

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 22<sup>nd</sup> October, 2018 at St. Barnabas Church Hall, Beanacre at 7.00 p.m.**

**Present:** Cllrs. Richard Wood (Chair), Alan Baines, Paul Carter, David Pafford, Mary Pile, Robert Shea-Simonds, Terry Chivers and Nick Holder.

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

Invited Guests: Wiltshire Cllrs. Roy While & Phil Alford.  
James Jenkinson, Principal Planner, Foresight Group

- 275/18 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire
- 276/18 **Apologies:** Cllr. John Glover (Vice Chair) was on holiday; Cllr. Kaylum House had a hospital appointment; Cllr. Daniel Barber was unwell; Cllr. Greg Coombes was attending a WALC (Wiltshire Association of Local Councils) meeting as the Parish Council representative. These reasons for absence were accepted.
- 277/18 **Not Present:** Cllr. Paul Taylor.
- 278/18 **Declarations of Interest:** None.
- 279/18 **Dispensation Requests:** None.
- 280/18 **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.
- 281/18 **Invited Guest:** Mr. James Jenkinson, Principal Planner, Foresight Group, introduced himself and explained that the Foresight Group were now the owners of the Sandridge Solar Farm. Goldbech, who built the site, haven't yet transferred it to the Foresight Group who are in the process of testing it before taking it over. The Foresight Group are mainly concerned with solar farms, having 60 sites across the UK, and 2 battery storage facilities to balance the requirements from the National Grid. Mr. Jenkinson explained that the Foresight Group only took on fully working solar farms post construction if they were economically viable and that this was the main core of their business, however, they were looking closely at the future of battery storage provision. He advised that many solar farms had short operating times of 25 years, but stated that the Foresight Group were looking to extend these operating times to 40 years as the majority of panels and equipment should last for this period of time. Members asked how much electricity the Sandridge Solar Farm produced in a year, queried what voltage ran through the

connecting lines and whether there was a rolling programme to replace old panels with new. As Mr. Jenkinson's role was primarily planning based he did not know the answer to the technical questions posed, but said that he would find out and feed that information back to the Parish Council. He did advise that after 25 years the panels only produce 80% of the electricity of new panels; the panels are replaced if they become damaged, but other improvements do not give large efficiency gains. The Clerk advised Mr. Jenkinson that the Parish Council were required to publish what they had spent their community benefit funding on. She informed that in the financial year 2016/17 the Parish Council had received £13,200 from Sandridge Solar Farm and £5,500 for the financial year 2017/18; this had been spent on the refurbishment of play areas in the parish, and the ongoing maintenance of these and the Bowerhill Sports Field. It was noted that the community benefit funding was payable each year and calculated upon the number of dwellings within a 2.75km radius of the Solar Farm, and that the onus was upon the Parish Council to advise of any changes to this number. Mr. Jenkinson stated that he was on-site fairly regularly and twice a year he walked all the public rights of way and the perimeter of the site to check that the landscaping programme and hedgerows planted were all growing.

*7.20pm – Mr Jenkinson left the meeting and the Council agreed to suspend Standing Orders for a period of public participation.*

282/18 **Public Participation:**

Wiltshire Cllr. Phil Alford gave an update on the situation with Cooper Tires following their recent announcement that 300 jobs from their Melksham factory would be made redundant over the next 10 months. He informed that meetings had been set up between Cooper Tires, Wiltshire Council, the Work and Pensions Department and the Department for Industry, to try to find alternative employment for those workers being made redundant. He explained that there was a shortage of engineers and workers in heavy industry in the Wiltshire area, so there was confidence that employees would be able to find new jobs. The manufacturing of car tyres would be moving to Serbia; however, the manufacturing of higher value motorbike and racing car tyres would remain in the UK. Wiltshire Cllr. Roy While stated that it was worth noting that the county of Wiltshire had the 2<sup>nd</sup> lowest level of unemployment in the country. He reported that at the last Wiltshire Council meeting the annual report from the Corporate Parenting Panel was discussed and council tax exception for care leavers. He explained that Wiltshire Council had approximately 400 care leavers and the presentation was made by a former care leaver who is now working for Wiltshire Council as a student and passing on her knowledge with a view to becoming a social worker. He stated that much of the meeting was taken up on the ward boundary review which he noted the parish council were looking at under a separate agenda item. He advised that Wiltshire Council were also looking at the government's proposals with regard to gambling and the maximum stake which could be made on a slot machine, although the government have not yet given a suggested maximum limit.

*7.40pm - The Council reconvened and Wiltshire Cllrs. While and Alford left the meeting.*

- 283/18 **Minutes, Full Council Meeting 17<sup>th</sup> September, 2018: Resolved:** *The Minutes of the Full Council Meeting held 17<sup>th</sup> September, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
- (i) **Arising from Min.250/18a):** The Clerk advised that she was unable to sign up for the SLCC on-line training for staff and councillors as all of the courses were fully booked, however, the parish council were on a waiting list. As the “Planning Demystified” training was by Andrea Pellegram that had already provided training for the council, this was believed to be a duplicate and not booked.
- 284/18 **Minutes, Planning Committee Meeting 24<sup>th</sup> September, 2018:**
- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 24<sup>th</sup> September, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Resolved:** *The Recommendations detailed in Min.257/18a and Min.258/18d)i) were formally approved*
- c) **Arising from Min.257/18:**
- (i) It was noted that financial contributions were attached to play areas for their future ongoing maintenance and these were passed onto whoever took on the play area, whether that was the Parish Council or a maintenance company. However, the Clerk advised that when the officers had looked at the S106 agreements for the 3 large developments in the parish, which were in various stages between outline planning, reserved matters and under construction, it had been noted that there was no consistency of approach, despite the Parish Council requesting at pre-application stage to be part of the process and that it wished to take on equipped play areas, namely LEAPs (Local Equipped Areas of Play) and NEAPs (Neighbourhood Equipped Areas of Play). It was noted that the Wiltshire Council Leisure & Play Strategy Officer agreed that there was no consistency and was seeking to arrange a meeting with the Clerk and the Head of Wiltshire Council’s Planning Department to discuss this issue.
- (ii) The developer of the 450 dwellings on land east of Spa Road (18/04644/REM), Hallam Land, had contacted Wiltshire Council about the specification of the play area who in turn had made contact with the Parish Council as they had previously expressed a desire to take on the play area for this development. It was noted that there was no mention of a commuted sum for this play area in the S106 Agreement and members considered that the Parish Council could only take on this additional asset if a maintenance contribution was attached. **Resolved:** *The Parish Council query with Hallam Land what the maintenance contribution for this play area is before committing to take it over.*
- 285/18 **Minutes, Planning Committee Meeting 15<sup>th</sup> October, 2018:**
- a) **Resolved:** *The Minutes of the Planning Committee Meeting held 15<sup>th</sup> October, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Resolved:** *The Recommendation detailed in Min.273/18) was formally approved.*
- 286/18 **Minutes, Asset Management Committee Meeting 24<sup>th</sup> September, 2018:**
- a) **Resolved:** *The Minutes of the Asset Management Committee Meeting held 24<sup>th</sup> September, 2018 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:*

From Min.263/18d), penultimate sentence amended from "...wooden posts were inserted into the ground around the perimeter.." to "...wooden posts were inserted into the ground around the open perimeter...".

b) **Resolved 1:** The Recommendations detailed in Min.263/18b)i), Min.263/18b)ii), Min.263/18b)iv), Min.263/18b)v), Min.263/18b)vii), Min.263/18b)viii), Min.263/18d), Min.263/18f), Min.263/18g), Min.264/18a)i), Min.264/18a)ii)1), Min.264/18a)ii)2), Min.264/18a)ii)3), Min.264/18b)i), Min.264/18b)ii), 265/18a), Min.265/18b)1), Min.265/18b)2) and Min.266/18a were formally approved.

2. The Recommendation under Min.263/18h)i) for a resident to cut the grass at Shurnhold Field for free and to use the cuttings to feed livestock fell. Due to the timescales involved in getting permission for this to happen as the land was not actually in the ownership of the Parish Council yet, the resident was unable to cut the grass and use it for feed. **Resolved:** The Parish Council to go back to J H Jones and ask if they could take up their kind offer of a one off cut for free in order to plant the commemorative WW1 trees.

3. The Recommendation under Min.263/18h)ii) for the public liability insurance for the Friends of Shurnhold Fields to be covered by the Town Council "Tidy Town" insurance fell. The Clerk explained the Town Locum Clerk had confirmed that the "Tidy Town" public liability insurance was just for that group and could not be extended to cover additional community groups. She advised that now that the Friends of Shurnhold Fields had a constitution that if they carried out a risk assessment, as they would be working on public open space, that they could be covered as volunteers under the Parish Council's public liability insurance, as with other community groups in the parish. **Resolved 1:** The Friends of Shurnhold Fields to be covered by the Parish Council's public liability insurance. **2.** The Friends of Shurnhold Fields to produce a Risk Assessment of their activities, to ensure that they are carrying out due diligence, to be submitted to the Parish Council.

c) **Arising from:**

- (i) **Min.263/18f) – Melksham Oak Outdoor Education Student Volunteers:** The Clerk advised that she had had a conversation with the teacher from Melksham Oak who felt that tasks at the Bowerhill Sports Field were a good idea as it was a well known venue to the students who played there. It was noted that there had been conflicting advice over whether grass around the tree saplings on the field should be cut back as this provided a valuable habitat for small mammals, reptiles and insects. Further advice from a tree surgeon was that the vegetation around the saplings was cut back to give them more light and allow the trees to have all the available nutrients in the ground, but to not cut all the vegetation back between the saplings and the fence line so that some wildlife habitat remained. The Clerk advised that she had also spoken to Mrs. Mills who felt that the Bowerhill Sports Field was an appropriate place to plant the royal oak and install a bench in memory of Cllr. Mike Mills. She said that she would also ask the students if they would hand cut the vegetation around the saplings as advised by the tree surgeon and dig a hole for the planting of the royal oak.
- (ii) **Min.264/18a)ii)1) – Fire Risk Assessment:** The Clerk informed that she had purchased a new petrol strimmer and leaf blower and also heavy-duty hooks to be attached to the wall of the boiler room to store these and the petrol lawnmower off the floor.
- (iii) **Min.264/18a)ii)2) – Fire Risk Assessment:** The Clerk advised that she had spoken to Melksham Cricket Club and that she now knew where their outside

storage had come from, however they had been purchased by Wiltshire Council so the Cricket Club could not provide an indicative cost.

- d) Hornchurch Road Public Open Space:** The members viewed photos of the newly constructed footpath at Hornchurch Road Public Open Space and were disappointed to hear the Clerk's report that within 48 hours there were 8 separate pieces of dog mess either on the pavement or on the newly raked and seeded edging. They also noted thank you correspondence from Wiltshire Council, from both Adrian Hampton, Head of Local Highways, Parking Services and Streetscene, and Cllr. Bridget Wayman, Cabinet Member for Highways, Transport & Waste, commending the Parish Council for its hard work and proactive approach to Hornchurch Road public open space, especially as Wiltshire Council would have shut down the play area here due to its poor state of repair. The Clerk had inspected this footpath and it was felt that contractor Ed Bodmin had done an excellent job. It was noted that when the play area was closed down by Wiltshire Council that this had been reported in the Melksham News, and that there was now an opportunity to ask for a positive story to be printed showing what the play area and footpath now looked like following the work undertaken by the Parish Council. **Resolved:** *The Parish Council pay the full amount of the invoice, £22,493 excl. VAT to E. D. & W. Bodmin Ltd., without holding back a retainer as they were happy with the quality of the work.*

*In line with Standing Order 3d the next agenda item was held in Committee.*

- e) Tree Work:** The Clerk advised that following an independent inspection of trees on Parish Council owned or maintained land, that she had sought quotes for the works listed in the report as medium risk. She advised that she had also asked the contractors to supply quotes for works listed as low risk at the same time as at some point the low risk issues could become medium and thus this would assist with future budgeting requirements. It was noted that a couple of the contractors had advised against moving the Royal Oak on the northern boundary of the Sports Field, stating that this may kill the tree and that it would be a least 100 years before the tree would pose any problems to the highway; it was therefore agreed not to move it. The members considered quotations from four contractors and considered that it would be prudent to carry out all works identified on the report, both low and medium. It was noted that although not the cheapest, the quote from Acer Tree Surgeons included processing and removing the green waste which is then used to produce domestic electricity from a Bio-mass Generator. **Resolved:** *The Parish Council accept the quote for £2,500 excl. VAT from Acer Tree Surgeons to carry out both low and medium risk works, as identified in the independent tree survey report, on trees on land owned or maintained by the Parish Council.*

*The Council went back into open session*

- f) Wessex Water Work in Berryfield:** It was noted that there had been another sewage leak in Berryfield by the MUGA (Multi Use Games Area) and teen shelter. Wessex Water had attended to it straight away and worked until 2.00am in the morning to install a temporary metal pipe. They also replaced the top soil and turf where the leak had occurred. It was noted that Wessex Water were particularly frustrated as they had paid some land owners, including the Parish Council, £100 to enable them to commence the planned sewage works in Berryfield early, but three landowners would

not give permission. Therefore, the works to install new sewer pipes to prevent reoccurrences of such problems would not start until 19<sup>th</sup> November.

- g) Allotment Report:** It was noted that there are currently 3 vacant plots on the Briansfield site and no waiting list. The Assistant Parish Officer had successfully managed to let the overgrown plot on the Berryfield site which the Parish Council had previously agreed could have two years free tenancy to anyone wishing to take it on and bring it back into good order. This plot had one year left of the free tenancy, after which the tenant would be required to pay the correct allotment rent for that plot.

*8.23pm – A fire drill was carried out, and all those present left the building and mustered in the churchyard; this took 2.03 minutes.*

*8.29pm – The meeting recommenced and in line with Standing Order 3d the next agenda item was held in Committee.*

- 286/18C **h) Bowerhill Sports Field Proposal:** The Members discussed a proposal which had been made to the Parish Council by Knorr Bremse. **Resolved:** *The Parish Council enter into a conversation with Knorr Bremse and Wiltshire Council's Economic Development Officer & Property Team to consider the request which had been made and explore whether it would be possible with Fields In Trust.* Cllr. Wood wished to have his vote against this resolution recorded.

*9.00pm – The Council went back into open session and Cllr. Holder left the meeting.*

#### 287/18 **Finance:**

- a) Council Income & Expenditure:** The Clerk advised that it was difficult to report mid-way through a month under the Rialtas system as the reports were generated by accounting months. As previously resolved under Min.107/18c (Full Council 18<sup>th</sup> June, 2018) monies received and payments made would be reported retrospectively. All three of the Parish Council's accounts would be reported, even if there had been no movement and the balance was zero as this was check against potential fraud. The tree accounts were noted as follows:

- Cashbook 1 - Current account, Lloyds Bank cheques only
- Cashbook 2 - Unity Bank, on-line banking
- Cashbook 3 - Lloyds Bank, fixed term deposit

It was noted that no money was spent that had not already been approved. The members noted the accounts for July, August and September which had been represented in the new format. Therefore, the October accounts would be reported at the November Full Council meeting.

- b) Budget vs Actual:** The members noted the report for Quarter 2 (July, August and September), and that this was half way through the financial year. The new reporting showed clearly where the Council were with their actual spend against the budget and that there was nothing that stood out or was alarming. The Clerk drew attention to the fact that the Council had received a VAT refund of £8,387 and that in previous years this had been shown as income. However, now that the Parish Council reports in Income & expenditure this was shown as owed at the end of the last financial year and when entered this year will counteract this transaction. She highlighted that although under street furniture it appeared that the Parish Council had overspent, this was not the fact as the spend had been approved in the previous financial year, however, due to logistical reasons the street furniture had not been ordered until this financial year

- c) **Cheque Signatories & Online Banking Authority for October Payments:**  
**Resolved 1:** Cllr. Baines and Cllr. Carter to sign cheques and authorise on-line banking payments for October 2018. **2.** Cllr. Pafford and Cllr. Shea-Simonds to check and sign off the bank reconciliations as non-Finance Committee members.
- d) **Conclusion of Audit:** It was noted that the External Audit had concluded and that the External Auditor had made no comments, which meant that they were satisfied with the Parish Council's Statement of Accounts.
- e) **Precept Setting:** It was noted that the deadline date to Wiltshire Council for precept requests was 25<sup>th</sup> January, 2019, and that this year this fitted with our Full Council meetings as the precept request would be approved on Monday 21<sup>st</sup> January. It was noted that the draft tax base number would be issued by Wiltshire Council on 5<sup>th</sup> November. The Clerk advised that the members of the Finance Committee would be issued with their papers before Christmas ready for the budget meeting on Monday 7<sup>th</sup> January, 2019.

288/18 **Boundary Review:**

**Electoral Review of Wiltshire – Warding Arrangement Consultation:** The Local Government Boundary Commission for England (LGBCE) had confirmed that Wiltshire Council will retain 98 councillors, and that the forecast electorate for Wiltshire for 2024 was approximately 417,881. Therefore, the number of electors per member should ideally be 4,263, however a 10% variance above or below this figure was permitted. As Wiltshire Council had to arrange each of its 98 divisions to fit in with these requirements, they had started this process from the outside of the county and worked towards the middle, which had resulted in the Melksham Area being the last to be arranged. The Parish Council had requested that the split between divisions still respected the parish boundaries, however this could not be achieved. Wiltshire Council's original proposal was to split Bowerhill between 3 divisions in a bid to achieve the required number of electors between ward members; this was a proposal which the Parish Council would not have found acceptable. It was noted that a thorough piece of work had been carried out by the Wiltshire Council Ward Member for Melksham Town South, with a proposal being made where parts of the Parish could be combined with parts of the town and other villages in order that Bowerhill could be kept as one division. The proposals for the divisions in Melksham were now as follows:

- Division 93 (Melksham North and Rural): Move the parish of Atworth out of Melksham Without North and into the Bradford-on-Avon Area Board area. The new division would then include the villages of Whitley, Shaw and Beanacre and the northern part of Sandridge. It would also contain parts of Melksham Town lying north and west of the river Avon.
- Division 94 (Melksham Berryfield and Rural): This would be a new division to include the parishes of Semington, Steeple Ashton, Kevil, Great Hinton, Broughton Gifford and the Berryfield area of Melksham Without.
- Division 95 (Melksham Bowerhill and Rural): This division would contain the defined community of Bowerhill and the remainder of the southern part of Sandridge.
- Division 96 (Melksham Forest): This division would contain the area to the north and east of Melksham defined by the boundaries of the A3102.
- Division 97 (Melksham East): This division would include the current and new housing to the east of Melksham, as well as Queensway and Blackmore Road.

- Division 98 (Melksham South): This division would consist of melksham Town south of Spa Road.

It was felt that although these proposals were not ideal it did prevent Bowerhill from being split. Wiltshire Council approved these division proposals at their Full Council meeting on 16<sup>th</sup> October and they would now be submitting them to the Boundary Commission for formal consideration.

**Resolved 1:** *The Parish Council write to the Boundary Commission supporting these proposals as in the absence of being able to keep urban and rural areas totally separate that this is the most appropriate way to retain the rural boundaries. 2. The Parish Council formally thank Wiltshire Cllr. Jon Hubbard for his hard work on these proposals.*

289/18 **GDPR (General Data Protection Regulations) Audit:**

The Clerk advised that the GDPR Audit carried out by Kevin Rose of IAC (the Parish Council's Data Protection Officer) on the 17<sup>th</sup> October went well. It was noted that the Parish Council had already done a lot to comply with the new regulations and that the auditor would write a list of actions which are still required to be addressed. He advised that some of the policy document templates provided by NALC (National Association of Local Councils) were more appropriate than those provided by the SLCC (Society of Local Council Clerks) and that he would advise accordingly. The Clerk advised that a new working party was set up and that they met in January to look at the policies and make recommendations to the Full Council. She advised that we were now in a new Council term, but that Cllrs. Chivers, Taylor and Pattison had been on the previous working party. **Resolved:** *A GDPR working party to meet in January to review policies. Cllr. Chivers and Cllr. Shea-Simonds to be on this working party and Cllr. Taylor to be asked if he wishes to continue to be on this working party.*

290/18 **Feedback following Meeting with Michelle Donelan, MP:** The Clerk reported that members of the Parish Council and representatives of Beanacre CSW (Community Speed Watch) had met with Michelle Donelan, MP at St. Barnabas Church on Friday 19<sup>th</sup> October. It was noted that Angus MacPherson, Wiltshire Police and Crime Commissioner had previously agreed to be part of this meeting, but then subsequently stated that the issues through Beanacre were a Wiltshire Council Highways issue, and did not attend. She explained that the meeting had gone well and that both the Parish Council and Michelle Donelan had gone away with a list of actions to carry out as follows:

- Michelle Donelan: She has a forthcoming meeting with Bridget Wayman, Wiltshire Council Cabinet Member for Highways, Transport and Waste, where she will ask that although not Wiltshire Council policy, due to the high number of speeding incidents whether a fixed speed camera or mobile speed camera can be located in Beanacre. She will also query what the restriction is over having village gates at either end of the village on the A350. Additionally, there were concerns over the proposed Bath congestion charges in that HGVs will be forced to use the A350 as an alternative route, and that it will make it much more difficult for Wiltshire people to get to the RUH. Michelle is already in conversations with Wiltshire Council on this, and it was noted that the proposal includes a charge for cars which are pre-2006. Other parishes had also raised this as an issue with her and it was something that she was investigating further.
- Parish Council: Investigate again with Wiltshire Police where the CSW signs, which had been promised some time ago, are. As a community benefit, Southern Electric used to allow such signage to be erected on their electricity poles, so the Parish Council to ask if this is still possible. Currently the SID (Speed Indicator

Device) can only be erected in Beanacre on the southbound carriage way, not the north as it has to be mounted on a metal pole. Therefore, the Parish Council will investigate putting in a socket and a post on the northbound carriageway. It was noted that in other parishes, such as Box and Christian Malford there was a SID in place all the time; the Parish Council to query why this is permitted and why the same cannot be done in Beanacre, as they had been informed that it could only be in place in one location for two weeks at a time. Lastly, the Parish Council to request that Wiltshire Police carry out more CSW support visits as this does act as a speed deterrent.

A discussion also took place over the lack of GPs in Melksham. Michelle Donelan did acknowledge that there seems to be an issue with regard to recruiting GPs for Melksham and that she would look into this. She said that she would also speak to the CCG (Clinical Commissioning Group), as although it was now understood that a new hospital would not be located in Melksham, there had been no information about where a new hospital would be built. She advised that she had spoken to the Minister with regard to the prohibition of parish councils funding church halls as community spaces, but that this would not be looked at until after Brexit.

291/18 **Website Update:** It was noted that the Parish Council website had now been updated so that it was easy to use from a mobile phone or small tablet device.

292/18 **Community Projects:**

a) **Request for Funding from TransWilts:** The Parish Council are and have been sympathetic in trying to improve the Railway Station and the creation of a transport hub. The funding that they are requesting is to prove that they have local support to enable them to seek further funding. They do not require the money now, rather a pledge of support and they have asked for £5,000 from both the Parish Council and the Town Council. A discussion took place over the fact that the same amount had been requested from both councils although the Parish Council have about half the number of residents as the Town Council. Additionally, other parishes such as Broughton Gifford and Atworth had not been asked for a contribution, although their parishioners would also benefit from any improvements. **Resolved:** *The Parish Council support TransWilts and pledge £5,000 towards this project, and this to be allocated from the budget for the financial year 2019/20.*

b) **Shurnhold Fields:**

- (i) **Friends of Shurnhold Fields, Draft Minutes of Meeting held Thursday 6<sup>th</sup> September, 2018:** These minutes were noted.
- (ii) **Shurnhold Fields Working Party, Draft Minutes of Meeting held Thursday 6<sup>th</sup> September, 2018 (following Friends Meeting):** These minutes were noted.
- (iii) **Update on WW1 Commemorative Tree Planting Event:** Cllr. Carter updated the members and informed that the Parish Council contractor J H Jones will be cutting the field free of charge in time for the tree planting event. There were signs up at the field asking for volunteers to assist with the tree planting. He explained that the trees would be planted in the left-hand field and that there would be 5 copses arranged in a horseshoe. Each copse will be 25mx25m and so will take up just under half of the field, and will be aligned so that the sun shines through on the morning of the summer solstice. He stated that members from the Friends Group would be marking out the location of the copses and where the various tree species were to be planted prior to the event which

would be on Saturday 10<sup>th</sup> November at 10.00am. He felt that at least 40 volunteers would be needed. The Clerk said that she would advertise the event on the Parish Council's social media sites.

- c) **Local Government Social Media Campaign - #ourday:** The Clerk explained that this was a 24 hour social media marathon to give everyone who works or volunteers in local public services the chance to share their stories of how they improve the quality of life of residents. It was noted that the Clerk already reports positive stories involving the Parish Council on social media.
- d) **Parliament Week – 12<sup>th</sup> -18<sup>th</sup> November, 2018:** It was noted that Bowerhill Primary school, Shaw Primary school and the ATC wished to take part this year. The Clerk asked that any members who wished to take part get in contact with the Parish Officer who had all the details of dates and times and was liaising with the schools and the ATC.
- e) **Invitations to Events:** The Clerk advised that members had been invited to two events and asked who was interested so that she could RSVP.
  - (i) **Remembrance Day Events – Sunday 11<sup>th</sup> November:**
    - 1. **Melksham Town:** This year the event was in the morning, meeting at the Town Hall at 10.30 for the parade, war memorial and church service followed by refreshments in the Assembly Rooms. **Resolved:** *Cllr. Wood, Cllr. Baines, Cllr. Carter, Cllr. Pafford and Cllr Pile, plus guest to attend.*
    - 2. **Reading Rooms, Whitley:** This event is in the afternoon at the Reading Rooms where the roll of honour is located. **Resolved:** *Cllr. Chivers to attend.*
  - (ii) **Wiltshire Air Ambulance New Airbase Visit & Tour – Tuesday 20<sup>th</sup> November, 10.00am – 12.00noon:** **Resolved:** *Cllr. Wood, Cllr. Chivers, Cllr. Carter, Cllr. Shea-Simonds, Cllr. Pafford, plus guest and Cllr. Pile plus guest to attend.*

#### 293/18 Staffing & Resources:

- a) **WALC (Wiltshire Association of Local Councils) Consultation on Employment Support Services:** It was noted that WALC wished to extend its member services to provide employment services from Monahans Chartered Accountants and Business Advisors, for matters relating to employment law and HR. The Parish Council already access these services via its insurance company. **Resolved:** *The Parish Council reply to say that they were able to access this service via their insurance company, so other parish councils may be able to do the same.*

*In line with Standing Order 3d the next agenda item was held in Committee.*

- 293/18C b) **Employee Planned Sick Leave:** It was noted that an employee was having a planned minor operation on Thursday 8<sup>th</sup> November and it was anticipated that they would be signed off as not fit to work for two weeks. It was noted that the return to work day would therefore be Friday 23<sup>rd</sup> November. Members felt that the employee should not return to work for that one day, rather to rest, fully recover and return to work on Monday 26<sup>th</sup> November, if advised by medical practitioners that it was okay to do so.

Meeting closed at 9.58pm

Chairman, 19<sup>th</sup> November, 2018

Date: 21/11/2018

## Melksham without Parish Council Current Year

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Time: 13:51

## Cashbook 1

User: MF

Current Account & ~~Instant Acc~~ *ROADS CHEQUE ACCOUNT* For Month No: 7

## Receipts for Month 7 - OCTOBER 2018

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		267,018.80					267,018.80	
V784-FPI	Banked: 01/10/2018	50.00						
V784-FPI	Audley FC	50.00			1210	210	50.00	Match fee Sun 30 Sept18-Inv040
V771-FPI	Banked: 01/10/2018	27.00						
V771-FPI	Allotment Holder	27.00			1320	310	27.00	Briansfield 20 rent
V772-FPI	Banked: 02/10/2018	54.00						
V772-FPI	Allotment Holder	54.00			1320	310	54.00	Briansfield plot 29/31 rent
V773-FPI	Banked: 02/10/2018	27.00						
V773-FPI	Allotment Holder	27.00			1320	310	27.00	Briansfield plot 30 rent
V774-FPI	Banked: 03/10/2018	54.00						
V774-FPI	Allotment Holder	54.00			1310	310	54.00	Berryfield 14A Allotment rent
V775-FPI	Banked: 04/10/2018	20.25						
V775-FPI	Allotment Holder	20.25			1310	310	20.25	Berryfield 1sm Allotment rent
V776-FPI	Banked: 04/10/2018	27.00						
V776-FPI	Allotment Holder	27.00			1310	310	27.00	Berryfield 12B Allotment rent
V777-FPI	Banked: 08/10/2018	50.00						
V777-FPI	Audley FC	50.00			1210	210	50.00	Match fee Sun 7th Oct18 Inv045
V778-FPI	Banked: 08/10/2018	54.00						
V778-FPI	Allotment Holder	54.00			1310	310	54.00	Berryfield 14A Allotment rent
V779-FPI	Banked: 09/10/2018	54.00						
V779-FPI	Allotment Holder	54.00			1310	310	54.00	Berryfield 14B Allotment rent
V780-FPI	Banked: 15/10/2018	27.00						
V780-FPI	Allotment Holder	27.00			1320	310	27.00	Briansfield 7 Allotment rent
V781-FPI	Banked: 17/10/2018	50.00						
V781-FPI	Redfish Events	50.00			1260	210	50.00	Bowerhill Bomber -Sun 3 feb19
V782-FPI	Banked: 17/10/2018	50.00						
V782-FPI	Redfish Events	50.00			1260	210	50.00	Bowerhill Bomber-Sun 21 July19
V783-S/O	Banked: 22/10/2018	10.00						
V783-S/O	Melksham Fitness	10.00			1210	210	10.00	Changing Room Hire- Sept18-048
V785	Banked: 24/10/2018	208.71						
V785	Various	208.71			1130	110	9.71	Berryfield Photocopy-Inv.044
					1320	310	27.00	Briansfield 9 Allotment rent
					1310	310	27.00	Berryfield 10B Allotment rent
					1320	310	27.00	Briansfield 15 Allotment rent
					1320	310	40.50	Briansfield 17A Allotment rent
					1320	310	40.50	Briansfield 2&32A Allotment re
					1310	310	27.00	Berryfield 7B Allotment Rent
					1210	210	10.00	Trow Tow Match fee 7 Oct18 049

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## Melksham without Parish Council Current Year

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## Cashbook 1

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## Current Account &amp; Instant Acc

For Month No: 7

## Receipts for Month 7

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V786	Banked: 24/10/2018	316.00						
500127	Various	316.00			1310	310	27.00	Berryfield 5B Allotment rent
					1310	310	27.00	Berryfield 5A Allotment rent
					1320	310	27.00	Briansfield 3 Allotment rent
					1320	310	54.00	Briansfield 28 Allotment rent
					1310	310	27.00	Berryfield 18B Allotment rent
					1310	310	54.00	Berryfield 13 Allotment rent
					1210	210	100.00	The Foresters Arms mat fee-046
/787-BSF22	Banked: 29/10/2018	27.00						
V787-FPI	Allotment Holder	27.00			1320	310	27.00	Briansfield 22 Allot rent
V788-BGC	Banked: 30/10/2018	32.51						
V788-BGC	Eon	32.51		1.55	4302	220	30.96	Refund on electricity
V789-CHQ	Banked: 30/10/2018	10.00						
V789-CHQ	Shaw Village Hal	10.00			1120	110	10.00	Shaw V'hall annual rent 18/19
<b>Total Receipts for Month</b>		<b>1,148.47</b>	<b>0.00</b>	<b>1.55</b>			<b>1,146.92</b>	
<b>Cashbook Totals</b>		<b>268,167.27</b>	<b>0.00</b>	<b>1.55</b>			<b>267,018.80</b>	

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## Payments for Month 7

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/10/2018	Grist Environmental	V767-DD	179.47		29.91	4391	120	75.00	Crown Chambers GDPR Waste col
						4770	220	74.56	Bowerhill Pavilion waste collec
8/10/2018	Eon	V765-DD	103.91		4.95	4302	220	98.96	Bowerhill Pavilion Electricit
8/10/2018	Eon	V766-DD	17.06		0.81	4312	220	16.25	Bowerhill Pavilion Gas
6/10/2018	EE & T-Mobile	V770-DD	13.00		2.17	4195	120	10.83	Meeting laptop Wifi
2/10/2018	Aquasafe Environmental Ltd	V738-5877	138.00		23.00	4212	220	115.00	October 18 Water PPM Vi
2/10/2018	Rialtas Business Solutions Ltd	V739-5878	502.56		83.76	4055	130	399.00	System training for all staff
						4055	130	19.80	Mileage
2/10/2018	JH Jones & Sons	V740-5879	883.69		147.28	4402	320	56.66	Allotment grass cutting
						4400	142	211.33	Play area grass cutting
						4780	142	17.50	Play Area bin emptying
						4781	220	75.83	Sports Field bin emptying
						4401	220	375.09	JSF Grass cutt/ Line mark
2/10/2018	Tollgate Security Ltd	V743-5882	756.00		126.00	4212	220	630.00	Ann Alar Maint-011018-300919
2/10/2018	Rialtas Business Solutions Ltd	V744-5883	300.00		50.00	4180	120	250.00	Annual software support
2/10/2018	Simon J White	V745-5884	195.00			4490	142	195.00	Inv.7761 Carson R/B Main Oct18
2/10/2018	Melksham Town Council	V746-5885	100.00			4540	142	100.00	Deployment of SID Oct 18
2/10/2018	What No Safety Services Ltd	V747-5886	72.00		12.00	4055	130	60.00	Inv.1714 Fire Warden Training
2/10/2018	Radcliffe Fire Protection Ltd	V148-5887	180.00		30.00	4212	220	150.00	Inv1388 Fire Saf audit for JSF
2/10/2018	PKF Littlejohn LLP	V749-5888	720.00		120.00	4100	120	600.00	Extern Audit year end 31-3 18
2/10/2018	St Barnabas Church	V750-5889	10.00			4420	142	10.00	Annual rent St Barnabas
2/10/2018	St Barnabas Church	V751-5890	160.00			4200	120	160.00	Meeting Room hire Sept 18
2/10/2018	St Barnabas Church	V752-5891	100.00			4200	120	100.00	Meeting room hire Oct 18
2/10/2018	Kennet Sign & Display	V753-5892	1,370.76		228.46	4490	142	603.75	A2 Signs for play area's x21
						4490	142	57.50	A2Signs for Shaw Play Field x2
						4490	142	57.50	A2Signs B'hill sport field x2
						4352	120	124.80	A3 Office signage x8
						4490	142	124.80	A3 Warning signage x8
						4721	220	31.20	A3 Sports Field signage x2
						4352	120	11.00	A4 Office signage x1
						4722	320	22.00	A4 Allotment signage x2
						4820	142	66.00	A4 Dog Foul signs ShurnH/Field
						4721	220	43.75	Pavilion Drink water signs x7
2/10/2018	Wiltshire Council	V754-5893	834.81			4430	220	834.81	Rates for Bowerhill Play Field
2/10/2018	Trade UK	V755-5894	341.24		56.86	4721	220	4.99	Glue
						4721	220	18.71	Heavy Duty storage hook 255mm
						4721	220	14.98	Slippery surface safety sign

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## Melksham without Parish Council Current Year

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Current Account &amp; Instant Acc

For Month No: 7

## Payments for Month 7

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						4352	120	20.83	Folding sack truck
						4150	120	6.91	Batteries
						4352	120	4.16	Bungee cord
						4350	142	99.99	Titan Grass & Hedge Trimmer
						4350	142	16.66	Face Shield
						4350	142	83.33	Blower & Vac
						4490	142	9.99	Cable Ties
						4352	120	3.83	Mini Trunking
2/10/2018	Trade UK	V756-5895	6.99		1.16	4820	142	5.83	Cleangrip Disposable
2/10/2018	Post Office Ltd	V757-5896	214.75			4120	120	214.75	Purchase of stamps
2/10/2018	Wiltshire Pension Fund	V758-5897	1,533.72			4044	130	349.89	Period 7 October 18
						4045	130	1,183.83	Period 7 October 18
2/10/2018	Sirus Telecom	V769-DD	265.92		44.32	4190	120	221.60	Inv. 39160 Telep calls&charges
2/10/2018	E D & W Bodman LTD	V741-5880	0.00						VOID Cheque
2/10/2018	E D & W Bodman LTD	V741-5881	26,991.60		4,498.60	4575	142	4,000.00	Hornchurch Rd new footpath
						345	0	-4,000.00	Hornchurch Rd new footpath
						6000	142	4,000.00	Hornchurch Rd new footpath
						4575	142	18,493.00	Hornchurch Road footpath
						340	0	-18,493.00	Hornchurch Road footpath
						6000	142	18,493.00	Hornchurch Road footpath
<b>Total Payments for Month</b>			<b>35,990.48</b>	<b>0.00</b>	<b>5,459.28</b>			<b>30,531.20</b>	
<b>Balance Carried Fwd</b>			<b>232,176.79</b>						
<b>Cashbook Totals</b>			<b>268,167.27</b>	<b>0.00</b>	<b>5,459.28</b>			<b>262,707.99</b>	

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Melksham without Parish Council Current Year

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Unity Bank — ONLINE ACCOUNT

For Month No: 7

Receipts for Month 7 — OCTOBER 2018

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 :	88,667.43					88,667.43	
	Banked:	0.00						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>88,667.43</u>	<u>0.00</u>	<u>0.00</u>			<u>88,667.43</u>	

## Payments for Month 7

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/10/2018	Teresa Strange	STD ORD	5.18		0.86	4190	120	4.32	Out of hours mobile
6/10/2018	Lloyds Unity Debit Card	DD	271.40		29.92	4721	220	49.93	Goal nets
						4352	120	94.80	Software licence on laptop
						4150	120	4.90	Large sticky notes
						4721	220	5.00	Extra delivery for nets
						4150	120	77.00	A4 Paper
						4150	120	6.85	Sticky notes
						4140	120	3.00	Monthly charge
4/10/2018	Teresa Strange *	SALARY			0.45	4000	130		Salary October 2018
						4490	142	2.25	Cable Ties for erecting signs
4/10/2018	Joanne Eccleston	SALARY				4020	130		Salary October 2018
4/10/2018	Marianne Rossi	SALARY				4010	130		Salary October 2018
4/10/2018	Terry Cole	SALARY				4460	142		Salary October 2018
						4050	142	47.50	Travel Allowance
4/10/2018	David Cole	SALARY				4051	142	46.80	Mileage
						4800	320		Salary October 2018
						4800	320	0.20	July Salary Error
						4051	142	12.60	Mileage
4/10/2018	HM Revenue & Customs	V759-DD	1,640.60			4047	130	1,481.06	Period 7- October 2018
						4054	142	142.14	Period 7- October 2018
						4058	320	17.40	Period 7- October 2018
4/10/2018	Teresa Strange *	SALARY			-0.45	4000	130		Salary Octobr 2018-Input Error
						4490	142	-2.25	Cable Ties for erecting signs
4/10/2018	Teresa Strange *	SALARY			0.44	4000	130		Salary October 2018
						4490	142	2.25	Cable Ties for erecting signs
Total Payments for Month			7,097.57	0.00	31.22			7,066.35	
Balance Carried Fwd			81,569.86						
Cashbook Totals			88,667.43	0.00	31.22			88,636.21	

\* NB: TRANSACTION ENTERED, TAKEN OUT & RE-ENTERED DUE TO VAT ERROR OF 0.01p - CORRECTION.

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Fixed Term Deposit

For Month No: 7

Receipts for Month 7 - OCTOBER

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

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Melksham without Parish Council Current Year

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Fixed Term Deposit

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

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