

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 15<sup>th</sup> April, 2019 at 1, Swift Way, Bowerhill at 7.00 p.m.**

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

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

Invited Guest: Wiltshire Cllr. Roy While

517/18 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire. The following announcements were given and newly arranged forthcoming meetings noted:

- **Update on Appointment of Principal for Melksham Oak Community School (MOCS):** Cllr. Holder, as a Governor of MOCS, gave an update on the appointment of a new Principal for the school; Mr. Alan Henderson who is currently a head teacher in Berkshire will be taking up this post in September. Members queried what the difference was between a headteacher and a principal. Cllr. Holder advised that the role of a principal was less involved in teaching and more about the strategic running and performance of the overall school. He reported that Aiden Blowers had agreed to continue as Interim Principal until the end of this academic year and to be Vice-Principal from September.
- **Wiltshire Council & SLCC Town and Parish Councils Training and Networking Day – 9<sup>th</sup> May, The Guildhall, Salisbury:** The Clerk advised that this event covered lots of relevant parish council issues and that there would be various speakers, workshops and networking opportunities. The invitation was to Clerks, Chairman and Councillors. However, spaces were limited and there was a maximum attendance of two representatives from each council. Both the Chair and Vice-Chair were unable to attend and Cllr. Shea-Simonds said that he would be interested in attending. **Resolved:** *The Clerk and Cllr. Shea-Simonds to represent the Parish Council at this event.*
- **Shurnhold Fields Working Party Meeting – 17<sup>th</sup> April, 2.00pm at the Town Hall:** The representatives on this working group are Cllrs. R. Wood, Glover and Carter, with Cllr. House as the reserve. Cllr. Glover was unable to attend, and Cllr. Pafford who had stood in as a substitute at the last meeting said that he was willing to attend.
- **Informal Discussions with the Town Council re East of Melksham Community Centre – 17<sup>th</sup> April, 3.30pm at the Town Hall:** Cllrs. R Wood, House, Pafford, Baines, Holder and S Wood, had previously stated that they wished to attend.
- **Sandridge Place Public Art (Barrett Homes): Meeting with Developer, Artist and Wiltshire Council Public Art Officer – 24<sup>th</sup> May, 2.00pm at Bowerhill:** Cllrs. R Wood, Glover and Carter had previously stated that they wished to attend.
- **Pathfinder Place Public Art Meeting (Taylor Wimpey Development):** The Clerk advised that she was looking to organise a Public Art meeting for this development and as the Public Art Officer was coming to a meeting at 2.00pm on 24<sup>th</sup> May, and queried if members would be happy to attend another meeting following this as it was the Friday afternoon before the bank holiday weekend. The members were

happy for two consecutive meetings and to arrange this meeting for 3.30pm on 24<sup>th</sup> May.

- **Meeting with Wiltshire Council Principal Drainage Engineer:** The Wiltshire Council Principal Drainage Engineer had CCTV footage of the drains in Whitley and Westlands Lane and wished to meet to explain his findings. He had also stated that he could discuss any ditch clearance and drainage issues for Shurnhold Fields at the same meeting. **Resolved:** *The Clerk and Cllr. Baines, as the Parish Council Northern Flood Ops Representative, to meet with the Principal Drainage Engineer.*

518/18 **Apologies:** Cllr. John Glover (Vice Chair) was on holiday; this reason for absence was accepted. Cllr. Taylor had sent his apologies at 9.30pm as he was working. Cllr. Greg Coombes was recovering well, but on medical advice had requested an extension to his leave of absence until June. **Resolved:** *Cllr. Coombes request to extend his leave of absence until June was approved.*

519/18 **Declarations of Interest:** None.

520/18 **Dispensation Requests:** It was noted that the Council have a dispensation to discuss the play area for Pathfinder Place as they are benefitting from the S106 Agreement.

521/18 **Items to be Held in Committee:** There were no agenda items which were confidential.

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

522/18 **Public Participation:** Wiltshire Cllr. Roy While gave a brief update on the 26<sup>th</sup> March Cabinet meeting informing that there was an update on the Local Plan review. He advised that the service devolution and asset transfer package for Chippenham was discussed, and that Melksham would be one of the last Towns/Areas on the list to be addressed (it was noted that the Parish Council had already taken on the service devolution of the Wiltshire Council play areas in the Parish some 3 years ago). Wiltshire Council are concerned about speeding up this process and ensuring that valuations are correct. Commercialisation was also on this agenda; Cllr. While reported that Wiltshire Council were being very careful with regard to any commercialisation, but stated that they did have experience in this from the pension fund. It had been agreed that Wiltshire Council would be looking at raising funds from commercialisation and the cabinet looked at the arrangement of staff, key personnel and members to be able to take any projects forward. With regard to members' participation there will be a small Commercialisation Task Group, and Cllr. While is on this Group. he advised that some councils have invested sums up to £125m on purchasing property. There was a confidential item where the cabinet had agreed to property purchase, but to no-where near this sum of money, and Cllr. While considered that it was a sound investment. He explained that Wiltshire Council took due diligence when it came to the Pension Fund, with a pension fund committee and 3 levels of advisors; one of whom cost £400k a year. A Parish Council member queried what the £400k fees for a consultant was for. Cllr. While explained that this was investment advice for the Pension Fund and that there was £2.6billion in the fund as several councils in the West Country area had amalgamated their pension pots so that greater investment could be made.

He reported that with regard to the proposals for the 3 SEND (Special Educational Needs & Disabilities) schools, that following public pressure and lots of media exposure that the consultation period had been extended.

He advised that he had received an email from a resident of Kingfisher Drive who was extremely concerned about the speed bumps in Falcon Way and the noise generated from them. The Parish Council supported the installation of this traffic calming scheme, and felt it was an important road safety measure.

Town Cllr. Mike Sankey wished to speak on agenda items 9c, request for railings between The Spa and Melksham Oak Community School, as a resident of Bowerhill and an HGV driver rather than a Town Councillor. He stated that he had been approached by a lorry driver who is delivering regularly to the Pathfinder Place housing development, who was concerned about pedestrians and cyclists coming off the pavement/cycleway into the road without warning. The Clerk had sought information from Wiltshire Council Highways and passed their explanation onto Mr. Sankey about why railings were never installed when the school was built; in that there would have been too many gaps in any railings to accommodate the driveways on The Spa and that this presented a danger that pedestrians could get stuck on the wrong side of the railings. Mr. Sankey had passed this information onto the driver who felt that the issue was conflict between pedestrians and cyclists on the shared path. The driver felt that if someone was in the road on the wrong side of any potential railings that they would be visible from further away and would not suddenly step out into the road. The driver queried whether it would be possible to install railings 2/3rds of the way across the footway/cycle path to segregate cyclists from pedestrians so that neither got in each other's way.

Cllr. Sankey, in his capacity as Chairman of the Town Council Planning Committee, stated that the Town Clerk had not received a formal response from the Parish Council with regard to his proposal for the Town and Parish Council to hold joint planning meetings. The Clerk replied that due to leave and other more pressing Parish Council commitments, she had not had the opportunity to respond formally, but that the Parish Council did not wish to pursue the idea of joint planning committee meetings as per their recommendation under Min.455/18. She advised that the Parish Council had resolved to invite a Town Council representative to any pre-application meetings that it held with developers. This courtesy had recently been extended when the Parish Council met with a potential developer on 3<sup>rd</sup> April, however, no Town Council representative was available to attend, as they were at a meeting with regard to works on the Farmers Roundabout.

Cllr. Sankey replied that he understood that there may not be a desire to hold joint planning meetings, but another idea that he had raised with the Town Council, which may come forward as a formal approach, is whether the Parish Council would like to appoint a representative on their planning committee. This representative would be a full member of the committee, but in an advisory capacity with no vote. He asked that the Parish Council give consideration to this idea in principle as he hoped that a formal invitation would be forthcoming.

*The Council reconvened.*

523/18 **Annual Parish Meeting:**

a) **Minutes, Annual Parish Meeting 1<sup>st</sup> April, 2019: Resolved:** *The Minutes of the Annual Parish Meeting held 1<sup>st</sup> April, 2019 were formally approved by the Council and signed by the Chairman as a correct record.*

b) **Matters Arising:** Cllr. R. Wood, felt that once again this was a really positive, warm hearted and well attended meeting, and that it illustrated how many community groups were working hard to provide residents with support and provide opportunities to take part in groups and activities.

A member expressed concern that the Parish Council were presenting grant aid cheques to various groups and organisations at that meeting, and that several organisations had not sent a representative or given apologies for their inability to attend. His view was that these organisations were still expecting to receive their grant cheque, but that in his opinion they did not seem to appreciate that the Parish Council were giving them money. He felt that those organisations who did not send a representative or apologies should be noted and that this should be a consideration when next year's grants were being deliberated. The Chairman queried whether the member was suggesting that sanctions should be imposed. The member replied that he was not suggesting this, merely that the Parish Council bear this information in mind.

524/18 **Full Council Meeting:**

a) **Minutes, Full Council Meeting 11<sup>th</sup> March, 2019: Resolved:** *The Minutes of the Full Council Meeting held 11<sup>th</sup> March, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment: From Min.466/18 – spelling error amended from “toiles” to “toilets”.*

b) **Matters Arising:**

(i) **From Min.475/18e) – Council Income & Expenditure:** The Clerk advised that it had previously been resolved that the income and expenditure reports from Rialtas for the 3 Parish Council bank accounts (cashbooks) would be attached to the minutes rather than being included in the main text. Until this point the main text just contained a total figure for receipts and payments for the previous month for each cashbook. However, the Parish Council had now resumed transferring monies from the main account (cashbook 1) into the fixed term deposit account (cashbook 2) to earn interest. Reporting a total figure for income and expenditure for each account (cashbook) in the main text of the minutes was now misleading as it appeared as though the Parish Council had received more income than it had, as the total income figure included movements of funds between accounts (cashbooks). The Rialtas reports attached to the minutes however showed the full breakdown of accounts which made these transactions clear. **Resolved:** *Moving forward the reporting of income and expenditure in the minutes will just refer to the attached Rialtas reports.*

525/18 **Planning:**

a) **Minutes, Planning Committee Meeting 18<sup>th</sup> March, 2019: Resolved:** *The Minutes of the Planning Committee Meeting held 18<sup>th</sup> March, 2019 were formally approved by the Council and signed by the Chairman as a correct record.*

b) **Recommendations of the Planning Committee Meeting 18<sup>th</sup> March, 2019: Resolved:** *There were no Recommendations from this meeting.*

c) **Matters Arising from the Planning Committee Meeting 18<sup>th</sup> March, 2019:**

- (i) **From Min.490/18 – Street Naming: Taylor Wimpey Development – Pathfinder Place:** The Clerk advised that Taylor Wimpey had been chasing the Parish Council for the street names for this development as they were unable to start marketing the properties without addresses and postcodes. Following the article published in the RAF News and requests made via RAF Disclosures no one had come forward to object to any of the proposed names being used. It was therefore felt that the Parish Council had carried out due diligence in trying to contact any family members and that the street names (as per Min.573/17a) should now be formally submitted to Wiltshire Council.
- d) **Minutes, Planning Committee Meeting 8<sup>th</sup> April, 2019: Resolved:** *The Minutes of the Planning Committee Meeting held 8<sup>th</sup> April, 2019 were formally approved by the Council and signed by the Chairman as a correct record.*
- e) **Recommendations of the Planning Committee Meeting 8<sup>th</sup> April, 2019: Resolved:** *The Recommendations detailed in Min.512/18, Min.515/18a), Min.516/18d)ii)1), Min.516/18d)ii)2), Min.516/18d)ii)3), Min.516/18d)ii)4), Min.516/18d)ii)5), Min.516/18d)ii)6), Min.516/18d)ii)7) and Min.516/18d)ii)8) were formally approved.*

526/18 **Highways & Streetscene:**

- a) **Minutes, Highways & Streetscene Committee Meeting 18<sup>th</sup> March, 2019: Resolved:** *The Minutes of the Highways & Streetscene Committee Meeting held 18<sup>th</sup> March, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:  
From Min.494/18 – The first sentence of the second paragraph amended from “Members queried whether this was just an issue” to “Members queried whether this was also an issue”.  
From. Min.496/18a)iii) – spelling error amended from “amending” to “amended”.  
From. Min.496/18a)iii) – spelling error amended from “Westlands Land” to “Westlands Lane”.  
From. Min.496/18b)i) – the location referred to as “Sandridge Common” corrected to “Sandridge”.*
- b) **Recommendations of the Highways & Streetscene Committee Meeting 18<sup>th</sup> March, 2019: Resolved:** *The Recommendations detailed in Min.495/18a), Min.495/18b), Min.496/18b)ii), Min.496/18b)v), Min.497/18c), Min.497/18d)1), Min.497/18d)2), Min.497/18d)3), Min.498/18a), Min.498/18b)1), Min.498/18b)2), Min.498/18c), Min.498/18d), Min.499/18 and Min.500/18b) were formally approved.*
- c) **Matters Arising:**
  - (i) **From Min.495/18a) – Resident’s Request for reduction in Current Speed Limit on A350 Between Semington and Bowerhill Roundabouts:** At the Highways meeting members had supported the resident’s concerns with regard to the speed of traffic approaching the light controlled pedestrian crossing at the Townsend Farm/Semington Road. They had suggested to the resident that he reported incidents of motorists failing to stop for red lights to the police in order that a bank of evidence could be collected. The resident had done this and had taken photographic evidence of offending vehicle. He had reported this via 101 and was told that he had to take his evidence in person to Melksham Police Station. The response from Melksham Police Station was that they would not accept video, dashcam or photographic evidence from the public in relation to road traffic violations. The resident wanted to make the Parish Council aware that there was no mechanism for bringing traffic violations to the attention of the

authorities so that action can be taken. He had reiterated his concerns that motorists were legally entitled to leave the roundabout and approach the traffic lights at speeds of up to 60mph, and that due to the continued running of red lights by some drivers that this crossing was an “accident waiting to happen”. He felt that an enquiry after the event was too late.

The Clerk reported that she had had an informal discussion with a Melksham PCSO, who had advised that PCSOs were unable to conduct traffic patrols as they have no powers to address traffic violations, and that the “general” police did not know the highway law in the same way as Traffic Officers. She therefore felt that there would be no enforcement from the police on this matter unless motorists were “caught in the act” by them. The Clerk had also informally mentioned this to the Wiltshire Council Highways Engineer ahead of the next CATG (Community Area Transport Group) meeting, and he had offered to look at the lights, get them cleaned and check that the timings were working correctly.

(ii) **From Min.498/18b)1) - Request for “Welcome to Redstocks, please drive slowly” type sign:** The Clerk advised that the residents of Redstocks would like to see the word “Hamlet” in any signage, as they feel very strongly that they live in a Hamlet rather than a Village.

(iii) **From Min.502/18b) - Temporary Closure of Woodrow Road, Lower Woodrow and Forest Lane, 21<sup>st</sup> & 22<sup>nd</sup> March:** It was noted that this road closure was for patching, reconstruction, surface dressing and road markings. The Ward Member advised that the surface dressing and road markings had not been done.

**Resolved:** *The Parish Council query with Wiltshire Council Highways when the surface dressing and road markings will be carried out.*

d) **Request for Railings between The Spa and Melksham Oak School:** Cllr. Holder advised that, as a Parent Governor of Melksham Oak School, the issue of conflict between pedestrians and cyclists as an issue which needed addressing had not been raised with him or the Governing Body as far as he was aware. It was noted that the reason the idea of installing railings was dismissed when Melksham Oak was constructed was due to the number of gaps which would be required in the railings to accommodate accesses to dwellings. This had led to safety concerns over the risk of children getting on the wrong side of the railings and then being unable to get back onto the pavement. Members discussed Cllr. Sankey’s proposal that railings could be installed two thirds of the way across the pavement to separate cyclists from pedestrians. It was felt that due to the requirement for railings to be set back from the road to allow for vehicle overhang, this would reduce the width of the shared cycle/footpath exacerbating the issue. Members felt that this problem further evidenced the Parish Council’s previous argument that a rear pedestrian entrance to the School was a necessity, as not only would it provide a safe route to the School away from the busy A365, but would reduce the number of pupils using the existing route and resolve this problem. However, this was a request that the previous Headteacher had resisted. It was noted that a rear footpath to the school would be provided as part of the S106 Agreement by the Hallam Land development to extend the East of Melksham Development. However, the timescales of the commencement of construction of this development were unknown. It was felt that Wiltshire Council should be asked to request that the Developer construct this rear footpath sooner rather than later, and that if properly fenced this could be done whilst construction was taking place. One member considered that there was more of a problem at the end of the day rather than at the beginning, and that sometimes there was a police car in the layby opposite the school which he felt helped. He queried if the police

could be encouraged to be there more often. Cllr. Holder advised that at the beginning of the day the Heads stood at the entrance to the school chivvying the children into the school; he felt that the school should be asked if staff members were able to also do this at the end of the day reminding the children about walking and cycling responsibly. It was suggested that the Parish Council write a joint letter with the Town Council to the School asking that they remind their pupils about road safety and how to conduct themselves on the way to and from school. **Resolved 1:** *The Parish Council in liaison with the Town Council write to Wiltshire Council asking that they investigate how quickly the developers of the 450 dwellings to extend the East of Melksham (14/10461/OUT & 18/04644/REM) can construct the designated footpath to the rear of Melksham Oak School. 2. The Parish Council write to the School asking that they remind their pupils about highway safety coming to and from school, and whether staff members could stand outside of the school at the end of the day, as they do in the mornings.*

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

Cllr. Sankey stated that he understood the arguments for and against railings, and thanked the Council for discussing the issue and putting forward ideas for potential resolutions. He stated that he would pass this information on to the driver who raised the issue with him.

*The Council reconvened, and Wiltshire Cllr. While and Cllr. Sankey left the meeting.*

- e) **Resident's Request for Lighting at the New Footpath Installed at Hornchurch Public Open Space:** Correspondence had been received from a resident of Bowerhill requesting lighting on the new section of footpath installed by the Parish Council at Hornchurch Road public open space. The resident reported that she used the circular footpath as part of her running route in the evenings and that the new section was very dark. She had acknowledged that getting power to the footpath might be an issue and had suggested that solar powered units could be an option. It was felt that getting power to the footpath would be a problem. A member expressed concerns that additional lighting could have an unintended consequence of encouraging anti-social behaviour. Another member suggested that the resident could take an alternative route and come out of the open space area and into Hornchurch Road, where there is street lighting, and then re-join the public open space at the other entrance, which would mean she could use a well-lit route. **Resolved:** *The Parish Council take no further action.*
- f) **Appeal Against Refusal of Request for Right of Way at Woodrow (off MELW66):** Correspondence from Wiltshire Council, advising that the applicant had appealed against the refusal to add a new footway to the definitive map, was noted. If the Parish Council wished to submit evidence in respect of the appeal the deadline for comments to the Planning Inspector was 26<sup>th</sup> April. The local Ward Member felt that the evidence provided by the applicant for the appeal with regard to the use of walkers on this land would not be upheld as a previous tenant farmer had vehemently thrown trespassers off his land.

#### 527/18 **Wiltshire Council Electoral Review:**

- a) **Response to Boundary Commission:** The deadline for responses to this Review was today (15<sup>th</sup> April, 2019) and members noted the comprehensive response sent to

the LGBCE (Local Government Boundary Commission for England). Members wished to congratulate the Clerk on the thorough response from the Parish Council which reflected, answered and countered each relevant point that the LGBCE had detailed in their proposal and technical guidance. As per Min.476/18, and the six resolutions from this minute number, the Clerk had submitted the Parish Council's response by the deadline date and had contacted the other parish councils in the Melksham Area Board catchment, sharing its submission and asking that this was reciprocated. Disappointingly, only Seend Parish Council had done this, and it was noted that even though the Parish Council and Town Council had agreed to a collegiate response with Wiltshire Council, the Town Council had not shared its response. It was noted however, that once the consultation had closed that the on-line submissions would be available to view. Members noted that BRAG (Bowerhill Resident's Action Group), BASRAG (Berryfield and Semington Road Action Group), CAWS (Community Action Whitley Shaw) and Shaw Village Hall had sent replies supporting the Parish Council's view and given a local flavour with regard to their individual communities. A Shaw Church Warden had also responded to say that the ecclesiastical boundaries matched the boundaries that the Parish Council were proposing in that area. The Clerk met with representatives of Beanacre Community Group; but they had not indicated whether they had made any representation. It was noted that the LGBCE will publish its decision on 2<sup>nd</sup> July.

The Boundary Review Working Party had delegated powers to submit potential ward names and ward proposals to meet the deadline date and these were noted as follows:

Both MTC (Melksham Town Council) and MWPC (Melksham Without Parish Council) found it very difficult, if not impossible, to name the divisions proposed by the LGBCE as the boundaries proposed do not recognise any real distinct community.

**For the Wiltshire Council proposed scheme, MWPC recommends the following names:**

Division 45: **Melksham Without West & Rural** (*to give a compass name to this division in line with the other Melksham divisions*)

Division 46: **Melksham Without South** (*as existing name*)

Division 47: **Melksham East** (*Melksham Without Parish Council reject the name proposed by Melksham Town Council and Wiltshire Council of "Melksham Sandridge" as the name Sandridge only relates to Sandridge Road in the division which leads to the settlement of Sandridge which is in the parish of Melksham Without*)

Division 48: **Melksham Forest & Central** (*Melksham Without Parish Council requests the addition of "Central" to give a compass name to this division in line with the other Melksham divisions*)

Division 49: **Melksham Without North & Shurnhold** (*as existing name with the addition of Shurnhold*)

Division 50: **Melksham South** (*Melksham Without Parish Council reject the name proposed by Melksham Town Council and Wiltshire Council of "Melksham Spa" as the name "Spa" only relates to Spa Road in the division which leads to the settlement of The Spa which is in the parish of Melksham Without*).

**For the LGBCE proposed scheme, MWPC recommends the following names:**

Division 45: Melksham Berryfield & Rural: **Melksham Without West & Rural**

Division 46: Melksham Bowerhill: **Bowerhill** (*Bowerhill is not part of the town of Melksham*)

Division 47: Melksham East: **Melksham Sandridge** (*to reflect the settlement of Sandridge in the division*)



Division 48: Melksham Forest: **Melksham Forest & Central**

Division 49: Melksham North: **South Brook & Melksham Avonside** (*to reflect the river valley names that Wiltshire Council have proposed elsewhere*)

Division 50: Melksham South: **Melksham South**

**For the changed parish wards, MWPC recommends the following names:**

Melksham Without (Berryfield): **No change**

Melksham Without (Bowerhill): **No change**

Melksham Without (Sandridge): **No change**

Melksham Without (Whitley): **Beanacre, Shaw & Whitley** (*as existing*)

**And also has a proposal for the number of parish councillors per ward:**

Melksham Without Berryfield LGBCE: 2 councillors MWPC: 2 councillors

Melksham Without Bowerhill LGBCE: 8 councillors ) MWPC: 8 councillors

Melksham Without Sandridge LGBCE: 1 councillor )

Melksham Without Whitley LGBCE: 2 councillors MWPC: 3 councillors

The following figures are based on the projected electors in 2024.

Electoral Register FX1 (Shaw & Whitley) has projected electors of 1,141, and Register FX2 Beanacre has 290 = 1,431 which the parish council believes would be better represented by 3 councillors with each councillor representing 477 electors each rather than the LGBCE proposal of 2 councillors, who would represent 715.5 electors each.

Register FW1 Woodrow & Sandridge (less the new 100 dwelling development) would give one councillor representing 660 electors, which is comparatively a lot for one councillor. The parish council think the electorate would be better served by having 8 councillors for the two wards of Sandridge (660) and Bowerhill comprising of Registers FW2 Spa & Redstocks (not the 447 new dwellings) 262, FY1 West Bowerhill & Pathfinder Way development 1,998 and FY2 East Bowerhill 1,447 which gives a total of 4,135 electorate represented by 8 councillors (516.87 each). This gives more equality of representation as the LGBCE proposal would have the Sandridge councillor representing 660 electorate and 8 councillors in Bowerhill representing 434.375 each. This would be more equitable with the 2 Berryfield councillors representing 982 electorate (Register FZ1) between them, so 491 each.

In summary: *number of electors represented by parish councillor*

Melksham Without Berryfield LGBCE: 491 MWPC: 491

Melksham Without Bowerhill LGBCE: 434 MWPC: 517

Melksham Without Sandridge LGBCE: 660 MWPC: 517

Melksham Without Whitley LGBCE: 715 MWPC: 477

**b) Potential for the Triggering of another Parish/Town Council Boundary Review:**

Members noted correspondence from Wiltshire Council's Senior Democratic Services Officer in reply to the Clerk's query; this advised that Wiltshire Council felt that it is quite likely that many areas will request a Community Governance Review once the division of boundaries under the LGBCE are known. Depending on the number of requests, Wiltshire Council considered that this could be managed before the next elections in 2021.

528/18 **Finance:**

**a) Council Income & Expenditure:** The Council noted the attached report for income and expenditure for the month of March, which were signed by the Chairman as a correct record. Of note in this month's account was a receipt of £16,342.99 from HMRC, which was the refund of VAT for the first 3 quarters (March 18 – Dec 18), and

a receipt of £97,383.75 which is the open space maintenance contribution for Shurnhold Fields (as per the S106 Agreement from the George Ward Gardens Development); this includes the sum of £2,500 for the legal fees. Members also noted the payments made on the corporate card.

- b) Employee Dishonesty Cover:** The Clerk advised, for due diligence, that the Employee Dishonesty Insurance Cover only cover funds to the value of £500,000. Due to the anticipated receipt of CIL (Community Infrastructure Levy) and the 50% of the Precept payment in April, the total funds available across the 3 bank accounts would exceed the £500,000 thresholds. However, the Grant Aid cheques had been presented on 1<sup>st</sup> April, which amounted to £24,900, and that the usual month cheque run payments were in the region of £10,000 to £15,000, which would then bring the available funds down to around or just over the threshold amount. She advised that the Parish Council could increase the level of cover, and as an example of what this could cost she informed that when the cover was previously increased by £150,000 to the current threshold of £500,000 that this cost £213.07 in administration and premium fees. She also advised that the insurance renewal was due on 1<sup>st</sup> June and that the level of cover, and whether this was still adequate, was an agenda item for the next Finance Committee meeting in May. A member felt that the level of cover should be increased now, but other members felt that as the exact figures of income and expenditure were not known, as anticipated income had been discussed, and that as there was shortly going to be a Finance Committee meeting that this should be considered by the Finance Committee taking into account the sentiment of this meeting that this should be increased.
- c) Budget vs Actual for Quarter 4 (year-end):** The Quarter 4 report, for January, February and March 2019, was noted. The Clerk advised that more detailed analysis would be considered by the Finance Committee as part of their Year End review at a newly scheduled meeting on 17<sup>th</sup> June. The earlier meeting on 20<sup>th</sup> May will review the insurance cover and the Risk Assessment and Finance Regulations.
- d) Cheque Signatories & Online Banking Authority for April Payments: Resolved:** *Cllr. Baines and Cllr. Carter to authorise online banking payments and any cheque payments for April 2019.*
- e) Small Business Relief – 100% Applied to Non-Domestic Rates for Bowerhill Sports Field & Pavilion:** It was noted that £835 had been allocated in the budget for business rates for 2019/20, which had been based on the spend for 2018/19. However, the rates bill from Wiltshire Council for 2019/20 had now been received and 100% small business relief has been applied to the Sports Pavilion; the Clerk advised that this may well have to be used to offset the large gas bill due for the Pavilion following billing and meter reading issues.
- f) CIL (Community Infrastructure Levy) Payments Due in April 2019:** It was noted that CIL payments to Town and Parish Councils were made by Wiltshire Council twice a year in April and October. Members noted that CIL payments for April 2019 were as expected and budgeted for 2019/20, and had been received as follows:
- **17/12514/REM – Land East of Semington Road:** £33,807.50 received – tranche 1 of 3 – *This is the exact amount that had been budgeted as income for 2019/20*
  - **17/01096/REM – Land North of Sandridge Common:** £44,208.10 received – tranche 2 of 3 - £44,000 had been estimated and budgeted as income for 2019/20.

The Ward Member for Berryfield queried whether the three new dwellings being built on Semington Road were required to pay CIL; the Clerk stated that she would investigate this

529/18 **Asset Management:**

- a) Shurnhold Fields – Draft Minutes of the Shurnhold Fields Working Party, 21<sup>st</sup> March, 2019:** The draft minutes of the Working Party meeting were noted along with questions raised by the Friends of Shurnhold Fields arising from their meeting on 27<sup>th</sup> March. These would be considered at the joint meeting with the Town Council on Wednesday 17<sup>th</sup> April. The Clerk advised that she had now received the legal transfer documents and that there was one covenant regard the upkeep of a fence on the southern boundary of the land (the field within the Town Parish). The date of the Land Transfer from Persimmon to Melksham Without Parish Council was 8<sup>th</sup> March 2019.
- b) Legal and Financial (VAT) specialist advice with regard to Village Hall and Community Centre Projects:** The Clerk advised that the developer financial contributions and VAT requirements with regard to the construction, ownership and future management of village halls and community centres was a “minefield”. She said that she had spoken to the financial advisor from the SLCC, who felt that it would be prudent that the Parish Council sought advice prior to any decisions that it made, on both legal and financial aspects. **Resolved:** *The Parish Council seek professional financial advice and the Clerk to seek advisors and quotes for this work.*
- c) Shaw Village Hall:** The members noted the Minutes of the Shaw Village Hall and Playing Field Committee AGM held 25<sup>th</sup> March, 2019. The Clerk advised that the Parish Council owned Shaw Village Hall and Playing Field, and that the auditors checked the governance arrangements to ensure that the Parish Council was managing its assets successfully. She felt that the AGM minutes clearly demonstrated that the Shaw Hall Management Committee were managing it well and insuring it properly. Additionally, the Parish Council Representative, Cllr. Pile, attended their meetings and reported any concerns or issues between the two bodies. Under the lease agreement the Shaw Hall Committee have to confirm that they have adequate insurance, and the Clerk had advised them prior to their summer event that their insurance only covered them to a certain number of attendees for events and did not cover for bouncy castles. Cllr. Pile advised that the bouncy castle suppliers had their own insurance.
- It was noted that the Parish Council had agreed (as per Min.435/18(ii)) to the Shaw Hall Committee installing a shipping container for storage, subject to planning permission being granted. The Clerk advised that she had met with the Shaw Hall Vice Chairman, who had completed the paperwork, but it was noted that parish councils only have to pay 50% of the usual planning application fees, and that it made more sense for the Parish Council, as the landowner to submit this application. **Resolved:** *The Parish Council, as the landowner, submit the planning application for a storage container at Shaw Playing Fields on behalf of Shaw Hall Management Committee.*
- d) Bowerhill Barkers (Arising from Min.477/18d):** It was noted that unfortunately the Bowerhill Barkers have had to cancel their fundraising event, due to be held on the Bowerhill Sports Field on 2<sup>nd</sup> June, due to a lack of volunteers. The Clerk had advised them that CAWS (Community Action: Whitley & Shaw) were holding a summer fare and were looking for stall holders, as this may be more manageable and of interest to them.

- 530/18 **SLCC Advice Note: The Public Sector Bodies (Website and Mobile Applications) Accessibility Regulations:** Members noted this advice note, and that Public Sector Bodies have to make sure that their websites are accessible. The Clerk advised that the Parish Council's IT contractor had already carried out upgrading work and amendments to the website to enable easier viewing on a mobile phone, tablet or other mobile device. The Staff were going to look at these regulations in conjunction with the IT contractor.
- 531/18 **Community Projects/Partnership Organisations:**
- a) **Update on Funding for Melksham Junior parkrun:** As per Min.397/18, the parish Council had previously resolved to “support the proposal of setting up a Junior parkrun in principle, but would like to see more information provided about what any funding would be spent on. Additionally, they would like to see other parish councils in the Melksham Area Board area asked to also financially support this initiative.”. The organisers had contacted other parish councils in the Melksham Area Board catchment, but to date only Atworth Parish Council had replied to turn down the request, stating that they only support events held in their parish. The Clerk asked members, given that they had already resolved to support this event in principle, what funding they now wished to give. She advised that the Parish Council had given £1,000 to the main parkrun event, which was a third of the cost of the £3,000 set up costs (the other two thirds being met equally by the Town Council and the Area Board). She informed that the Parish Council had £5,000 in this year's budget for match funded projects. **Resolved:** *The Parish Council support the Junior parkrun with funding of £1,000 to be taken from the match funding budget Reserve*
- b) **Update from Wessex Water on First Time Sewerage Scheme for Beanacre:** The Project Manager of Wessex Water had given an update stating the following:  
 “They had appraised the private drainage systems in Beanacre and agree that there is a private pollution problem. Early indications show a that First time Sewerage Scheme may be viable, but likely costs are in the range of £3m to £4m. This is above our current allocation and delivery (if confirmed viable) and is subject to the business planning process and funding. In the meantime we will keep residents updated verbally. The Viability Report should be complete in the next 3-4 weeks and we expect to be in a position to formally notify residents at the end of Summer”
- c) **Seend Neighbourhood Plan – BRAG (Bowerhill Resident's Action Group) Picnic Area not being Allocated as “Local Green Space”:** Correspondence had been received from Seend Neighbourhood Plan informing that their consultants are not progressing the BRAG Picnic site as a “Local Green Space”. Despite representations from the Parish Council and BRAG, Seend Neighbourhood Plan stated that they did not have much response in supporting the site and they felt that a designation would put too many restrictions on the site. They considered that as the land belonged to Wiltshire Council that this would protect it from unsuitable development. The Parish Council did not concur with this view. **Resolved:** *The Parish Council write a response to Seend Neighbourhood Plan expressing their disappointment in this decision.*
- 532/18 **Staffing:**
- a) **Staff Training:** The members noted recent staff training as follows:
- (i) **Card Payment:** The three office staff had undergone interactive online training before receipt and use of a card payment reader to ensure that the Parish Council was compliant to the Payment Card Industry Data Security Standard (PCI DSS), and have drawn up a draft policy as a requirement of the standard.

(ii) **Legionella and COSHH:** The five staff (3 office and 2 outdoor lone workers) have undertaken both Legionella Training (as a requirement of the recent Legionella Risk Assessment for the Pavilion) and also COSHH (Control of Substances Hazardous to Health) interactive training and discussed the impact on their working practices. As a result, some additional PPE (Personal Protective Equipment) has been purchased (new dust masks) and eye wash in recognition of outdoor workers not being close to clean running water. A list of requirements for the new Tool Shed to be sited at the Briansfield allotments carpark has been drawn up to include fire extinguisher equipment due to storage of petrol fuelled equipment, H&S legislative posters and COSHH sheets, first aid kit and eye wash station. This will be purchased for the installation of the tool shed (currently awaiting a pre-planning application query to identify if permission is required for the shed). Litter picking kit has also been purchased for outdoor workers so that they are not using just gloved hands to pick up unknown waste. It was also noted that the outdoor workers, particularly the caretaker, use chemicals such as weed spray, timber treatment and graffiti remover

b) **Payment Card Security Policy and Procedures:** The members considered this Policy and congratulated the Assistant Parish Officer for drawing it up. It was also felt that the last sentence on page 2 should be amended to remove the word “cross” from “cross shredded”. **Resolved:** *The Parish Council adopt the Payment Card Security Policy and Procedure with the amendment removing the word “cross” at the bottom of page 2.*

Meeting closed at 8.52pm

Chairman, 13<sup>th</sup> May, 2019

Date: 03/04/2019

## Melksham without Parish Council Current Year

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## Cashbook 1

User: MF

## Current Account &amp; Instant Acc

For Month No: 12

## Receipts for Month 12 - March 2019

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		5,170.06					5,170.06	
'1013-AUFC	Banked: 01/03/2019	50.00						
'1013-AUFC	Audley FC	50.00			1210	210	50.00	Pitch Hire-24th Feb19
V1014-L&F	Banked: 04/03/2019	50.00						
V1014-L&F	Lion and Fiddle	50.00			1210	210	50.00	Pitch hire-3 Mar 19-078
V1015-VAT	Banked: 05/03/2019	16,342.99						
V1015-VAT	HM Revenue & Customs	16,342.99			105		16,342.99	VAT Refund-31 Mar18-31 Dec18
/1016-BSF4	Banked: 05/03/2019	27.00						
/1016-BSF4	Allotment Holder	27.00			1320	310	27.00	Allotment rent plot 4 BSF
/1017-BSF1	Banked: 07/03/2019	27.00						
/1017-BSF1	Allotment Holder	27.00			1320	310	27.00	Relet BSF1
/1022-Shaw	Banked: 07/03/2019	75.00						
/1022-Shaw	Shaw Village Hall	75.00			4415	142	75.00	Tree works undertaken by Acer
'1018-AUFC	Banked: 08/03/2019	50.00						
'1018-AUFC	Audley FC	50.00			1210	210	50.00	Pitch Hire 20th Jan 19
500131	Banked: 08/03/2019	442.00						
500131	Various	442.00			1210	210	200.00	Foresters Arms Pitch hire
					4680	170	15.00	MTC Share-Nhood Plan-068
					1210	210	100.00	AFC Melksham-071-feb19 Hire
					1210	210	100.00	Foresters Arms-069-Feb Hire
					1320	310	27.00	BSF 5 Allotment rent
500132	Banked: 08/03/2019	401.14						
500132	Various	401.14			1210	210	200.00	AFC Melksham-075-Mar19 hire
					1200	110	191.14	Donation for water turbine B'h
					1220	210	10.00	Trow Town Fc 24th Feb Pitch Hi
	Banked: 11/03/2019	173,000.00						
V936	Fixed Term Deposit	173,000.00			210		173,000.00	M135227280001- V936
V936	Banked: 11/03/2019	68.25						
V936	Lloyds Bank	68.25			1080	110	68.25	M135227280001-Fixed Term inter
500133	Banked: 13/03/2019	100.00						
500133	Foresters Arms FC	100.00			1210	210	50.00	Pitch hire 10th March
					1210	210	50.00	Pitch fee in advance
'1028-SH&F	Banked: 15/03/2019	97,383.75						
'1028-SH&F	Wellers Law	97,383.75			4820	142	97,383.75	Shurnhold Fields openspace con
					347		97,383.75	Shurnhold Fields openspace con
					6001	142	-97,383.75	Shurnhold Fields openspace con
V1026	Banked: 19/03/2019	10.00						
V1026-MFit	Melksham Fitness	10.00			1210	210	10.00	Hire of Changing room 3
V1029	Banked: 20/03/2019	10.00						

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Melksham without Parish Council Current Year

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Current Account & Instant Acc

For Month No: 12

Receipts for Month 12

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>
V1029	Melksham Town U16	10.00			1220	210	10.00	Ad hoc football match 17 Mar19
500135	Banked: 29/03/2019	15.99						
V1041	Various	15.99			1130	110	11.69	Photocopying-BYF Village Hall
					1130	110	4.30	British Girlguiding
<b>Total Receipts for Month</b>		288,053.12	0.00	0.00			288,053.12	

**Cashbook Totals**      293,223.18      0.00      0.00      5,170.06

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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: 12

## Payments for Month 12

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/03/2019	Grist Environmental	V1023-DD	90.76		15.12	4770	220	75.64	Inv.265028-B'Hill Waste empty
1/03/2019	British Telecom	V1024-DD	13.46		2.24	4190	120	11.22	Inv.Q0496G-Final Broadband sec
3/03/2019	EE Limited	V1025-DD	13.00		2.17	4195	120	10.83	Inv.164-Laptop Wifi
4/03/2019	St Barnabas Church	V966-5934	120.00			4200	120	40.00	Mon 4th Feb19-Planning
						4200	120	40.00	Mon 11th Feb-Full Council
						4200	120	40.00	Mon 25th Feb Cancelled meeting
4/03/2019	Whitley Methodist Church	V967-5935	21.00			4680	170	21.00	Room hire-13 Feb19-N'hood Plan
4/03/2019	Bowerhill Village Hall Trust	V968-5936	2,800.00			4620	170	2,800.00	Section 133 grant award
4/03/2019	Shaw Hall Playing Fields	V969-5937	4,000.00			4620	170	4,000.00	Section 133 grant award
4/03/2019	Berryfield New Village Hall	V970-5938	500.00			4620	170	500.00	Section 133 grant award
4/03/2019	Whitley Reading Rooms	V971-5939	700.00			4620	170	700.00	Section 133 grant award
4/03/2019	Rachel Fowler Centre	V972-5940	250.00			4620	170	250.00	Section 133 grant award
4/03/2019	Bowerhill Resident Action Grou	V973-5941	400.00			4610	170	400.00	Section 137 grant award
4/03/2019	BASRAG	V974-5942	500.00			4610	170	500.00	Section 137 grant award
4/03/2019	CAWS	V975-5943	450.00			4610	170	450.00	Section 137 grant award
4/03/2019	Community Emergency Group (CEG)	V976-5944	175.00			4610	170	175.00	Section 137 grant award
4/03/2019	Melksham Area Neighbourhood wa	V977-5945	0.00						CHQ ERROR
4/03/2019	Melksham Area Neighbourhood wa	V977-5946	150.00			4610	170	150.00	Section 137 grant award
4/03/2019	Melksham Area Community Partne	V978-5947	150.00			4610	170	150.00	Section 137 Award 19/20
4/03/2019	Shaw & Whitley Beavers	V979-5948	300.00			4610	170	300.00	Section 137 grant award-19/20
4/03/2019	1st Broughton Gifford & Holt	V980-5949	300.00			4610	170	300.00	Section 137 grant award-19/20
4/03/2019	Young Melksham	V981-5950	2,500.00			4451	170	2,500.00	Section 137 grant award-19/20
4/03/2019	2385 (Melksham) Squadron ATC	V982-5951	250.00			4610	170	250.00	Section 137 grant award-18/19
4/03/2019	Shaw and Whitley Toddler group	V983-5952	200.00			4610	170	200.00	Section 137 Grant award-19/20
4/03/2019	Happy Circle Day Centre	V984-5953	150.00			4610	170	150.00	Section 137 Grant Award-19/20
4/03/2019	Group Five	V985-5954	300.00			4610	170	300.00	Section 137 Grant Award-19/20
4/03/2019	Melksham Phab Club	V986-5955	250.00			4610	170	250.00	Section 137 Grant Award-19/20
4/03/2019	Relate Eiltshire & Somerset	V987-5956	350.00			4610	170	350.00	Section 137 Grant Award-19/20
4/03/2019	Wiltshire Mind	V988-5957	350.00			4610	170	350.00	Section 137 Grant Award-19/20
4/03/2019	Wiltshire Sight	V989-5958	150.00			4610	170	150.00	Section 137 Grant Award-19/20
4/03/2019	Wiltshire Air Ambulane	V990-5959	250.00			4610	170	250.00	Section 137 Grant Award-19/20
4/03/2019	HELP Counselling Services	V991-5960	120.00			4610	170	120.00	Section 137 Grant Award-19/20

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## Current Account &amp; Instant Acc

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
4/03/2019	Melksham & District Seniors 55	V992-5961	150.00			4610	170	150.00	Section 137 Grant Award-19/20
4/03/2019	Melksham Music Festival	V993-5962	250.00			4610	170	250.00	Section 137 Grant Award-19/20
4/03/2019	Melksham Food and River Festiv	V994-5963	250.00			4610	170	250.00	Section 137 Grant Award-19/20
4/03/2019	West Wiltshire Multi Faith For	V995-5964	125.00			4610	170	125.00	Section 137 Grant Award-19/20
4/03/2019	Melksham SixtyPlus Club	V996-5965	250.00			4610	170	250.00	Section 137 Grant Award-19/20
4/03/2019	Arts Together	V997-5966	250.00			4610	170	250.00	Section 137 Grant Award-19/20
4/03/2019	Melksham Community Meals	V998-5967	100.00			4610	170	100.00	Section 137 Grant Award-19/20
4/03/2019	Shaw & Whitley Connect	V999-5968	250.00			4610	170	250.00	Section 137 Grant Award-19/20
4/03/2019	Melksham Railway Development G	V1000-5969	300.00			4610	170	300.00	Section 137 Grant Award-19/20
4/03/2019	TransWilts CIC	V1001-5970	5,000.00			4610	170	5,000.00	Section 137 Grant Award-19/20
4/03/2019	AFC Melksham Disabled Football	V1002-5971	250.00			4610	170	250.00	Section 137 Grant Award-19/20
4/03/2019	Melksham Gardeners Society	V1003-5972	200.00			4610	170	200.00	Section 137 Grant Award-19/20
4/03/2019	Enigma Twirl Team	V1004-5973	100.00			4610	170	100.00	Section 137 Grant Award-19/20
4/03/2019	Melksham Amateur Swimming Club	V1005-5974	0.00						VOID-CHQ Error
4/03/2019	Melksham Amateur Swimming Club	V1005-5975	300.00			4610	170	300.00	Section 137 Grant Award-19/20
4/03/2019	Shaw & Whitley Friendship Club	V1006-5976	300.00			4610	170	300.00	Section 137 Grant Award-19/20
4/03/2019	Shaw and Whitley Garden Club	V1007-5977	126.00			4610	170	126.00	Section 137 Grant Award-19/20
4/03/2019	Melksham Town Short Mat Bowls	V1008-5978	200.00			4610	170	200.00	Section 137 Grant Award-19/20
4/03/2019	Melksham Messy Church	V1009-5979	100.00			4610	170	100.00	Section 137 Grant Award-19/20
4/03/2019	Whitley Cricket Club	V1010-5980	354.00			4610	170	354.00	Section 137 Grant Award-19/20
4/03/2019	Melksham Tourist Information C	V1011-5981	500.00			4630	170	500.00	Section 144 Grant Award-19/20
4/03/2019	Richard Wood	V963-5982	170.01			4070	120	170.01	Final Chairs allowance 18/19
4/03/2019	Community Emergency Group (CEG)	V976-5944	-175.00			4610	170	-175.00	VOID PAYEE ERROR
9/03/2019	Sirus Telecom	V1026-DD	235.37		39.23	4190	120	196.14	Inv.41229-Office call charges
2/03/2019	Eon	V1028-DD	108.44		5.16	4302	220	103.28	Inv.C88-B'Hill Electricity
8/03/2019	Post Office Ltd	V1031-5984	205.00			4120	120	205.00	Purchase of stamps
8/03/2019	Unity Bank	V1032	12,200.06			220		12,200.06	To top up Unity Bank
8/03/2019	Fixed Term Deposit	V1034	250,000.00			210		250,000.00	13536232-Fixed term deposit

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Melksham without Parish Council Current Year

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Cashbook 1

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Current Account & Instant Acc

For Month No: 12

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Total Payments for Month	287,902.10	0.00	63.92	287,838.18
Balance Carried Fwd	5,321.08			
Cashbook Totals	<u>293,223.18</u>	<u>0.00</u>	<u>63.92</u>	<u>293,159.26</u>

Date: 04/04/2019

Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 12

Receipts for Month 12 - March 2019

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	85,258.34					85,258.34	
	Banked: 28/03/2019	12,200.06						
V1032	Current Account & Instant Acc	12,200.06			200		12,200.06	To top up Unity Bank
<b>Total Receipts for Month</b>		12,200.06	0.00	0.00			12,200.06	
<b>Cashbook Totals</b>		97,458.40	0.00	0.00			85,258.34	

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## Payments for Month 12

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
4/02/2019	Wilts Assoc of Local Councils	V944-BACS	240.00		40.00	4055	130	130.00	Finance Training x2 staff
						4080	120	70.00	Finance Training x2 Cllrs
4/02/2019	Jens Cleaning	V945-BACS	546.00			4381	220	504.00	Inv.1045-JSF Clean Jan&Feb19
						4380	120	42.00	Inv.1045-Office Clean 8th Feb
4/02/2019	Aquasafe Environmental Ltd	V946-BACS	138.00		23.00	4212	220	115.00	Inv.205-Feb PPM Visit
4/02/2019	Redfish Events	V947-BACS	50.00			1260	210	50.00	B'hill bomber event-3feb19
4/02/2019	Radcliffe Fire Protection Ltd	V948-BACS	122.40		20.40	4721	220	102.00	Inv.1775-Repla emergency light
1/03/2019	Teresa Strange	V1030-DD	5.18			4190	120	5.18	S/O- Out of hours mobile
4/03/2019	West Wilts Ramblers	V949-BACS	414.00			4490	142	414.00	ROW Stile replaceme-MELW35&36
4/03/2019	JH Jones & Sons	V950-BACS	354.96		59.16	4490	142	295.80	13032-Beanacre bus shelter Rep
4/03/2019	Simon J White	V951-BACS	195.00			4490	142	195.00	Inv.7840-Maint Carson R/about
4/03/2019	Trade UK	V952-BACS	5.58		0.93	4722	320	4.65	Straight Pipe Coupling-bsf all
4/03/2019	Wiltshire Publication	V953-BACS	135.72		22.62	4230	120	113.10	Inv.841-Berryf Cllr Vacancy
4/03/2019	Wiltshire Publication	V954-BACS	135.72		22.62	4230	120	113.10	Inv.624-14th Feb Cllr Vacancy
4/03/2019	JH Jones & Sons	V955-BACS	883.69		147.28	4402	320	56.66	Allot Grass Cutting
						4400	142	211.33	Play Area Grass Cutting
						4780	142	17.50	Play Area Bin Empty
						4781	220	75.83	JSF Bin Emptying
						4401	220	375.09	JSF Grass Cutt &Line Marking
4/03/2019	Condor Office Solutions Ltd	V956-BACS	122.59		20.43	4130	120	102.16	Inv.548779-Photocopy usage
4/03/2019	Teresa Strange	958-SALARY				4000	130		March 19 Salary
						4155	120	6.18	Annual Parish Meeting Refreshm
						4120	120	29.00	50x second class stamps
						4721	220	11.67	New Mat for Pavilion
4/03/2019	Joanne Eccleston	959-SALARY				4020	130		March 2019 Salary
						4048	130	14.63	Mileage
4/03/2019	Marianne Rossi	960-SALARY				4010	130		Salary March 2019
						4048	130	5.00	Car Parking Charges
4/03/2019	Terry Cole	961-SALARY				4460	142		Salary March 2019
						4050	142	47.50	Travel Allowance
						4051	142	51.95	Mileage
4/03/2019	David Cole	962-SALARY				4800	320		Salary March 2019
4/03/2019	HM Revenue & Customs	V964-HMRC	1,658.19			4047	130	1,465.45	Period 12 March 2019
						4054	142	142.34	Period 12 March 2019
						4058	320	8.00	Period 12 March 2019
						4042	120	42.40	Period 12 March 2019
4/03/2019	Wiltshire Pension Fund	V965-PENS	1,524.24			4044	130	347.67	Period 12 March 2019
						4045	130	1,176.57	Period 12 March 2019

total salaries  
85057.88

Date: 04/04/2019

## Melksham without Parish Council Current Year

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Cashbook 2

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Unity Bank

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
4/03/2019	Melksham Town Council	V1012-MTC	12.50			4070	120	12.50	Mayors reception
4/03/2019	Office Right Business Solution	V957-DD	696.00		116.00	4351	120	580.00	Inv.647-x16 chairs for meeting
8/03/2019	Lloyds Unity Bank debit card	V1033-DD	294.00		44.65	4370	120	30.83	Toilet rolls for Pavilion
						4150	120	11.97	Medium hooks for picture hang
						4150	120	11.98	Extra strong magnets
						4250	120	3.00	Land search- Farm Whitley
						4200	120	17.49	24x glasses for new meeting sp
						4200	120	5.32	Dishwasher cleaner new meeting
						4200	120	8.92	Bowl for new meeting space
						4200	120	50.25	Urn for new meeting space
						4200	120	62.80	Bowl,Jug, cups for new meeting
						4200	120	30.78	Mugs, Dishwasher-New meeting s
						4150	120	13.01	Envelopes
						4140	120	3.00	Lloyds bank charge
9/03/2019	Wiltshire Publications Ltd	V1035-BACS	171.00		28.50	4240	120	142.50	Inv.086-Winter newsletter
9/03/2019	Wiltshire Pension Fund	V1036-BACS	97.06			4044	130	20.61	July 18 adjustment
						4045	130	76.45	July 18 adjustment
9/03/2019	Wellers Hedleys	V1037-BACS	1,120.00		180.00	4820	142	940.00	Inv.107-Land trans- S'Hold Fie
9/03/2019	Wright Electrical	V1038-BACS	99.50			4210	120	99.50	Inv.1619-PAT Testing-Office
9/03/2019	Wright Electrical	V1039-BACS	45.00			4210	120	45.00	Inv.1608-Pilot Defib light re
9/03/2019	Aquasafe Environmental Ltd	V1040-BACS	138.00		23.00	4212	220	115.00	Inv.303-March 19 PPM Vis
1/03/2019	Unity Trust Bank	V1042	18.00			4140	120	18.00	Service Charge
<b>Total Payments for Month</b>			14,446.14	0.00	748.59			13,697.55	
<b>Balance Carried Fwd</b>			83,012.26						
<b>Cashbook Totals</b>			97,458.40	0.00	748.59			96,709.81	

Date: 03/04/2019

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Fixed Term Deposit

For Month No: 12

Receipts for Month 12 - March 2019

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 :	173,000.00					173,000.00	
	Banked: 28/03/2019	250,000.00						
V1034	Current Account & Instant Acc	250,000.00			200		250,000.00	13536232-Fixed term deposit
<b>Total Receipts for Month</b>		250,000.00	0.00	0.00			250,000.00	
<b>Cashbook Totals</b>		<u>423,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>173,000.00</u>	

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Fixed Term Deposit

For Month No: 12

Payments for Month 12

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>
1/03/2019	Current Account & Instant Acc	V936	173,000.00			200		173,000.00	M135227280001- V936
	<b>Total Payments for Month</b>		173,000.00	0.00	0.00			173,000.00	
	<b>Balance Carried Fwd</b>		250,000.00						
	<b>Cashbook Totals</b>		<u>423,000.00</u>	0.00	0.00			<u>423,000.00</u>	