

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 16th July, 2018 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllrs. Richard Wood (Chair), John Glover (Vice Chair), Alan Baines, Greg Coombes, Paul Carter, David Pafford, Paul Taylor, Mary Pile, Robert Shea-Simonds and Daniel Barber.

Officers: Teresa Strange (Clerk) and Marianne Rossi (Assistant Parish Officer).

Invited Guest: Wiltshire Cllr. Roy While.

- 147/18 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire. He announced that Trowbridge Cultural Festival of Food and Tesco were holding “The Great Get Together”, an afternoon of tea, coffee and cake to celebrate the life of Jo Cox MP on Sunday 24th June, 2.00-4.00pm at the Tesco Community Space. There was also a Public Meeting being held by the CCG (Clinical Commissioning Group) to give an update on the NHS on Monday 25th June at 7.00pm in the Town Hall. It was noted that the Parish Officer had carried out a fire check prior to the meeting at 6.50pm.
- 148/18 **Apologies:** Cllr. Nick Holder was unwell and this was accepted. Cllr. Terry Chivers gave post meeting apologies as he was also unwell.
- 149/18 **Not Present:** Cllr. Kaylum House.
- 150/18 **Declarations of Interest:** None.
- 151/18 **Dispensation Requests:** None.
- 152/18 **Items to be Held in Committee: *Resolved:*** *Agenda items 8d, 8g, 8i, 10d, 10h and 14b to be held in Committee under the Public Bodies (Admission to Meetings) Act 1960* “That the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted”. *This is in line with Standing Order 3d:* “That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw”. Reasons: a) engagement, terms of service, conduct and dismissal of employees, and, b) terms of tenders and proposals and counter proposals in negotiations for contracts.

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

- 153/18 **Public Participation:** Wiltshire Cllr. Roy While reported on the Wiltshire Council meeting held the previous week. The Housing Sites Allocations document identified that a further 2,300 houses in Wiltshire needed to be provided by 2026, but it was noted that Melksham and Melksham Without had already met its target. He stated that he was on the Financial Planning Task Group who were now looking at budgets. Moving forward, Wiltshire Council want to look at “Commercialisation”. Some local authorities are investing in the property market,

however, Cllr. While was unsure whether this was the best way forward for Wiltshire Council.

Wiltshire Council are in the process of reshaping older people's services and looking at better ways to work more effectively with partner agencies. There is a budget of £85million for these services and the Council's Social Services department is being looked at very closely with the objective being on keeping older people out of hospital and reducing the issues of loneliness.

The Council reconvened.

- 154/18 **Minutes, Full Council Meeting 18th June, 2018: Resolved:** *The Minutes of the Full Council Meeting held 18th June, 2018 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:
From Page .1. under prospective co-option candidates – the spelling of “Danial Barber” corrected to “Daniel Barber”.
From Min.101/18a) – Vacancies for Committees and Working Parties – the following omission corrected: Highways and Streetscene Committee – Cllr. Robert Shea-Simonds.
From Min.107/18g) (page 11) – Accounts for payment – Teresa Strange is reimbursed by standing order for the Parish Council emergency mobile phone monthly contract payments to ID Mobile.*
- 155/18 **Confidential Notes to Accompany the Minutes, Full Council Meeting 18th June, 2018:** *There were no Confidential Notes to accompany the Minutes of the Full Council Meeting held 18th June, 2018.*
- 156/18 **Minutes, Planning Committee Meeting 2nd July, 2018:**
a) **Resolved:** *The Minutes of the Planning Committee Meeting held 21st May, 2018 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:
From Min.128/18b – From bullet point 6 regarding police concerns – to be amended from “the police raised concerns over parking provision for the 100 dwellings on land north of Sandirge Road” to “the police raised concerns over the parking provision for the 77 dwellings on land north of Woodrow Road”.*
b) **Resolved:** *The Recommendation detailed in Min.131/18 was formally approved.*
- 157/18 **Minutes, Asset Management Committee Meeting 9th July, 2018:** *The Clerk explained that as this meeting had only been held the previous Monday, a staff member was on annual leave and there were other council commitments and duties that had to be addressed, that the minutes were not completely ready to be approved at this meeting.*
a) **Minutes of the Asset Management Committee Meeting held 9th July, 2018:** *This agenda item was deferred to the next Full Council meeting to be held on Monday 17th September, 2018.*
b) **Recommendations of the Asset Management Committee Meeting held 9th July, 2018:** *This agenda item was deferred to the next Full Council meeting to be held on Monday 17th September, 2018.*
c) **Update on Refurbishment of Hornchurch Road Play Area:** *The Clerk reported that following completion of the refurbishment she had inspected the work undertaken on the morning of Monday 9th July and that the play area and safety surface looked fantastic. Members of the Asset Management Committee went to*

view the play area prior to their meeting on the evening of the 9th July and a crack had appeared in the safety surfacing. It was queried whether this could be the result of the unprecedented heat and dry weather conditions currently being experienced in the UK. The contractor had been contacted to come back to rectify this issue but was unable to return until the following Wednesday. Members were unhappy about paying the invoice for this work until the cracked surface had been rectified, but acknowledged that this was a small family business who had already paid for all the materials and equipment for the job. They had a good customer service record and had always returned to rectify any previous issues in a prompt fashion. Members considered that the Council should pay some of the invoice to cover the cost of materials, but that some payment should be held back until the remedial works had been carried out to a satisfactory condition. It was noted that there were two invoices, one for the painting and refurbishment of the fences and play equipment at £654, and the other for £29,408.47 (inc. VAT) which included a discount of £486 for their share of the site security. **Resolved:** **1.** *The Council pay contractor Ministry of Play the full invoice of £654 for the painting and refurbishment of the play equipment and £25,062.47 of the invoice of £29,408.47 for the resurfacing of the play area, with the remainder being held back until satisfactory completion of the repair works.* **2.** *The Council raise a cheque for £5,000 to be held in abeyance until completion of the repair works.* **3.** *The Clerk, Cllr. Glover and Cllr. Shea-Simonds to have delegated powers to inspect the repair works and if satisfactory to release the cheque for payment.* Cllrs. Glover and Shea-Simonds wished to have their vote against resolutions 1 & 2 recorded.

- d) Quotations for an Additional 120m Footpath at Hornchurch Road Public Open Space:** In line with Standing Order 3d this agenda item was deferred to the end of the meeting to be discussed in Committee.
- e) Feedback from Public Consultation on Potential Teen Shelter at Hornchurch Road Public Open Space:** The proposal to install a teenshelter was being considered as a solution to complaints from residents about older youths being in the younger children's play area and encouraging them to meet away from the housing. The results of the public consultation into this proposal were a mixture of for and against a potential shelter, but it was noted that there had not been a very large response from the intended end user age group. Members expressed disappointment that those who responded "no" had not offered any other suggestions or alternative ideas. It was additionally noted that some of the arguments used to object to a potential teenshelter had also been concerns of some residents when the MUGA (Multi Use Games Area) was installed, but these concerns had not come to fruition, and in particular that the MUGA would encourage additional youths to the area. A suggestion was made that rather than just a teenshelter that the Parish Council consider installing some sort of gym equipment for the older teenagers. A long discussion took place over the pros and cons of installation of various types of equipment and provision and potential streams of funding. It was considered that more public consultation was required, but that this should be specifically targeted at the end users, and that it was important to involve the Wiltshire Council Youth Officers and secondary school to facilitate engagement with young people to identify what they would like to see provided. It was felt that it was important to respond to those who had already taken part in the survey to explain that there had been no conclusion which had allowed the council to move forward on the project. The Clerk reported that she was about to write the summer newsletter for the Melksham News and that she would include the result of the

survey in this and also put something on social media. **Resolved: 1.** *The Parish Council consult with the young people who will be the end users and seek the professional support from the Wiltshire Council Youth Officers and Secondary School with regard to engagement.* **2.** *The Council give a response with regard to the outcome of the survey in the Melksham News and via social media.*

8.00pm – The Assistant Parish Officer carried out a fire check.

f) **Tree Inspection Regime:** The Clerk reported that she had sought independent advice from Steve Russell who had previously carried out a tree inspection for the Parish Council, and she informed that he did not actually undertake any tree works so had no pecuniary interest. She explained that there was a phenomena known as “summer tree drop”, where in extremes of heat and drought trees will drop a limb as self preservation. Whilst this is not something that can be prevented a robust tree inspection regime ensures due diligence. The advice from Steve Russell was as follows:

- **Weekly Visual Inspection** – as part of existing inspections by Caretaker for Play Areas and Allotment Warden for Allotments.
- **Quarterly Written Inspection** – as part of existing inspections by caretaker for play areas and suggest that Allotment Warden undertakes Quarterly Written Inspections for all aspects of Allotments.
- **Professional, Independent Inspection every 27 Months** – this meets the guidance of inspection every 3 years, but allows for a rotation between seasons, so that checks are carried out at different seasonal times and during different growth patterns.
- **Following Adverse Weather Conditions** – professional advice sought if concerns are raised following adverse wether (such as flooding, storm damage, heavy snow, etc.)

Resolved: *The Parish Council adopt this regime for tree inspections on land owned or maintained by the Parish Council.*

g) **Impact of Wessex Water Sewage Scheme in Berryfield on Parish Council Owned and Leased Land:** In line with Standing Order 3d this agenda item was deferred to the end of the meeting to be discussed in Committee.

h) **Guidance for Officers on Enquiries for Use of the Sports Field Without Pavilion Use:** The Clerk informed that one evening a football team who no longer hire the Sports Pavilion were using the field for a football game and had the gates and the outside toilet open as they still had the gate code and a key to the toilets. She asked them that they refrained from doing this in future. The officers had also received queries from people seeking permission to use just the sports field without hiring the pavilion. It was considered that although the sports field was public open space for the use of all, if groups were organising regular activities, football training or games without the hire of the pavilion that they should be asked for a voluntary contribution towards the field’s maintenance costs. Concern was expressed that teams who no longer hire the pavilion would still have knowledge of the gate code, and that this should be changed at the start of every season. It was noted that teams who cease to hire the Sports Pavilion were asked to return their keys, but it was unknown how this team had just the outside toilet key. **Resolved 1:** *Any groups or organisations using the sports field, without hiring the pavilion, on a regular basis for organised activities to be asked for a voluntary contribution.* **2:** *The access codes to the car*

park gate and the internal doors to be changed at the beginning of each football season. **3:** The team who opened the toilets to be asked to return the key to the Parish Council.

- i) **Land Registry Alteration Agreement – Shaw Playing Field Boundary:** In line with Standing Order 3d this agenda item was deferred to the end of the meeting to be discussed in Committee.

158/18 **Finance & Audit:**

a) **Council Receipts:** The Council noted the attached report, with total receipts of

Lloyds Bank (cashbook 1)	£87.00
Unity Bank (cashbook 2)	£ 0.00
Total	£87.00

- b) **Accounts for Payment: Resolved 1:** The accounts were approved for payment as per the attached report, with the following totals:

Lloyds Bank (cashbook 1)	£39,468.74	+ £5,919.55 VAT	= £45,388.29
Unity Bank (cashbook 2)	<u>£ 6,873.97</u>	+ <u>£ 14.35</u> VAT	= <u>£ 6,888.32</u>
Total	£46,342.71	+ £5,933.90 VAT	= £52,276.61

The Clerk advised that as the Full Council do not meet in August that salaries for that month are usually authorised at the July meeting for payment at the basic month rate without any overtime payment. These are then paid in August with two councillor signatories coming in to authorise the on-line payment. However, she was concerned that with the forthcoming office move and the fact that all the computers were being disconnected that this would either be difficult to do or that the payments could be missed. It was agreed to pay the salaries for August by post dated cheques (dated 20th August, 2018) which could be posted to staff members prior to the office move. With regard to the Financial Regulations, it was noted that should any staff member leave before this date that any cheque could be stopped. **Resolved 2:** The salaries for August to be paid by post dated cheques, to be dated 20th August, 2018.

8.10pm – Wiltshire Cllr. While left the meeting.

- c) **Budget vs Income & Expenditure Report:** The Clerk explained the Budget vs Income & Expenditure Report produced by the Rialtus software for the first quarter of the Financial Year 2018/19 (April, May and June 2018), as this was the first time that the members had seen the new reporting format. She drew attention to the expenditure under code 4490 (Repair & Maintenance – Parish) on page 3 of the report which showed an actual over spend of £323 against the budget, which equated to 261.4%. This related to the maintenance cost of the ex Carson Tyres roundabout, which the Parish Council were actively seeking a sponsor for. She used this as an example of how well the report would highlight any anomalies or over spends against the budget.

She drew attention to the fact that there were separate headings in the report for Office costs and Sports Pavilion Costs and that once the office had relocated to the Sports Pavilion that there would be no further costs attributed to the Office cost heading, and more to the Pavilion. She advised that the cost of running the pavilion as a sporting facility needed to be reported separately to the cost of running the pavilion as an office. However, until staff were working there and the variances of utility bills and the proportion of other costs could be analysed this could not be done.

She advised that all costs at the pavilion were reported under the one heading until year end when a cost analysis could be carried out and the expenditure attributed under two cost headings and different codes.

- d) CIL (Community Infrastructure Levy) 2017/18 Report:** The Clerk advised that there was a legal requirement for the Parish Council to publish and inform Wiltshire Council as the Local Authority, what it has spent any CIL monies on. She informed that in 2016/17 there was no receipt of any CIL monies, so no spend. In 2017/18 the Parish Council received £23,820.8, but didn't spend any as it was received at year end, however, there is a clear indication in the budget for 2018/19, and for following years, on what this money will be spent on. This will be published in the year end accounts.
- e) Sandridge Solar Farm Community Fund – Spend 2017/18:** The Clerk reported that the Community Benefit from Sandridge Solar Farm is £1million over 25 years, which equates to £44,000 per year. This amount is divided between the parishes surrounding it proportionately calculated by the number of dwellings within a 2.75km radius of the centre. In 2016/17 the Parish Council received £13,237.20, and in 2017/18 received £5,522.52. Within the agreement there is a requirement for the Parish Council to report back to Sandridge Solar Farm what they have spent the funding on. It was noted that the community benefit funding had been spent on refurbishment and maintenance of the three play areas in the Parish taken over from Wiltshire Council in 2016/17, and the ongoing running and maintenance costs of the Bowerhill Sports Field and Pavilion for sporting use. This will be published in the year end accounts.

159/18 **Office Relocation Project:**

- a) Planning Permission for Change of Use of Part of Sports Pavilion for Office Use:** It was noted that the Parish Council's planning application for "Change of use to enable part of Sports Pavilion to be used as office space and to allow it to be hired out from 2021 onwards as a training/meeting facility" had been granted. The members noted that permission would not normally have been granted, but Wiltshire Council acknowledged that the circumstances requiring this were sufficient to outweigh the normal planning policy considerations. They thanked the Clerk for submitting a thorough application which fully explained why the change of use was necessary.
- b) Quotations for Furniture Removal and Waste Disposal:** In line with Standing Order 3d this agenda item was deferred to the end of the meeting to be discussed in Committee.
- c) Delegated Powers for Decisions Regarding Office Relocation:** The Clerk expressed concerns that as the Full Council do not meet during August and decisions regarding the office move which have a cost implication need to be made quickly that a procedure should be put in place to authorise this. It was noted that a new laptop computer for external meeting use and four new office desks need to be purchased, and the Clerk reported that the cost of redirecting the post with the Royal Mail for six months was £400. There could well be other costs arising and it was felt that several smaller costs eventually add up to large expenditure. Members considered that the Clerk alone should not have to take the full responsibility for any decisions made and that two members of the Finance Committee should authorise any spend. **Resolved:** *Delegated powers to be given to the Clerk to make decisions regarding the office move to be authorised by any two members of the Finance Committee.*

- d) **Manual Handling Training – Monday 30th July:** It was noted that staff members were undertaking manual handling training on 30th July. Although a professional removal company will be used to move the office, this training was specifically timed prior to the move as staff will have to pack up boxes and crates.
- e) **Office Closure for Office Relocation – W/C 6th August & 13th August, 2018:** It was noted that the Council office would be closed for two weeks to enable the office to relocate from Crown Chambers to the Bowerhill Sports Pavilion.
- f) **Outline Plans for Proposed Campus Office Accommodation:** In line with Standing Order 3d this agenda item was deferred to the end of the meeting to be discussed in Committee.

160/18 **Data Protection – Government Consultation on “Review of Exemptions from Paying Charges to the ICO (Information Commissioners Office)”:** The Clerk explained that Wiltshire Council has to pay to register all of its 98 councillors as data controllers. Under Min.025/18d it was resolved that *“the Parish Council register all their councillors as Data Controllers for one year at a cost of £455, but review whether there is still a requirement for this before renewing next year”*. The Government are currently reviewing exemptions to these charges and the Clerk suggested that the Parish Council reply to say that councillors should be exempt as they are volunteers and it puts a disproportionate financial burden on parish councils, particularly small ones. **Resolved:** *The Council respond to the consultation as per the Clerk’s suggestion stating that councillors should be exempt from ICO charges.*

161/18 **Rights of Way Working Party Meeting, Monday 23rd July: Resolved:** *The Rights of Way Working Party to have Delegated Powers to make decisions on any actions required.*

162/18 **Community Projects:**

- a) **Correspondence from Wiltshire Council Regarding Impact on Residents of Closure of Christie Miller:** As per Min.128/18a, the Clerk had requested under a FOI (Freedom of Information) request a copy of the paper produced for Cllr. John Thomson on the future of Christie Miller and alternative venues for the sporting provision. Wiltshire Council had until 27th July to reply to this request.
- b) **Shurnhold Fields Working Party:** The draft minutes of the meeting held 21st June were not ready to be noted. The Clerk explained that the Melksham News had reported that Persimmon Homes were holding up the project at Shurnhold Fields and in particular the planting of trees to commemorate the fallen in WW1. Persimmon had responded to say that they had been in touch with Wiltshire Council re the transfer of land, but Wiltshire Council stated that they had not heard from the developer. The developer is now chasing for information on which Council to transfer the land, as Wiltshire Council had asked for it to be transferred within a month. The Clerk reported that the Parish Council had previously agreed that they would be happy to take on the field as long as it did not have a rateable value which would affect their small business rates relief. She explained that she had investigated this with Wiltshire Council Business Rates department, and it would be unlikely that the land would have a rateable value and had provided lots of case law to support this assumption.
The Clerk also advised that the planning permission for the land to be a Public Open Space expires on 29th August 2019 as Persimmon have not submitted a management plan for the land. Planning permission will be required for allotments,

an attenuation pond and a car park, which cannot be applied for until a meeting with the natural flood management experts can be arranged, so that they can advise the best location for an attenuation pond. **Resolved:** *The Parish Council write to the Town Council stating that due to the time restraints regarding the planting of the WW1 Commemorative trees in November, that the Parish Council initially take on the land and if the Town Council are unhappy with this the agreement can be sorted out at a later date.*

- c) **Update on Beanacre Sewerage Consultation:** The Council had previously agreed to put a letter through the door of every property in Beanacre asking them to come to a meeting with Wessex Water, Wiltshire Council and the Parish Council about the possibility of first time mains sewerage in the village. Wessex Water have responded to say that they will not come to a meeting until it has been proven that there is a genuine interest in this being provided. Therefore, rather than a flyer, individual envelopes have been addressed to every property with a survey asking if they want mains sewerage which residents have to respond to with a yes or no and their postal address. The members considered that if there was no response from a property that this should be taken as a “no” answer. If there is enough interest then Wessex Water will come out to a public meeting.
- d) **CPRE Best Kept Village Competition:** It was noted that Bowerhill had come joint second in the first round of the Best Kept Village and had received positive comments from the judges.
- e) **Age Friendly Steering Group Meeting, 20th June, 2018:** The notes from this meeting were noted.
- f) **Request for Funding towards Melksham Railway Station Café/Community Centre:** Cllr. Glover reported that both he and Cllr. Carter had attended the last Melksham Rail User Group meeting and had advised the committee that they needed to make an evidenced based case to the Parish Council on why this funding is required and who will benefit, etc. **Resolved:** *The Council do not consider a request for funding until the Melksham Rail User Group have put forward an evidenced based request.*
- g) **Suggestions for Area Board Grant Funding for Benches:** The Area Board will fund half the cost of providing a bench and the Clerk had asked the Seniors Group and the Community Groups in the Parish for suggestions for the possible siting of new benches. To date only the seniors group had responded and none of the suggestions were in the parish.
- h) **Melksham Area Community Safety Group Meeting, 31st May, 2018:** The minutes of this meeting were noted.
- i) **Melksham Rail User Group Meeting, 4th July, 2018:** The minutes of this meeting were noted.

163/18 **Staffing & Resources:**

- a) **Correspondence from Wiltshire Pension Fund Regarding Fund Management Changes:** A standard response from the Head of Pensions Administration and Relations at Wiltshire Council, who administer the Wiltshire Pension Fund, had been received following the Parish Council’s request that they look into why both employers and employees had not been notified of the changes to the fund. The Parish Council were only aware of the changes to the Pension Fund because Wiltshire Cllr. While had given them an update. Cllr. Coombes, having been the Parish Council pension representative in previous years, advised that both employee and employer could ask for a written question to be answered at the Pension Fund

AGM. The Clerk stated that she was happy to do this as an employee who contributes to this pension fund.

In line with Standing Order 3d the following agenda items were held in Committee.

164/18 **Asset Management:**

d) Quotations for Additional 120m Footpath at Hornchurch Road POS (Public Open Space): The Clerk informed that the specification sent out to eight contractors had asked for quotes for the following:

- Construction of a 120m path either 1.5m or 2m wide
- Constructed from either tarmac or a more porous surface
- Constructed with concrete pcc edging and without

Five contractors had responded and this specification had resulted in various options being quoted for. The members noted that the footpath to the MUGA (Multi Use Games Area) and the footpath installed at the East of Melksham from Ingram Road to the rear of Forest and Sandridge School, were both 1.5m wide. This width was adequate to accommodate a wheelchair or mobility scooter, or a pedestrian and a bicycle. The members considered that a 1.5m wide footway with edging would be the most appropriate but felt that the quotes needed to be looked at in more depth. It was noted that there was £4,000 available from the Area Board, and there were reserves in Community Projects funding and Recreation and Enhancement Reserves.

Resolved 1: *Delegated Powers to be given to the Finance Committee to decide on a contractor approve a quote for a 120m footway, 1.5m wide with edging and membrane. Members of the Finance Committee to meet on Friday 20th July at 10.00 to consider the quotes received. 2. Delegated Powers to be given to the Finance Committee to decide which reserve the additional money is taken from to pay for this project*

g) Impact of Wessex Water Sewage Scheme in Berryfield on Parish Council

Owned and Leased Land: It was noted that Wessex Water need to install new sewage pipes to serve Berryfield and that these need to go under the Briansfield Allotment Gardens on land leased by the Parish Council and across land owned by the Parish Council. The Allotment holders will not be adversely affected as Wessex Water intend to tunnel under this land. There will be a compound for the equipment in the land owned by the Parish Council which is leased to a local farmer for arable farming. It was noted that Wessex Water will compensate for any damage incurred by their works, but there will also be compensation for works being carried out both on the Parish Council's land and for the land that it leases.

Additionally, the land owner of the Briansfield Allotments was happy for a hardstanding for a large shed or storage container to be installed in the car park whilst these other works were being carried out. It had been suggested that a hardstanding might be able to be installed by Wessex Water as part of the compensation package.

The Clerk explained that the land owner of the Briansfield Allotments had recommended WebbPaton, a land agent, to negotiate with Wessex Water on behalf of the Parish Council. She had contacted WebbPaton who had responded to say that they would be happy to act on behalf of the Parish Council and did not feel that there was any conflict of interests as they also acted on behalf of the land owner with whom the Parish Council have reciprocal tenancy agreements. WebbPaton informed that

the Parish Council would be due a recognition payment as owner of land to represent the loss of capital value of the land as a result of any sewage pipe being present and an occupier's claim for any losses incurred on land that it leases. Wessex Water would cover WebbPaton's reasonable and necessary fees incurred as a result of representing the Parish Council in this matter. **Resolved 1:** *The Parish Council appoint land agent WebbPaton to act on their behalf with regard to negotiations with Wessex Water. 2. The Parish Council respond to Wessex Water to say that they are happy for them to carry out work on their land.*

- i) **Land Registry Alteration Agreement – Shaw Playing Field Boundary:** Members noted correspondence from the homeowner with regard to a boundary dispute on Parish Council owned land. He had submitted a map and a suggested Agreement for the Parish Council to sign. The members considered that any legal agreement should be drawn up via their solicitors, with the any costs incurred being met by the homeowner. **Resolved:** *The Parish Council reply to the homeowner giving him the details of Goughs, their solicitors, stating that any proposed legal agreements are made via the solicitor and any costs incurred to be met by the homeowner.*

165/18 **Office Relocation Project:**

- b) **Quotations for Furniture Removal and Waste Disposal:** This item was deferred as the quotes had not been received.

- f) **Outline Plans for Proposed Campus Office Accommodation:** The Clerk advised that the outline plans for the Melksham Campus were strictly confidential and not in the public domain and that the Parish Council had them to consider their own future accommodation within it only. She gave a verbal update on the meeting with the Campus architects which she attended with the Parish Officer and Cllr. Holder and Cllr. Carter. The requirements of the Parish Council and lone working were reiterated at this meeting with regard to the positioning of the Parish Council office within the Campus scheme.

9.34pm – *The Assistant Parish Officer left the meeting.*

166/18 **Staffing & Resources:**

- c) **Recommendation of the Staffing Committee held Monday 16th July, 2018 at 6.30pm (prior to this Full Council meeting):** **Resolved:** *The Recommendations detailed in Min.155/18)1), Min.155/18)2), Min155/18)3) and Min155/18)4) were formally approved.*

It was noted that the hourly rate of pay for the Finance Assistant role was higher than that of the Assistant Parish Officer. Members expressed concern that if the Assistant Parish Officer was taking on some of the duties of the Finance Assistant role, that her rate of pay should reflect this. The Clerk advised that the mechanism for reviewing this was for it to be considered at a future Staffing Committee meeting, and that this should form part of the three month review of the trial of new staff working hours.

Meeting closed at 9.40pm

Chairman, 17th September, 2018

Date: 17/09/2018

Melksham without Parish Council Current Year

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Time: 16:21

Cashbook 1 *LLOYDS*

User: JE

Current Account & Instant Acc

For Month No: 4

Receipts for Month 4

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 :		247,010.08					247,010.08	
FPI	Banked: 03/07/2018	27.00						
FPI	Mk Sheppard		27.00		1310	310	27.00	BYF 1A
500121	Banked: 05/07/2018	60.00						
500121	Various		60.00		1410	210	50.00	JSF- GRFC Football deposit
					1260	210	10.00	JSF- Rob Bridges
Total Receipts for Month		87.00	0.00	0.00			87.00	
Cashbook Totals		<u>247,097.08</u>	<u>0.00</u>	<u>0.00</u>			<u>247,097.08</u>	

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Date: 17/09/2018

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Time: 16:21

Cashbook 2

User: JE

Unity Bank

For Month No: 4

Receipts for Month 4

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 :	71,024.32					71,024.32	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>71,024.32</u>	<u>0.00</u>	<u>0.00</u>			<u>71,024.32</u>	

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Time: 16:21

Cashbook 1 LLOYDS

User: JE

Current Account & Instant Acc

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
6/07/2018	Ministry of play	5813	24,408.47		4,068.08	4575	142	20,340.39	Inv 18060 H/church Road Play A
6/07/2018	Ministry of play	5813	654.00		109.00	4575	142	545.00	Inv 18062 Swings, paint, fence
6/07/2018	JH Jones & Sons	5817	297.60		49.60	4415	142	248.00	Inv 12864 Hedges
6/07/2018	JH Jones & Sons	5817	264.00		44.00	4490	142	220.00	Inv 12865 Noticeboards
6/07/2018	JH Jones & Sons	5817	883.69		147.28	4402	320	56.66	Inv 12863 Allot g cut
						4400	142	211.33	Inv 12863 Play Area g cut
						4780	142	17.50	Inv 12863 Play area bin
						4781	220	75.83	Inv 12863 JSF Bin
						4401	220	375.09	Inv 12863 JSF
6/07/2018	Woodland & Countryside Manage	5818	726.00		121.00	4415	142	605.00	Inv 071801 Tree Inspector
6/07/2018	Wellers Hedleys	5819	700.00		110.00	4250	120	40.00	Inv 067134 H/church Rd play ar
						4390	120	550.00	Inv 067134 H/church Rd play ar
6/07/2018	Security 2000	5820	583.20		97.20	4575	142	486.00	Inv 59087 H/ Church security
6/07/2018	Total QSR Ltd	5821	458.26		35.76	4300	120	422.50	Inv 1230 Elec CC
6/07/2018	Melksham Town Council	5822	525.00			4680	170	525.00	Inv Misc:18/18/19 N/hood Plan
6/07/2018	IAC Audit & Consultancy Ltd	5823	390.00		65.00	4100	120	325.00	INV 0531 Internal Audit
6/07/2018	Wessex Water - BWSBL	DD	248.02			4322	220	248.02	Inv 5323775542022
6/07/2018	Wessex Water - BWSBL	DD	62.84			4323	320	62.84	Inv 5323775542013
6/07/2018	Wessex Water - BWSBL	DD	65.13			4323	320	65.13	5310499454012
6/07/2018	Aquasafe Environmental Ltd	5824	348.00		58.00	4212	220	290.00	Inv 180702 PPM Visit July
6/07/2018	J.Beaven	5825	310.00			4750	220	310.00	Inv 1041 JDF deep clean
6/07/2018	Goughs Solicitors	5826	246.00		41.00	4390	120	205.00	Inv 148593 Dispute Norvill
6/07/2018	Post Office Ltd	5827	242.20			4120	120	242.20	Purchase of stamps
6/07/2018	Simon J White	5828	195.00			4490	142	195.00	Inv 7715 Carson R
6/07/2018	Condor Office Solutions Ltd	5829	166.10		27.68	4130	120	138.42	Inv 52713 p/copy
6/07/2018	Sirus Telecom	DD	192.08		32.01	4190	120	160.07	Inv 37964
6/07/2018	Grist Environmental	DD	81.40		13.56	4770	220	67.84	Inv 242624
6/07/2018	Melksham United Church	5830	75.00			4200	120	75.00	Inv 885 Meeting hire
6/07/2018	Eon	DD	63.23		3.01	4302	220	60.22	Inv H15F262E77
6/07/2018	GB Sport & Leisure	5831	38.40		6.40	4490	142	32.00	Inv 876 gate spring
6/07/2018	Screwfix-Melksham	5832	9.98		1.66	4490	142	8.32	INV 0895310597 Clout & knife
6/07/2018	Wilts Assoc of Local Councils	5833	6.98			4080	120	6.98	Inv WALC3509 Guides
6/07/2018	Screwfix-Melksham	5832	5.79		0.96	4490	142	4.83	Inv 0893049549 Clout
6/07/2018	Eon	DD	1.98		0.09	4312	220	1.89	Inv H160081E46 Gas
6/07/2018	Security 2000 Ltd	5841	291.60		48.60	4575	142	243.00	Inv. 59089
6/07/2018	Ministry of Play	5840	5,000.00		833.33	4575	142	4,166.67	Inv. 18060 - Retainer
6/07/2018	Sainsburys Supermarket Ltd	5839	38.00		6.33	4150	120	31.67	JB Exps - EPSON ink cartridges
6/07/2018	HM Revenue & Customs	5814	997.86			4047	130	847.32	Period 5
						4054	142	142.34	Period 5
						4058	320	8.20	Period 5

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Melksham without Parish Council Current Year

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Cashbook 1 *LLOYDS*

User: JE

Current Account & Instant Acc

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
6/07/2018	Wiltshire Pension Fund	5816	1,170.60			4044 130	269.74	Period 5
						4045 130	900.86	Period 5
6/07/2018	Wiltshire Pension Fund	5815	1,447.19			4044 130	329.60	Period 4
						4045 130	1,117.59	Period 4
0/08/2018	David Cole	5838						Salary- Aug 18
0/08/2018	Teresa Strange	5834						Salary- Aug 18
0/08/2018	Joanne Eccleston	5835						Salary- Aug 18
0/08/2018	Marianne Rossi	5836						Salary- Aug 18
0/08/2018	Terry Cole	5837						Salary- Aug 18

*} August salaries
£4,194.69*

Total Payments for Month	45,388.29	0.00	5,919.55	39,468.74
Balance Carried Fwd	201,708.79			
Cashbook Totals	247,097.08	0.00	5,919.55	241,177.53

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
6/07/2018	HM Revenue & Customs	DD	1,275.88			4047	130	1,125.74	Period 4
						4054	142	142.14	Period 4
						4058	320	8.00	Period 4
6/07/2018	Arians Limited	DEBIT CARD	5.28		0.88	4490	142	4.40	Inv 100032021201832091
6/07/2018	Amazon	DEBIT CARD	97.25			4150	120	97.25	copier paper
6/07/2018	Bell group limited	DEBIT CARD	54.00		9.00	4721	220	45.00	Inv 1840 Tap safe
6/07/2018	Amazon EU	DEBIT CARD	20.06		3.34	4150	120	16.72	Inv 117290180 stationary
6/07/2018	Cheetah Trading Post	DEBIT CARD	6.80		1.13	4490	142	5.67	Inv 446 Padlocks
6/07/2018	Microsoft	DEBIT CARD	254.40		42.40	4391	120	212.00	Inv E040060B0A GDPR
6/07/2018	Lloyds	DEBIT CARD	3.00			4140	120	3.00	Bank Charges
6/07/2018	Microsoft	SALARY	-254.40		-42.40	4180	120	-212.00	Correcting error made of TS ex
6/07/2018	Teresa Strange	SALARY				4000	130		Salary- July 18
6/07/2018	Joanne Eccleston	SALARY				4020	130		Salary- July 18
						4048	130		Salary- July 18
6/07/2018	Justna Barber	SALARY				4030	130		Salary- July 18
6/07/2018	Marianne Rossi	SALARY				4010	130		Salary- July 18
6/07/2018	Terry Cole	SALARY				4050	142		Salary- July 18
						4051	142		Salary- July 18
						4460	142		Salary- July 18
6/07/2018	David Cole	SALARY				4800	320		Salary- July 18
0/08/2018	Teresa Strange	SALARY				4000	130		Salary- Aug 18
0/08/2018	Joanne Eccleston	SALARY				4020	130		Salary- Aug 18
0/08/2018	Marianne Rossi	SALARY				4010	130		Salary- Aug 18
0/08/2018	Terry Cole	SALARY				4050	142		Salary- Aug 18
						4460	142		Salary- Aug 18
0/08/2018	Teresa Strange	SALARY				4000	130		Wrong cb
0/08/2018	Joanne Eccleston	SALARY				4020	130		Wrong cb
0/08/2018	Marianne Rossi	SALARY				4010	130		Wrong cb
0/08/2018	Terry Cole	SALARY				4050	142		wrong cb
						4460	142		Salary - Aug. 18
Total Payments for Month			6,888.32	0.00	14.35			6,873.97	
Balance Carried Fwd			64,136.00						
Cashbook Totals			71,024.32	0.00	14.35			71,009.97	

July salaries
£ 5,425.96