

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 21st October, 2019 at 1, Swift Way, Bowerhill at 7.00 p.m.

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

Officers: Teresa Strange (Clerk)

229/19 **Welcome, Housekeeping & Announcements:** Cllr. R Wood announced the beginning of the meeting by use of a wooden gavel. The gavel had been presented to the previous Chairman Mike Mills in September 2005 at the commencement of his full-time work as a public servant (the start of his retirement!). The gavel had subsequently been presented to the parish council at the weekend by his widow Mrs Marilyn Mills as part of the commemoration event for Mike with the planting of a native oak tree and the unveiling of a wooden bench with plaque at Bowerhill Sports Field. Members of Mike's family and both current and past councillors and staff had attended the event to celebrate the service Mike had given as a councillor for 34 years and Chairman for 12. The family wished the gavel to be returned to them if for any reason the parish council was disbanded in the future. The Chairman read out a heartfelt message of thanks from Mrs Mills for the event.

Cllr R Wood then welcomed everyone to the meeting and explained the evacuation procedures in the event of a fire. He gave the following announcements:

a) Additional Meeting and Community Events:

Due to an additional CATG (Community Area Transport Group) meeting being held on 16th December, there will be an additional parish council Highways & Streetscene Committee meeting on 4th November, following the Planning Committee.

On 22nd October at 2pm at the Melksham Assembly Hall a Joint Area Board/Seniors 55 Forum meeting is being held; all welcome.

During the week commencing 4th November is "Parliament Week" and councillors were reminded about the events planned with the Air Cadets (Cllr David Pafford attending) and Shaw school (Cllrs Carter, Chivers and R. Wood attending).

An invitation had been extended from Melksham Town Council for members to attend the Remembrance Service on Sunday 10th November, meeting at the Town Hall at 10.45am. Seats will be reserved for the Chairman, Cllr Shea Simonds, Cllr Pafford, Cllr Carter and the Clerk. Cllr Holder would be attending the Broughton Gifford Service with the Explorers.

There are two events on Wednesday 13th November with Wiltshire Council's Strategic Planning Committee considering the planning application for the Melksham Campus which included the parish council's new office and meeting accommodation and the Area Board meeting in the evening, at Bowerhill Village Hall.

Councillors were reminded of a special Finance meeting being held on Monday 18th November where specialist VAT advice had been sought ahead of the development of a new village hall at Berryfield.

A tree and bulb planting community event is taking place on Saturday 23rd November at Bowerhill Sports Field and the nearby Heritage Turbine with the Air Cadets and BRAG (Bowerhill Residents Action Group), meeting at the Pavilion at 10am.

The Area Board meeting in January clashes with the Finance (Budget) Committee meeting on Monday 6th January which includes members presenting on the Melksham Neighbourhood Plan, and therefore the Finance Committee will now be held on Tuesday 7th January at 7pm.

BRAG had been awarded "Level 5: Outstanding" for the 6th year running for their canal side picnic area, and would be presented with their award at the next Full Council meeting.

- b) **Budget Planning:** Cllr John Glover as Chair of the Finance Committee asked that any requests for the 2020/21 Budget be fed to the Clerk at this early stage so that they can be incorporated into the budget documents for discussion rather than waiting until the Budget meeting to raise as new uncoded +items.
- c) **Wiltshire Council By-Election:** Members noted that a by-election was being held for the Unitary Melksham Without South Division on Thursday 24th October.

230/19 **Apologies:** Cllr Greg Coombes had another engagement, this reason for absence were accepted. Cllr Kaylum House was not present.

231/19 **Invited Guests:**

a) **Wiltshire Cllr Phil Alford (Melksham Without North):** Cllr Alford updated the council on recent events. Residents had raised an issue about access to the commencement of the Right of Way at Prater's Lane following the housing development at Lopes Close, and was aware that the parish council had looked at this a year or so ago. A site meeting had been arranged with the Right of Way Officer and Area Highway Engineer from Wiltshire Council to discuss alternative access routes.

The long term work at Farmer's Roundabout was coming to an end, and Cllr Alford was very pleased with the outcome of the project and felt that the traffic was now flowing much better through the roundabout and had seen a lot of positive comments on the improvement works on social media which he had fed back to the Cabinet member to pass on to the Highway Officers involved.

North Wiltshire are holding a Youth Summit with attendees from various Local Youth Networks (LYN) and Community Engagement Managers (CEM) which Cllr Alford will be attending to present the Early Intervention Project that the Melksham Area Board are running to see if other Area Boards wish to replicate.

Cllr Alford acknowledged that the development at George Ward Gardens was now in the Melksham Town parish and no longer part in the Melksham Without parish, but on doing some work with the George Ward residents he had discovered that some residents were

interested in becoming members of CAWS (Community Action: Whitley & Shaw) and wanted to make the parish council representative for CAWS aware; he had discussed it with the CAWS Chair. There were also plans for a new residents' association for the George Ward development.

Thanks were expressed to the parish council for the Flood Prevention event held recently at the Toast Office in Whitley, an excellent community event.

There had still not been a Wiltshire Full Council meeting since Cllr Philip Whitehead took over as Leader, but one scheduled for November. The Cabinet were still adjusting to their new positions following the re-shuffle so no new major policy announcements had been made to report back.

Cllr Glover commented that he too was pleased with the outcome of the highway improvements at Farmer's Roundabout, but asked that in the future Wiltshire Council Highways consider the cumulative effective of numerous roadworks at the same time, as there were also roadworks at George Ward Gardens, Shaw Hill traffic lights and for the Pathfinder Place development which compounded delays in traffic through the town.

- b) **Visit from PCSO (Police Community Support Officer):** PCSO Maggie Ledbury explained that the Police Report this month was in a new format with lots of additional information. Cllr Chivers had reported some cold callers in the Shaw and Whitley area recently and a quick response from Officers had discovered that the sellers did not hold the necessary Pedlar's Licence. The Clerk fed back that Wiltshire Trading Standards had provided an excellent, swift response to her request for how best to advise residents on social media about the cold callers in the area and provided a message that could be quickly shared.

It was also reported that the police had followed up the vandalism at Berryfield Village Hall and had spoken to those involved.

- c) **Wiltshire Gymnastics Quatro Cup:** A thorough report was provided by Cllr Paul Carter of his attendance of the 3-day Quatro Cup at the Wiltshire School of Gymnastics, which was considered a superb event and showcased the local talent and dedication of both young people and their supportive parents.

232/19 **Declarations of Interest:** Cllr Holder noted that for agenda item 6b, the resident's name was just discernible through the redaction and therefore declared that he had been corresponding personally with the resident on this matter. The Clerk took an action to ensure an improved redaction in the future.

233/19 **Dispensation Requests:** None.

234/19 **Changes to arrangements for dealing with Code of Conduct Complaints:** The members noted the Wiltshire Council Briefing Note 19-025.

235/19 **Items to be Held in Committee: Resolved:** *Agenda item 14a & 14b Feedback from Interview Panel and Staff consultation 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"*. Reason: a) engagement, terms of service, conduct and dismissal of employees.

236/19 **Public Participation:** There were no members of the public present.

237/19 **Full Council Meeting, 16th September, 2019:**

a) **Minutes, Full Council Meeting 16th September, 2019: Resolved:** *The Minutes of the Full Council Meeting held 16th September, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*

*Page 3, Min. 171/19, last line: "It was noted that none of the **councillor's** declarations **were** pecuniary" to "It was noted that none of the **councillors'** declarations **was** pecuniary"*

*Page 17, Min. 183/19a) Line 8: "currently on the table prefer Option C **proving** that" to "currently on the table prefer Option C **providing** that"*

*Page 17, Min. 183/19b) Line 5: "had still not **be** discussed" to "had still not **been** discussed"*

b) **Matters Arising:**

Arising from Min. 183/19 **Potential A350 Eastern Bypass:** The Clerk explained that she had sent the view of the parish council, as expressed in the resolution for Min. 183/19, to Melksham Town Council as a Town Councillor had asked for the Parish Council view, and so she felt it fairer to send to the Town Clerk so all could see. However, there was a request at the Melksham Neighbourhood Plan Steering Group meeting (Weds 25th September, Min. 8) for this view to be sent by the Town and Parish Councils to Wiltshire Council and the Western Gateway stating that they prefer Option C and object to Option A. The Town Council were also requesting a joint response to be sent. There were still feelings amongst members that it was premature to be commenting on potential routes. **Resolved:** *The parish council send their view on the Potential A350 Eastern Bypass as per Min. 183/19 namely "Melksham Without Parish Council support an Eastern Bypass and of the two proposals on the table prefer Option C providing that sufficient mitigation is provided to the communities that will be in/close to its path"; to Wiltshire Council and the Western Gateway.*

c) The parish council noted resident's correspondence regarding the potential A350 Eastern Bypass and that the Clerk had replied with the parish council view from Min. 183/19.

238/19 **Planning:**

a) **Planning Committee Meeting held Monday 23rd September, 2019:**

- i) **Resolved:** *The Minutes of the Planning Committee Meeting held 23rd September, 2019 were formally approved by the Council and signed by the Chairman as a correct record.*
 - ii) **Resolved:** *The Recommendations detailed in Min.193/19a) were formally approved.*
- b) **Planning Committee Meeting held Monday 14th October, 2019:**
- i) **Resolved:** *The Minutes of the Planning Committee Meeting held 14th October, 2019 were formally approved by the Council and signed by the Chairman as a correct record.*
 - ii) There were no Recommendations to formally approve. It was noted that there was a resolution (Min. 211/19) to send comments to the Bath Clean Air Consultation to meet the deadline of midnight Sunday 20th October, and councillors had been informed by email that this agenda item would therefore be on the agenda for the Planning Committee of 14th October as would missed the deadline if it waited for this meeting.
- c) **Public Art for Pathfinder Way development, Bowerhill:** The Clerk reported on the meeting held earlier in the day with representatives of the parish council (Cllrs R. Wood, Glover, Carter, Pafford and the Clerk) , Taylor Wimpey, Wiltshire Council's Public Art Officer, members of BRAG (Bowerhill Residents Action Group) and a resident interested in the RAF heritage of Bowerhill.

The meeting was a result of the planning condition of the permission given for the housing development of Pathfinder Place. There was not a sum of money for public art included in the s106 agreement, and so this was a second meeting with Taylor Wimpey on this project as the first meeting a year ago had stalled without a clear understanding of the budget involved; since then a sum of £20,000 had been offered for the project by Taylor Wimpey and the parish council had pledged an additional £5,000 for the project if needed (in the 2019/20 Budget). It had already been agreed that the public art needed to be reflective of the "sense of place", and heritage of Bowerhill as a former RAF camp. BRAG were keen for some form of gates to mark the entrance to Bowerhill when entering from Pathfinder Way. The group ranked their project ideas into the following preference:

1. Plaques/Descriptions to explain the relevance of the RAF Officers that the roads on the new development are named after; and the parish council to consider if they wish to extend those explanations throughout the existing Bowerhill housing that all (except for 2 roads) have a RAF related name.
2. Some kind of gates to mark the entrance to Bowerhill on Pathfinder Way, perhaps black, iron, with RAF related fret work, and/or the artwork of the original gate badge.
3. An aircraft sculpture on the main A365 Spa Roundabout, perhaps in rebar like the helicopter sculpture at the nearby Wiltshire Air Ambulance, or the Red Arrows sculptures in Bournemouth. It was noted that the Roundabout was out of the boundary of the housing development, and may necessitate the parish council to take on a Section 96 licence from Wiltshire Council.
4. A community engagement project. BRAG's feeling that this was more suited to school pupils than residents and the Art Officer felt that for this project students at Melksham Oak may be a better fit than at Bowerhill Primary School due to the level of design work.

In terms of next steps, there was a Planning condition that occupation was not allowed until Taylor Wimpey had done a certain amount of work regarding the public art and they

were planning for December as the start of occupation. The parish council were taking up some of the actions regarding initial enquiries with the Highway Authority as they had good local contacts and seeing if the Shed Project were interesting in replicating projects in Wroughton and Keevil where their local Shed Project produced some wooden seating in the form of a wing span; and to see what assets the local Air Cadets held such as propellers, RAF Camp memorial stone etc. and to see if there is any appetite from local employers to donate to the public art funding.

Taylor Wimpey had asked for the following wording to be approved by the parish council to be erected on a separate sign on the development:

“This new play area / *or insert description of public art* was delivered by Taylor Wimpey, and opened in XXX by Melksham Without Parish Council. In order to celebrate the Air Force Heritage of Bowerhill, which was home to RAF Melksham from 1940 to 1965, the road names in the surrounding area have been named after historic Air Force Figures”.

The parish council asked the Clerk to check that the dates were accurate and to request that at the end it be amended to read “after historic Air Force Figures” to “after historic **Royal** Air Force Figures.

The next meeting had been booked for 19th November at 2pm.

- d) **Play area for Pathfinder Way development, Bowerhill:** The parish council representatives then discussed the play area with Taylor Wimpey, as this is a play area that the parish council is taking future ownership of, under the terms of the s106 agreement. The Clerk reported that Taylor Wimpey were not so keen on some of the suggestions of the parish council, which were rooted in the ease of maintenance and longevity of both the play equipment and the safety surfacing. Their concerns were primarily about the suggestion of wet pour surfacing under equipment and a separate grassed area as they felt the grassed area could become muddy in winter weather, and preferred a rubber mulch all over the play area. When the parish council met with the representative from Proludic, who were supplying the equipment, for the project on Semington Road he felt that there were some concerns emerging within the play industry on the wear of rubber mulch and so the parish council had suggested wet pour under the play equipment with a thicker wear pad under items of prolonged use, and grass matting, or if not, rubber mulch around the more sedentary seating areas. The parish council had also requested a teen shelter for the use of older children/teenagers. Taylor Wimpey went away reasonably happy and will feed back on the suggestions that had been made. Cllr Pafford expressed concerns that there had been a long delay between meetings and that the impact on the timescale was impacting on the workload of the Clerk despite her best efforts to arrange of meeting of all parties.

The Clerk reported that she had followed up the parish council's complaint following the 23rd September planning meeting when no planning applications were available on the Wiltshire Council website, with another one today as there was no online access this morning during the meeting. To date only holding emails have been received, no actual response to the complaint or what was being done to address these problems. The Clerk was asked to forward these complaints to Cllr Alford as the Wiltshire Council member.

- e) **Goods Vehicle Operator's Licence:** The council noted two public notices in the Melksham Independent News (Issue 10th October) for Goods Vehicle Operator's Licences for the following:
- i) **Broughton Transport Solutions of Norrington Gate, Broughton Gifford, Melksham, SN12 8LW is applying to use Norrington Gate, Broughton Gifford as an operating centre for 35 goods vehicles and 35 trailers and to use Hangar 7, Lancaster Road, Bowerhill Industrial Estate, Melksham, SN12 6SS as an operating centre for 5 trailers:** Members discussed the potential impact on the junction in the parish if the vehicles used Norrington Common to exit from the Norrington Gate premises but a ward member for that area explained that they never use that egress point due to the sharp angle of the junction (and had been operating from there for the last 20/30 years); there were sometimes issues at their egress point at Chalkeymead, but that was not in the parish. There were concerns that the vehicles will struggle with visibility for the access and egress at Hangar 7 due to the continual parking of trailers on the highway at Lancaster Road. **Resolved:** *The parish council submit the following comments to the Traffic Commissioner's Office and copy to Broughton Transport Solutions: "Melksham Without Parish Council considered the Public Notice (Melksham Independent News 10th October 2019) for a Goods Vehicle Operator's Licence, as Bowerhill is in the parish. This relates to the use of Hangar 7 as an operating centre for 5 trailers. In light of the current use of Lancaster Road as parking for trailers and overnight lorries, the parish council requests parking restrictions both sides of the entrance to ensure ease of access and egress of the 5 trailers."*
 - ii) **Robin Lydall Building Services Ltd of 98 Dunch Lane, Melksham, SN12 8DX is applying for a licence to use Home Farm, 26 Shaw Hill, Melksham, SN12 8EU as an operating centre for 3 goods vehicles and 0 trailers:** A ward member advised that the use of the farm track could be a slight issue, but again there had been no problems during the operation there for the last 20 or so years. **Resolved:** *The parish council do not submit any comments against this licence application.*
- f) **Neighbourhood Plan evidence gathering:**
The Clerk reported that there were topic groups currently gathering evidence for the Neighbourhood Plan and the group looking at "Character Assessment" were looking for some assistance for areas in Melksham Without. This involved recording details of what is distinctive in different areas of the parish in terms of housing and other aspects. A full toolkit is available and will involve walking around those areas with a map and recording details. **Resolved:** *Cllr Paul Carter to assist the Neighbourhood Plan Character Assessment working group with areas in the parish.*

239/19 **Data Protection Working Party:**

a) **Data Protection Working Party held Monday 23rd September, 2019:**

- i) **Resolved:** *The Minutes of the Data Protection Working Party held 23rd September, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments: To amend "Cllr Robert Shea-Simmonds" to "Cllr Robert Shea-Simonds" throughout the document.*
- ii) **Resolved:** *The Recommendations detailed under Min. 200/19 were formally approved.*

- 240/19 b) **NALC Legal Topic Note LTN 38 - Data Protection:** The members noted this document (as resolved in Min. 200/19) and point 18. was drawn to their attention “Councillors who are data controllers independently of their council (e.g. constituency casework or election canvassing) will be required to pay the data protection fee”. Councillors were reminded that they needed to put a link to the council’s privacy notice in their email signature. The Finance & Amenities Officer had emailed members with advice on how to do this, and was more than happy to assist over the ‘phone or if members brought mobile devices into the office.

The members also noted the Members’ Email Policy which had last been reviewed on 26th March 2018. A concern was raised about “(l) When members cease to be a Councillor they must delete all Council related emails” and whether this policy needed strengthening to add that members should not be forwarding council emails to their personal email addresses and how to address the issue of councillors not using their @melkshamwithout email address. The Clerk explained that she did on occasion contact councillors on their personal email addresses if there was a time specific matter, but was very careful about information that was sent, this was usually a reminder to come in and authorise payments or to alert councillors that there was an email on their council email address that they needed to look at.

Resolved: *The Members’ Email Policy to be reviewed at the next Full Council meeting, with a view to strengthening some of the policies.*

241/19 **Asset Management:**

- a) **Asset Management Committee Meeting held Monday 14th October, 2019:**

Resolved: *The Minutes of the Asset Management Committee Meeting held 14th October, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*

*Page 2, Min. 218/19, Paragraph 2, Line 7 from “that was **been** replaced” to “that was **being** replaced”*

*Page 5, Min. 2201/19b), Line 1 from “about **fog** fouling” to “about **dog** fouling”*

- b) **Resolved:** *The Recommendations detailed in Min.218/19, Min.219/19a)i), ii), iii), iv), v), vi), Min 218/19b) and c), 220/19c), d) and f), 224/19a) and b), Min. 225/19b)1, 2, & 3, Mn. 226/19, Min. 227/19 and Min. 228/19 were formally approved.*

- c) **Matters arising:**

- i) Arising from Min. 219/19a)iv): **RoSPA (Royal Society for Prevention of Accidents) independent annual inspections: Overhead Climber at Beanacre Play Area:** The Clerk reported that she had personally visited the Playforce premises in Bowerhill and a quotation would be provided shortly.
- ii) Arising from Min. 219a)v) **RoSPA independent annual inspections: Safety Surfacing at Kestrel Court Play Area:** A response had been received from Vita Play offering to replace the over skim under this particular piece of equipment free of charge as a gesture of goodwill and the Clerk sought guidance as to how to proceed without prejudicing any future potential issues arising under other pieces of equipment in this play area, or others in the parish. **Resolved:** *The parish council reply to Vita Play to say “Thank you for this offer which the parish council would like to take up, but note that if there are further failings such as this on other areas that you over skimmed, that they will still expect this to be rectified too.”*

- iii) Arising from Min. 222/19b) **Shaw Village Hall and Playing Fields: Trees on playing field boundary:** A request had now been received from the Chair of the Management Committee who was suggesting to the Hall Committee that they acquire two quotes to bring the trees on the border (*outside 1 & 2 Beeches Green*) down to the hedge height but to still allow for them to remain as bushes for nesting and flowering in the Spring; and was seeking approval of the parish council. The members discussed setting a minimum height that the trees should be cut to as they were concerned to ensure the health and vitality of the trees in the future but it was noted that a professional tree surgeon will be employed and their advice could be sought. **Resolved:** *Delegated powers be given to the Clerk and Cllr Mary Pile (Parish Council representative for the village hall) to advise the Hall Committee of a minimum height following a site meeting, to be arranged following a pre-arranged meeting at the Hall on Friday 1st November).*
- iv) Arising from 224/19b) **Mown and fallow areas of grass at Hornchurch Road Public Open Space:** A quotation had been received from J H Jones for this additional grass cutting works that would be added to the grasscutting specification for the new contract term commencing 1st April 2020; with the parish council taking the responsibility for grasscutting of this public open space from Wiltshire Council. **Resolved:** *The parish council approve the addition of the following works to the 2020-2023 grass cutting specification based on the budget costings provided by J H Jones in Quotation 357 dated 21st October 19, namely:*
To cut Hornchurch Road Public Open Space as per drawing provided and let cuttings fly @ £980 + VAT per annum
To cut and pick up meadow grass and remove arisings at £600 + VAT per annum (suggest once per annum)
To spike grass play area twice per season @ £400 + VAT
- v) Arising from 229/19 **Quotations for new SID (Speed Indicator Device):** **Resolved:** *The parish council consider quotations for a battery (not solar powered) Speed Indicator Device at the Highway & Streetscene Committee to be held on 4th November.*

d) **Shurnhold Fields:**

- i) **Site Visit with Principal Drainage Engineer:** A site visit had been held earlier in the day with members of the Shurnhold Fields Working Party, the Friends of Shurnhold Fields, contractor J H Jones and Wiltshire Council's Principal Drainage Engineer, Danny Everett to assess the forthcoming plans for a car park, revised entrance, wildflower meadow and associated bunds from a Land Drainage perspective.

The watercourses on the south west and west boundaries were fine to be cleared to ensure a better flow of water, and the Clerk confirmed that the standard "ditch clearance" letters would be sent to the relevant landowners under riparian ownership.

The Drainage Engineer also explained that Land Drainage Consent would need to be sought for the work planned. This was to be done in two stages, with an initial one to be submitted for the scrape of top soil and construction of subsequent surrounding bunds for the wildflower meadow as the seeds needed to be sown this

year, ideally before the end of November. The original design for the wildflower meadow, just to the right of the existing entrance gate, was to be a triangle shape in the corner along the rear boundary of the first house in Dunch Lane and Dunch Lane but the Drainage Engineer requested that the shape be rectangular so that the surrounding bunds (on the other two boundaries) directed any surface water into the watercourse on the southern boundary.

The Friends volunteer had helpfully left an unmown area to depict where the car park was planned, and the initial thoughts of the Friends and the Working Party were that the car park would be formed by scraping the top soil (which would be used to form surrounding bunds to stop vehicles accessing the fields) and then plainings from local roadworks to be laid to form a usable surface (as done in Berryfield Allotment Car park). However, the Drainage Engineer was really not keen on this surface on this piece of land, and plainings would not be allowed as a more permeable covering would be required which would involve a Type 3 sub base and membrane. He suggested that grass matting would be a much better surface and therefore this proposal would go back to the Shurnhold Fields Working Party as a fundamental change and would also mean that bunds would not have top soil spoil to build with. This may affect the pre-planning application, although it was felt that the main point of that would be more about the access than the car park construction. The working party next meet on 6th November at 7pm at the Town Hall.

When the Drainage Engineer left, the rest of the group took a good walk around the fields to look at the maintenance work to be done and to look at where future assets such as bins, seats, picnic benches were to be sited. Cllr Carter is to return and mark locations on the ground with biodegradable paint spray to aid the contractors. The annual grass cut was about to be undertaken. It was noted that the Friends were doing a fantastic job and it had been a fruitful meeting and enjoyable walk around the fields.

Cllr Carter explained that the next large task for the Friends was to clear the vegetation and tree branches to ensure access to the South Brook, on the northern boundary of the fields; now that the Drainage Engineer had given permission for that work to be done. The Clerk informed members that both Broughton Gifford & Holt Explorers and the Melksham Oak Outdoor Education students were looking for community projects to get involved with, and this may be a good fit.

- ii) **Future Agenda Items for the next Working Party:** The members reviewed the future agenda items for the working party on the 6th November, detailed in the draft Minutes of the last working party held on 18th September, to give a steer to their representatives who will be attending on behalf of the council.

Resolved: *The parish council approve the principle of a height restriction barrier and lockable car park entrance barrier/gate at Shurnhold Fields.*

The Clerk informed that further to the comments made at the last Full Council meeting about keeping residents informed about plans for a car park, information had been posted on social media in a variety of local groups and would be in the next newsletter in the Melksham News.

Cllr Glover requested how any interest being accrued from the short-term investment of the Open Space Maintenance contribution for the project was being added into this fund. The Clerk advised that it was a separate Reserve, and that at the next Finance Committee meeting there would be options on where to invest Reserves. There had already been agreement of the split of Reserves into Instant Access, Short Term and Long Term and the interest from the element of Reserve from this contribution could be calculated at year end. The Clerk had taken an action to ask Wiltshire Council's s106 Officer as to whether interest from a Maintenance contribution could be used to fund future Capital Expenditure, but had not yet received a response.

- e) **Wiltshire Council Tree Officer Visit:** The Tree Officer had accompanied the Clerk on a number of site visits the previous week (15th October) to look at plans of the parish council for trees that were in the ownership of Wiltshire Council.
- i) **Hornchurch Road Public Open Space:** The Tree Officer was more than happy for the trees at the access to the pond area in the wooded area close by to the play area to be thinned to allow more light into the pond to increase the wildlife habitat. A quote for this work would now be sought.
- ii) **Kestrel Court Play Area:** The trees had been relatively recently independently inspected and work undertaken by the parish council, but were now seeking advice on how to maintain the shrubs to add to the grasscutting specification. The advice was to prune with secateurs twice a year.
- iii) **Berryfield Play Area:** The parish council wished to look at lopping the three trees between the temporary village hall and the play area that pigeons were roosting in, to prevent them continually fouling on the seat. The advice was to cut down the trees to the left and the middle and to pollard the tree on the right to the height of the obvious previous pollarding. It was acknowledged that the trees would be lost eventually when the Wilts & Berks Canal Melksham Link is built on that land. The Officer assessed the merits of the 3 trees and felt that the one on the right was the only worth keeping. A quote for this work would now be sought.
- f) **New Berryfield Village Hall:** Representatives of the parish council (Cllrs R. Wood, Carter and Holder) met with BASRAG (Berryfield & Semington Road Action Group) on the evening of 2nd October, to discuss progress with the new village hall. The Clerk reported on the main discussion points of the meeting.

The parish council currently hold an Earmarked Reserve of £16,700 for the new village hall project for Berryfield, with approximately just under £100,000 coming from CIL (Community Infrastructure Levy) in staged payments from the development on Semington Road; of which the first payment of £33,807.50 was already received. It was envisaged that the CIL would be used to pay for the upfront costs to gain the planning application including architect's fees etc, and at the end of the project for fit out of furniture, curtains, kitchen equipment, car park and outside area etc. The sum to build the village hall from the s106 agreement was £500,000 which was index linked. A very rough estimate from a local building company gave a budget figure of £1,000 to £1,500 per square metre and using the 295sqm of the village hall design originally drawn up by the developer's architects would equate to £442,500 without VAT and at £531,000 with VAT. These basic estimates were based on the £1,500 top end budget and would include the design fees too. The question on VAT is complicated and therefore the parish council had commissioned specialist VAT

advice for this project and were meeting with the specialist advisers on 18th November at 7pm to discuss this. Initial thoughts were that 295sqm may be too big a hall due to the impact on parking spaces that would be required for that size of hall. However, it was felt at these early stages that the funding currently available, £616,700, would be appropriate.

The Reserved Matters planning application for the hall needed to be submitted before 17th May 2020 otherwise the outline consent with the housing development on 16/00497/OUT would expire.

The s106 agreement stated that 25% of the contribution, £125,000 would be paid prior to the 76th occupation, and at a rough estimate of a delivery rate of 50 homes a year it would be 18 months before that first payment would be made. The remaining 75%, £375,000 is to be paid prior to the 112th occupation, which would probably take another year. It was understood that 27 dwellings had been completed with 9 occupied to date. Development would have to start on site from 3 years from the planning consent, so before approximately May 2023.

The parish council is also applying for a Rural Community Energy Fund grant towards a feasibility study for suitable renewable energy possibilities for the new village hall.

The Clerk now had a number of meetings and visits to arrange for the project team in terms of future research:

- The neighbouring Wiltshire Air Ambulance who have just gone through the same process building a community funded building, to see if they can share experience, best practice and useful contacts
- Rigg Construction, a local building company, again recently used for local community buildings who had made contact with an offer of help
- Shaw and Bowerhill Village Hall management committees to share experiences of use and running of the halls
- Planning and Transport consultants already involved in the new housing development
- Planning and Transport consultants known to have recently gone through the Wiltshire Council procurement process and already working on local projects such as Melksham Oak school extension and the Melksham Campus
- Planning Consultants working with the parish council on the Neighbourhood Plan who already have an established working relationship
- Architects who were originally commissioned by Bellway Homes to produce an initial design

Cllr Carter had undertaken his own research and advised that it may be worth contacting Kendall Kingscott who were a “one stop shop” company based in Bristol who had been responsible for the recent construction of Forest & Sandridge School. Cllr Carter felt that a “one stop shop” approach was the best way forward for the parish council. The Clerk explained that most of the companies outlined in the list of companies to arrange to meet had said that they had a suite of companies that they worked with, but there may be advantages of the parish council only going through the procurement and tender process once rather than numerous times for a variety of contracts. It may be that professional services were exempt from the procurement

tender thresholds, the Clerk needed to undertake more research and check the Financial Regulations but noted that the Parkinson Partnership who the parish council were consulting for VAT advice, also ran Finance training for the SLCC (Society of Local Council Clerks) and so there may be an opportunity to seek procurement advice at that meeting.

Members discussed the options of a “one stop shop” being a possibility of easing the workload of officers as there were lots of other council projects running at the same time, but must ensure that this was still a cost-effective option.

242/19 **Community Governance Review:**

a) **New Electoral Arrangements for Wiltshire Council (Final Recommendations):**

The Local Government Boundary Commission for England (LGBCE) had announced their final recommendations for the Unitary Divisions within Wiltshire on 1st October. These recommendations will be laid before Parliament and cannot be amended, only approved or rejected. Once approved, these divisions will take effect for the next Unitary Elections in May 2021.

Members reviewed the maps showing the new divisions. The alternative schemes put forward jointly by Melksham Without Parish Council, Melksham Town Council and Wiltshire Council had pretty much all been accepted, with a tweak on some of the division and ward names. The members were pleased to note that the LGBCE had been persuaded by the evidence put forward by Melksham Without Parish Council, and the local actions groups BASRAG (Berryfield & Semington Road Action Group), BRAG (Bowerhill Residents Action Group), CAWS (Community Action: Whitley & Shaw) and Shaw Hall Management Committee in response to their initial proposals. A thank you had been communicated to the action groups for the time they had taken to respond to the consultation, as they had been specifically mentioned in the LGBCE report. Cllr Baines reported that the new housing development of 450 houses on land to the East of Spa Road would have to be its own parish ward, and it had been named “Hunters Wood”; but was now included in the Melksham East division. The 100 dwellings at Land to the North of Sandridge Common were in the Bowerhill division, and the LGBCE had also modified the request to include Sandridge in the Bowerhill division, and Woodrow in the Melksham Without North & Shurnhold division; this was due to the electoral numbers per division (*Points 125 & 126 of the Final Recommendations*).

The Final Recommendations for the Melksham Community Area were the following Unitary Divisions:

- Bowerhill
- Melksham East
- Melksham Forest
- Melksham South
- Melksham Without North & Shurnhold
- Melksham Without West & Rural

The Final Recommendations for the Melksham Without Parish Council electoral arrangements were that it should comprise of 13 councillors, as present, representing 4 wards:

- Beanacre, Shaw & Whitley 3 parish councillors
- Berryfield 2 parish councillors
- Bowerhill 7 parish councillors
- Hunters Wood 1 parish councillor

b) Parish Council requests under the Community Governance Review (CGR):

Wiltshire Council had asked parish and town councils if they wished to amend or add to any requests they had made to the CGR process in light of the Final Recommendations of the LGBCE on the Wiltshire Council electoral arrangements. The parish council discussed the impacts on the 3 proposals they had made, namely:

- i) Propose transfer of 100 dwellings on Land to the North of Sandridge Common from Melksham Without to Melksham Town
- ii) Propose transfer of 450 dwellings on Land to the East of Spa Road (Hunters Wood) from Melksham Without to Melksham Town
- iii) Propose transfer of BRAG picnic area from Seend to Melksham Without

Resolved:

1. *The parish council contact Wiltshire Council's Democratic Services Officers to seek the opportunity to discuss the two areas that Melksham Without propose to transfer to Melksham Town to understand the implications to the parish council in terms of warding and parish council members. The parish council wish to retain 13 councillors as present and as an odd number to aid decision making and with the proposed transfer of Hunters Wood to the Town, wish to understand how the councillor be re-absorbed back into the other wards; likewise what impact would the transfer of the Sandridge development from the Bowerhill Ward make.*
2. *The parish council's Warding Working Party (Cllrs R. Wood, Glover, Baines, Holder & Chivers) have delegated powers to discuss and inform Wiltshire Council on the ward implications and councillor numbers per ward if a decision needs to be made before the next parish council meeting on the 11th November; but to be subsequently approved by the Full Council.*
3. *The parish council reply to Wiltshire Council that further to the new LGBCE Final Recommendations that the parish of Seend will be in the Devizes Community Area from May 2021, strengthens the argument that the BRAG picnic area should be transferred to Melksham Without parish council which remains in the Melksham Community Area.*

Cllr Holder left the meeting at 9.40pm.

243/19 **Finance:**

- a) **Council Income & Expenditure – September 2019:** The Council noted the attached reports for income and expenditure for September, including the payments made on the corporate card. These were signed by the Chairman as a correct record. The Clerk drew attention to the receipt of the 2nd instalment (of 2) of the Precept.
- b) **Cheque Signatories & Online Banking Authority for October Payments:**
Resolved: *Cllr. Glover and Cllr. Carter to authorise online banking payments and any cheque payments for October 2019.*
- c) **Quarterly Reports:** The members noted the following reports for Qtr 2 (July, August & September).
 - i) Budget vs Actual

- ii) Bank Reconciliation
- iii) A VAT Reclaim of £3,142 has been made for Qtr2, and had been received.
- d) **CIL (Community Infrastructure Levy):** The members noted that £173,706.47 had been received in CIL income in October; with 13 separate references. There had been very scant information of what the payments related to, which made it very hard for future cashflow and budget planning. An explanation had been sought, and the payments were for a variety of phases across the developments at:

Land East of Spa Road (17/09248/VAR)	£100,501.46
Land South of Western Way – Pathfinder Way (18/04477/REM)	£ 33,762.92
Land East of Semington Road (17/12514/REM)	<u>£ 39,442.09</u>
	£173,706.47

e) **Specification for Weed Spraying in the Parish:**

Arising from Min. 126/19d) Full Council 20th July 19. The Clerk reported that the resolution was for the parish council contractors to weed spray the whole parish with the exception of the residential area of Bowerhill however, as there was no evidence or communication from Wiltshire Council that the first spray in the parish in the spring/early summer had taken place, or that a 2nd spray was to take place in the Bowerhill residential area she had instructed the contractors to include the residential area of Bowerhill when in the parish 3rd/4th October. The Clerk informed the Chair and Vice Chair of her action the day before they were due to commence. It was noted that the council had budgeted for the whole parish to be sprayed twice in 2019/20.

244/19 **Flood Prevention & Community Emergency Volunteers:**

- a) **Wiltshire Council Flood Warden Seminar 9th October:** The Clerk had attended this training session with a member of the core team of the CAWS CEG (Community Action: Whitley & Shaw Community Emergency Group) and both found it very useful. The CAWS CEG were now planning a Training Exercise simulating the events of September 2014 and with the Clerk being in communication but without power, to reflect past events.
- b) **Flood Prevention Community Event 15th October:** A community event had been organised which combined two planned meetings; a get together of the 20+ flood wardens as they had not been called out for almost 2.5 years; and the Parish and Wiltshire Council reporting back to residents with the latest news and updates. There was really good representation from the CAWS CEG, residents, Melksham Without Parish Council and Wiltshire Council. As well as the local member, Cllr Jonathan Seed the Portfolio Holder for Flooding came along to thank the volunteers for all their hard work. The Drainage Team from Wiltshire Council attended and explained the work about to commence in Top Lane and First Lane with planned open ditch and piping works. CAWS CEG gave an update on the work they do, the kit they hold including new walkie talkies funded by both the Area Board and parish council and the more distant future work planned by Wiltshire Council following the extensive computer modelling when funding is available. The Toast Office kindly hosted the event.

The Clerk had worked with the CAWS CEG team to build a list of other flood prevention works in the Whitley area that could be undertaken if there was any downtime for the diggers on site. She had also asked if the diggers could be used to scrape the vegetation back on the road from George Ward Gardens to Shaw School as parents had been in touch with the school due to the narrow width of the

pavement, especially for parents with pushchairs and young children; if not this was something that the Parish Steward would be tasked to do with hand tools.

245/19 **Community Projects/Partnership Organisations:**

- a) **TransWilts presentation and request for budget allocation for future funding:** Members that attended a joint presentation with the Town Council reported back on the future plans of TransWilts for Melksham Train Station. National Rail are dealing with the phases relating to increased access and throughputs for trains and TransWilts are dealing with the project to provide a community café with outside piazza at the station, and the car park. The car park will be payable and by use of ANPR (Automatic Number Plate Recognition) technology. The company running the car park will only be paid from fines from illegal parking and not from the general revenue, and there will be the ability to pay when you leave the car park to be able to reflect the actual use due to any potential delays.

Cllr Mary Pile left the meeting at 9.50pm

Resolved: *The parish council include a sum of £3,500 for the 2020/21 Budget for matched funding for the Melksham Station Café and Piazza project for indoor and outdoor furniture.*

- b) **Market Place Public Toilets:** Cllrs Glover and Baines reported back following the joint working party meeting with the Town Council on 30th September. Unfortunately, the figures for 2018/19 were still not available as there was some confusion over whether the water rates were for the whole of 31 Market Place or just the public toilet element. Some further information had been subsequently received but this seemed to include VAT which the Town Council would presumably be claiming back from HMRC and therefore should not be included in costings to be shared with the parish council. Estimated costings had been provided for 2019/20 (possibly including VAT) but it was noted that the parish council's original offer to share the costs 50/50 were for a 3 year term and no meeting or discussion had been held for the last 18 months to discuss the continuation of this agreement which ended in March 2019.

Resolved: *The town council to be contacted to clarify the actual net cost of upkeep and maintenance of the Market Place toilets for 2018/19.*

- c) **Proposed franchise of Melksham Post Office:** The members noted a consultation regarding the proposed franchise of the Melksham Post Office. It was noted that a representative from the Post Office would be attending a Town Council meeting on 4th November, to answer queries and discuss the proposals, and an invitation had been extended to Melksham Without parish council to attend the meeting. **Resolved:** *The parish council seek clarification on whether there will be any loss of service or long queues with the increased retail provision to be provided.*

- d) **"Refill" scheme (water bottle refilling):** There is not a "Refill" scheme in the Melksham area. The key aim of "Refill" is to reduce single-use plastic bottle pollution and promote healthy lifestyles in communities by improving access to free drinking water on the go. CAWS were keen to get involved and be the local champions for Shaw and Whitley and it was hoped that the other local action groups would be happy to get involved too. This would involve contacting local businesses to see if they would be happy to be added to an "app" so members of the public could see that the business was happy for residents to refill their reusable water bottle on their premises and display a sticker advertising as such. The action groups would also be asked to

spread an awareness of the project amongst local residents. The Clerk had mentioned the project to the Town Clerk who were also interested in finding out more. **Resolved:** *The parish council sign up to the Refill scheme and ask the local action groups in the parish to see they would be happy to be local champions and contact local businesses and spread awareness amongst residents.*

- e) **“Dementia Friendly Community Guide”:** The members noted this new publication by the Alzheimer’s Society.
- f) **Community Tree Planting:** The members considered correspondence from the Wiltshire Council CEM (Community Engagement Manager) regarding community tree planting and the possibility of a search for suitable land for planting in Melksham. It was noted that the parish council were already facilitating community tree planting for a resident in Bowerhill on Wiltshire Council land (behind Beverly Close) and on Bowerhill Sports Field and Shurnhold Fields. There is a planned tree planting community event on Saturday 23rd November at 10am with the Air Cadets and BRAG at the Sports Field, who will also be clearing the brambles and bulb planting at the Heritage Turbine on Bowerhill Industrial Estate.
- g) **Melksham Campus: Cabinet Decision:** The Cabinet of Wiltshire Council met on 8th October regarding a request for an additional £3,000,000 capital budget for the Community Campus at Melksham taking the total capital budget to £20,110,000 which was resolved to be recommended to the Full Council for approval. The Cabinet also agreed in principle, subject to a business case, to progress the scoping of development of Melksham House; to provide 16 units of supported living accommodation, a residential care facility to support children and young people aged 10-18 years and a community resource centre. The estimated additional capital budget required for Melksham House was £5M taking the total capital budget to £7M. A further report to be presented to the Cabinet in January with a full business case.

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

246/19 **Staffing & Resources:**

- a) **Recruitment of Parish Officer:** Cllr Baines as Chair of the Staffing Committee reported back on the field of candidates and those interviewed, all of which were strong candidates for the position. The Interview Panel had subsequently offered the position, subject to suitable references, to the candidate with the most relevant local government experience and was now waiting to hear if the position would be accepted.
- b) **Staff Consultation:** Arising from Min. 184/19 (Full Council 16th September 19) the Clerk had consulted with the Assistant Parish Officer on resolutions 4 & 5, and was more than happy to accept the amendments proposed by the Council. These had now been put into place.

Meeting closed at 10.07 pm

Chairman, 11th November, 2019

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		5,513.45					5,513.45	
V1228	Banked: 02/09/2019	100.00						
Inv.102	FC Devides United	100.00			1210	210	50.00	Fee for pitch hire-Sun 1st Sep
					1210	210	50.00	Pitch hire-Sun 15th Sept 19
V1230	Banked: 02/09/2019	10.00						
V1230	St Andrews Development Centre	10.00			1210	210	10.00	Toilet and car park hire
V1231	Banked: 05/09/2019	10.00						
V1231	St Andrews Development Centre	10.00			1210	210	10.00	Toilet and Car park hire
V1260	Banked: 10/09/2019	10.00						
V1260	St Andrews Development centre	10.00			1210	210	10.00	Car Park Hire
V1261	Banked: 10/09/2019	5.00						
V1261	St Andrews Development Centre	5.00			1210	210	5.00	In. 120- 6th Sep Car park hire
262-BYF6A	Banked: 12/09/2019	30.00						
262-BYF6A	Allotment Holder	30.00			1310	310	30.00	BYF 6A Allotment Rent
1263-BSF1	Banked: 13/09/2019	30.00						
1263-BSF1	Allotment Holder	30.00			1320	310	30.00	BSF 1 Allotment rent
1264 BYF10	Banked: 13/09/2019	30.00						
1264 BYF10	Allotment Holder	30.00			1310	310	30.00	BYF 10B Allotment rent
1265-16B&1	Banked: 16/09/2019	60.00						
V1265	Allotment Holder	60.00			1310	310	60.00	BYF 16b & 11A
266-BYF1A	Banked: 16/09/2019	30.00						
266-BYF1A	Allotment Holder	30.00			1310	310	30.00	BYF 1A Allotment rent
267BYF18B	Banked: 16/09/2019	30.00						
V1267	Allotment Holder	30.00			1310	310	30.00	BYF 18B Allotment rent
V1271-4B	Banked: 16/09/2019	30.00						
V1271-4B	Allotment Holder	30.00			1310	310	30.00	BYF 4B Allotment rent
V1272-FPI	Banked: 16/09/2019	30.00						
1272-BSF14	Allotment Holder	30.00			1320	310	30.00	BSF 14 Allotment rent
	Banked: 16/09/2019	363,000.00						
4135888900	Fixed Term Deposit	363,000.00			210		363,000.00	V1226-Fixed Term deposit retur
V1226-Inte	Banked: 16/09/2019	143.21						
V1226-Inte	Lloyds Bank	143.21			1080	110	143.21	Fixed Term interest
V1273-FPI	Banked: 17/09/2019	60.00						
BSF 18	Allotment Holder	60.00			1320	310	60.00	Briansfield 18 Allotment rent
500138	Banked: 18/09/2019	312.58						
V1276	AFC Melksham	150.00			1210	210	150.00	Aug/Sep Pitc hire- Inv.095&098
V1277	BASRAG	12.58			1130	110	12.58	Inv.110- Printing of BYF Buzz
V1278	AFC Melksham	50.00			1210	210	50.00	Inv.111-7th Aug pitch hire

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Current Account & Instant Acc

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Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1279-CASH	Fc Devizes United	50.00				550	50.00	Refundable deposit CB.24
1280-CASH	Staverton United	50.00				550	50.00	Refundable Deposit CB.25
500139	Banked: 18/09/2019	140.00						
/1281-BY3A	Allotment Holder	30.00				1310 310	30.00	Berryfield 3A Allotment rent
1282-CASH	Greyhound FC	50.00				550	50.00	Refundable deposit
1283-CASH	Allotment Holder	30.00				1310 310	30.00	Berryfield 2A allotment rent
1284-CASH	Allotment Holder	30.00				1320 310	30.00	Briansfield 6 Allot rent.CB028
V1274-FP1	Banked: 19/09/2019	30.00						
BSF 7	Allotment Holder	30.00				1320 310	30.00	Briansfield 7 Allotment rent
/1275-MEF1	Banked: 19/09/2019	10.00						
Melk Fitne	Melksham Fitness	10.00				1210 210	10.00	Inv.119 Changing room hire
/1285-BS28	Banked: 23/09/2019	60.00						
BSF28	Allotment Holder	60.00				1320 310	60.00	Briansfield 28 Allotment rent
V1286	Banked: 24/09/2019	5.00						
V1286	St Andrews Football	5.00				1210 210	5.00	in.121Car Park and Toilet hire
/1287-BSF8	Banked: 24/09/2019	30.00						
/1287-BSF8	Allotment Holder	30.00				1320 310	30.00	Briansfield 8 allotment rent
V1288-097	Banked: 24/09/2019	12.95						
V1288-097	British Girlguiding Overseas	12.95				1130 110	12.95	Inv.097-Photocopying
V1292-18A	Banked: 24/09/2019	30.00						
V1292-18A	Allotment Holder	30.00				1310 310	30.00	Berryfield 18A Allotment rent
V1293-12A	Banked: 24/09/2019	30.00						
V1293-12A	Allotment Holder	30.00				1310 310	30.00	Berryfield 12A Allotment rent
V1294-12B	Banked: 25/09/2019	30.00						
V1294-12B	Allotment Holder	30.00				1310 310	30.00	Berryfield 12B Allotment rent
V1295-L&F	Banked: 25/09/2019	100.00						
V1295-L&F	Lion and Fiddle	100.00				1210 210	50.00	Match on 15th September 2019
						1210 210	50.00	Match on 22ND September 2019
1296-PREC	Banked: 25/09/2019	100,554.05						
1296-PREC	Wiltshire Council	100,554.05				1076 110	100,554.05	Parish Precept 190241479 19/20
V1298-8B	Banked: 26/09/2019	30.00						
V1298-8B	Allotment Holder	30.00				1310 310	30.00	Berryfield 8B Allotment rent
V1299-30	Banked: 27/09/2019	30.00						
V1299-30	Allotment Holder	30.00				1320 310	30.00	Briansfield plot 30 rent
V1299-4A	Banked: 27/09/2019	30.00						
V1299-4A	Allotment Holder	30.00				1310 310	30.00	Berryfield 4A Allotment rent
V1301-32A	Banked: 27/09/2019	15.00						
V1301-32A	Allotment Holder	15.00				1320 310	15.00	Briansfield 32A rent

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Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
/1309-2BSF	Banked: 27/09/2019	30.00						
/1309-2BSF	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 2 rent
/1302-4BSF	Banked: 30/09/2019	30.00						
/1302-4BSF	Allotment Holder	30.00			1320	310	30.00	Briansfield 4 rent
/1303-21BF	Banked: 30/09/2019	30.00						
/1303-21BF	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 21 rent
/1304-9ABY	Banked: 30/09/2019	30.00						
/1304-9ABY	Allotment Holder	30.00			1310	310	30.00	Berryfield 9A rent
1305-10/11	Banked: 30/09/2019	60.00						
1305-10/11	Allotment Holder	60.00			1320	310	30.00	Briansfield 10 rent
					1320	310	30.00	Briansfield 11 rent
V1306-29/3	Banked: 30/09/2019	60.00						
V1306-29/3	Allotment Holder	60.00			1320	310	30.00	Briansfield 29 rent
					1320	310	30.00	Briansfield 31 rent
/1307-20BF	Banked: 30/09/2019	30.00						
/1307-20BF	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 20 rent
V1308-DU	Banked: 30/09/2019	50.00						
V1308-DU	FC Devizes United	50.00			1210	210	50.00	Pitch hire Sun 27 Oct 19
Total Receipts for Month		465,377.79	0.00	0.00			465,377.79	
Cashbook Totals		470,891.24	0.00	0.00			470,891.24	

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Cashbook 1

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Current Account & Instant Acc

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2/09/2019	Grist Environmental	V1229-DD	62.33		10.39	4781	220	51.94	Inv.391-B'Hill waste collect
3/09/2019	EE Limited	V1268-DD	13.34		2.22	4195	120	11.12	Inv.410-Meeting WIFI
6/09/2019	CAWS	V1248-5992	30.00			1100	110	30.00	Whitley best kept village pr
6/09/2019	Unity Bank	5993	13,000.00				220	13,000.00	Unity Trust Bank top up
7/09/2019	Eon	V1259-BACS	40.01		1.91	4312	220	38.10	Inv.CA9- Pavilion Gas
7/09/2019	Eon	V1259-BACS	-40.01		-1.91	4312	220	-38.10	Inv.CA9-Pavilion Gas
9/09/2019	Eon	V1258-DD	153.12		7.29	4302	220	145.83	inv.07B-Pavil Electricity
3/09/2019	Eon	V1259-BACS	43.83		0.18	4312	220	43.65	Inv.0F2- Pavilion Gas
3/09/2019	Sirus Telecom	V1289-DD	238.15		39.69	4190	120	198.46	Inv.43770-Office phone charges
4/09/2019	Fixed Term Deposit	13600846	350,000.00				210	350,000.00	V1290-Fixed Term Deposit
6/09/2019	Fixed Term Deposit	V1297-DEPO	100,000.00				210	100,000.00	Extra Fixed term Dep-13601996
Total Payments for Month			463,540.77	0.00	59.77			463,481.00	
Balance Carried Fwd			7,350.47						
Cashbook Totals			470,891.24	0.00	59.77			470,831.47	

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Cashbook 2

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Unity Bank

For Month No: 6

Receipts for Month 6

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 :	86,021.39					86,021.39	
	Banked: 16/09/2019	13,000.00						
5993	Current Account & Instant Acc	13,000.00			200		13,000.00	Unity Trust Bank top up
Total Receipts for Month		13,000.00	0.00	0.00			13,000.00	
Cashbook Totals		<u>99,021.39</u>	<u>0.00</u>	<u>0.00</u>			<u>99,021.39</u>	

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Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2/09/2019	Teresa Strange	V1269-S/O	5.30			4190	120	5.30	Out of hours mobile
6/09/2019	Unity Debit Card	V1257-DD	226.99		37.33	4150	120	14.82	Felt tip pens
						4150	120	42.49	Paper Shredder
						4150	120	129.35	Pavilion keys
						4140	120	3.00	Bank Charge
9/09/2019	Aquasafe Environmental Ltd	V1232-BACS	138.00		23.00	4212	220	115.00	Aug 19 PPM visit
9/09/2019	Glasdon U.K Limited	V1233-BACS	1,277.71		212.95	4820	142	709.84	Bins for Shurnhold Field x2
						347	0	-709.84	Bins for Shurnhold Field x2
						6000	142	709.84	Bins for Shurnhold Field x2
						4590	142	354.92	Inv.186-Bin for BYF Play area
9/09/2019	JH Jones & Sons	V1234-BACS	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	JSF bin emptying
						4401	220	375.09	JSF Pitch Maintenance
9/09/2019	Playsafety Ltd	V1235-BACS	657.60		109.60	4410	142	479.50	45062- Play Area & Field Inspe
						4820	142	68.50	45062- SHF ROSPA Inspection
						347	0	-68.50	45062- SHF ROSPA Inspection
						6000	142	68.50	45062- SHF ROSPA Inspection
9/09/2019	Simon J White	V1236-BACS	195.00			4490	142	195.00	Inv.7908-Carson R'about Mainte
9/09/2019	Wiltshire Publication	V1237-BACS	297.00		49.50	4240	120	247.50	Inv.54797-Summer newsletter
9/09/2019	J.Beaven	V1238-BACS	300.00			4750	220	300.00	In 1048-Annual Pavil deep Clea
9/09/2019	Condor Office Solutions Ltd	V1239-BACS	178.78		29.80	4130	120	148.98	Inv.808-Photocopy useage
9/09/2019	Trade UK	V1240-BACS	79.84		13.30	4721	220	25.32	Combi Padlock x2
						4721	220	1.66	Super Glue
						4721	220	6.24	Bin Liners
						4721	220	33.32	Security Chain
9/09/2019	Friends of Shurnhold Fields	V1241-BACS	53.85		8.97	4820	142	44.88	Petrol for mower reimburse SHF
						347	0	-44.88	Petrol for mower reimburse SHF
						6000	142	44.88	Petrol for mower reimburse SHF
9/09/2019	IAC Audit & Consultancy Ltd	V1242-BACS	390.00		65.00	4100	120	325.00	0801-Internal Audit 5th June19
9/09/2019	Wiltshire Council	V1243-BACS	100.00			4590	142	50.00	Hornchurch Road bin Rep Contri
						4590	142	50.00	Sandridge Hill bin replace con
9/09/2019	Wiltshire Council	V1244-BACS	132.00			4680	170	132.00	Inv.889-Heritage Search NHP
9/09/2019	Wiltshire Council	V1245-BACS	71.56			1420	110	71.56	CiL Overpayment return 17/01096
9/09/2019	Mr Sparkles Melksham Ltd	V1247-BACS	180.00			4750	220	180.00	Bus Shelter maintenance clean

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Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
9/09/2019	Teresa Strange	V1249-SALA			18.07	4000	130		September 2019 Salary
						4721	220	76.60	Combination Padlocks
						4155	120	13.75	Meeting refreshments
9/09/2019	Joanne Eccleston	V1250-SALA				4020	130		September 2019 Salary
9/09/2019	Marianne Rossi	V1251-SALA				4010	130		September 2019 Salary
9/09/2019	Terry Cole	V1252-SALA				4460	142		September 2019 Salary
						4050	142	47.50	Travel Allowance
						4051	142	45.45	Mileage and Parking
9/09/2019	David Cole	V1253-SALA				4800	320		September 2019 Salary
9/09/2019	HM Revenue & Customs	V1254-BACS	1,112.56			4000	130	318.20	Period 6 September 2019-
						4000	130	251.71	Period 6 September 2019-I
						4020	130	-74.00	Period 6 September 2019-
						4010	130	30.80	Period 6 September 2019-
						4010	130	66.13	Period 6 September 2019-I
						4460	142	145.00	Period 6 September 2019-
						4800	320	8.40	Period 6 September 2019-
						4041	130	366.32	Period 6 September 2019
9/09/2019	Wiltshire Pension Fund	V1255-BACS	1,262.96			4000	130	183.08	Period 6- September 2019
						4020	130	41.38	Period 6- September 2019
						4010	130	73.67	Period 6- September 2019
						4045	130	964.83	Period 6- September 2019
9/09/2019	PKF Littlejohn LLP	V1256-BACS	960.00		160.00	4100	120	800.00	External audit fees
9/09/2019	Condor Office Solutions Ltd	V1270-BACS	159.91		26.65	4130	120	133.26	Inv.565468-Photocopy useage
3/09/2019	TDP Ltd	V1246-BACS	1,242.00		207.00	4590	142	336.00	Bench outside Dowding way
						4590	142	336.00	Bench next to phone box Top La
						4590	142	336.00	Bench at Bus stop-Pear tree
						4590	142	27.00	50% Carriage
0/09/2019	Unity Trust Bank	V1310-BACS	18.00			4140	120	18.00	Bank Service Charge
Total Payments for Month			14,599.53	0.00	1,108.45			13,491.08	
Balance Carried Fwd			84,421.86						
Cashbook Totals			99,021.39	0.00	1,108.45			97,912.94	

Receipts for Month 6

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 Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	363,000.00				363,000.00	
	Banked: 24/09/2019	350,000.00					
13600846	Current Account & Instant Acc	350,000.00			200	350,000.00	V1290-Fixed Term Deposit
	Banked: 26/09/2019	100,000.00					
1297-DEPO	Current Account & Instant Acc	100,000.00			200	100,000.00	Extra Fixed term Dep- 13601996
Total Receipts for Month		450,000.00	0.00	0.00		450,000.00	
Cashbook Totals		813,000.00	0.00	0.00		813,000.00	

Date: 08/11/2019

Melksham without Parish Council Current Year

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 6

Payments for Month 6

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 Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
6/09/2019	Current Account & Instant Acc	M135888900	363,000.00			200	363,000.00	V1226-Fixed Term deposit retur
Total Payments for Month			363,000.00	0.00	0.00		363,000.00	
Balance Carried Fwd			450,000.00					
Cashbook Totals			<u>813,000.00</u>	<u>0.00</u>	<u>0.00</u>		<u>813,000.00</u>	