£2,426.93				£64,759.20
			NOTES								
			1								
			2								
			3								