

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 29<sup>th</sup> July, 2019 at 1, Swift Way, Bowerhill at 7.00 p.m.**

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

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

- 115/19 **Housekeeping & Announcements:** Cllr. R Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire. He gave the following announcement:  
**Melksham Splashpad Launch Event – Saturday, 3<sup>rd</sup> August, 2019 at 11.00am to 4.00pm:** This event was noted and that it was open to all.
- 116/19 **Apologies:** Cllr. John Glover (Vice-Chair) was on holiday, Cllr. Paul Taylor had a work commitment and Cllr. Nick Holder was unwell; these reasons for absence were accepted.
- 117/19 **Declarations of Interest:** Cllr. Pile declared an interest in agenda item 9d, Shaw Playing Field Improvements, as she is a representative on the Joint Improvement Committee.
- 118/19 **Dispensation Requests:** None.
- 119/19 **Items to be Held in Committee: Resolved:** *Agenda item 15b and 15c to be held in Committee under the Public Bodies (Admission to Meetings) Act 1960* “That the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted”. *This is in line with Standing Order 3d:* “That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw”. Reasons: a) engagement, terms of service, conduct and dismissal of employees **for 15c**, and b) terms of tenders and proposals and counter proposals in negotiations for contracts **for 15b**
- The Council agreed to suspend Standing Orders for a period of public participation.*
- 120/19 **Public Participation:** There were two members of the public present. A resident of Bowerhill wished to draw the Parish Council’s attention to the fact that people were playing golf on the Bowerhill Sports Field, which he considered to be dangerous due to the potential risk of being hit by a golf ball. He had spoken to the people playing golf and told them that it was dangerous, and they had replied that he could leave the sports field if he chose to do so. Another member of the public had informed him that the sports field was used by these people as a “golf range” every lunch time. The resident felt that the Parish Council should have signage up informing what activities could and could not be undertaken on the Sports Field, adding that he had seen this on other sports fields. He felt that allowing sporting activities such as golf

could lead to what he considered to be other dangerous sports, such as archery, being carried out on the Sports Field.

PCSO Maggie Ledbury advised that the list of crimes committed in June had been sent out to the Parish Council and that unfortunately it was quite a long list, adding that the better weather appeared to have generated more crime. She reported that the police were picking up quite a few drug offences at the moment, and that an off-duty officer had witnessed some youths smoking drugs at the Bowerhill canal picnic area. PCSO Ledbury was currently investigating this further and whether they could be any potential links to this and the recent spate of vandalism at the picnic area. Again, the good weather had brought more drivers out and there had been an increase in RTCs (Road Traffic Collisions) particularly younger drivers. She advised that the good weather also seemed to show an increase in “chance” burglaries as people leave their doors and windows open. So, the police advice is to lock your front door and windows if you are in the back garden having a barbeque, for example, to reduce opportunist burglaries. The advice was also to mark-up power tools and garden equipment as there had also been an increase in thefts of these items. She asked that people were reminded about not leaving dogs in cars during this warm weather, as today the police had been called out to reports of a dog locked in a car in Trowbridge.

The Clerk advised that the recent vandalism at the Hornchurch Road Play Area appeared to be pre-meditated as when the equipment was removed there was no evidence of bolts being cut, etc, all the bolts were missing and must have been unscrewed which would have required tools. PCSO Ledbury advised that patrols of Bowerhill by the police had been increased following a spate of recent incidents.

*PCSO Ledbury left the meeting and the Council reconvened and brought forward agenda item 9ci) for discussion.*

#### 121/19 **Recreational use of Bowerhill Sports Field:**

**Golf Practice:** The Clerk advised that a couple of staff members from a local company knocked some golf balls about every lunch time. She had spoken to these individuals who had informed that they were not very good and didn't hit the ball very far. Members discussed this issue at length and noted that the Sports Field was not just formal marked out pitches, but was public open space for the use of all. It was felt that if the Parish Council banned golf that it would also have to consider whether it permitted other similar ball sports, such as cricket; being struck by a cricket ball would have a similar impact to being struck by a golf ball. Additionally, it was queried how such rules would be enforced, as signage at the Sports Field already informed that all dogs had to be on a lead and the majority of dog walkers did not adhere to this. Parish Council staff could not be at the Sports Field at all times, and the Parish Council had no enforcement powers. It was queried whether signage should be erected asking users to be respectful to other users, however it was considered that anyone undertaking anti-social pursuits were unlikely to adhere to signage, and questioned the effectiveness of such signage. One member queried if a policy decision was made about certain ball sports not being permitted at the Bowerhill Sports Field, whether this should also apply to other land owned by the Parish Council. It was felt that the only similar land to the Sports Field was Shaw recreation ground which was managed by Shaw Village Hall Committee. It was felt that Shaw Village Hall Committee should be appraised about any decisions the Parish Council made re the Bowerhill Sports Field. Members consider that advice should be sought from professional bodies, including its insurance company. **Resolved 1: The**

Parish Council check with their insurance company the situation with regard to liability for ball games such as golf. **2:** The Parish Council investigate the installation of additional signage at each of the five entrances to the Bowerhill Sports Field advising users to be respectful and mindful of other users.

122/19 **Full Council Meeting, 24<sup>th</sup> June, 2019:**

**a) Minutes, Full Council Meeting 24<sup>th</sup> June, 2019: Resolved:** *The Minutes of the Full Council Meeting held 24<sup>th</sup> June, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments: Cllr. Carter had been recorded as being present and having given apologies. He was on holiday, therefore his name listed as present to be removed. From Min.095/19: Spelling error in last paragraph amended from "Bowerhill – please dive carefully" to "Bowerhill – please drive carefully".*

**b) Matters Arising:**

**i) From Min.102/19b: Update on Consultation re Melksham Oak Expansion:**

The Clerk advised that she had attended the public consultation at Melksham Oak School on 27<sup>th</sup> June both as a parent and to represent the views of the Parish Council. She had informed the various bodies involved in the expansion project about the Parish Council's views, and it was noted that they had addressed some of these. However, of particular concern was post 16 education provision, as the £5.5million available from developer contributions to expand the school was for 11-16year olds. Funding for post 16 is the responsibility of the Education Schools Funding Agency, and the Clerk had been advised that the White Horse Federation were leading on this funding issue as a separate phase to the current proposed expansion. The Clerk reported that she had strongly informed those at the consultation that the Parish Council had concerns over a potential lack of post 16 education provision in Melksham and how this linked to a lack of aspiration as identified by Wiltshire Council's JSA (Joint Strategic Assessment). The parish council's request for a speedy installation of the footpath to the rear of the school by Wiltshire Council was also raised, and followed up separately after with members of the Wiltshire Council school building team.

**ii) From Min. 100/19d: Additional Signage for Community Access Defibrillators:**

It was noted that the Community Heartbeat Trust had advised that signage accompanying the defibrillators should now instruct users to dial 999 and ask for an ambulance, rather than just instructing to dial 999; this was to avoid any delay in getting connected to the correct emergency service. A quote had been sought for this additional signage, and it was noted that this was £129, excl. VAT for the 6 defibrillators in the parish. **Resolved:** *The Parish Council accept the quote from Kennet Signs for £129 excl. VAT for 6.no defibrillator signs with the additional wording informing potential users to dial 999 and request the Ambulance service.*

123/19 **Planning:**

**a) Planning Committee Meeting held Monday 15<sup>th</sup> July, 2019:**

**i) Resolved:** *The Minutes of the Planning Committee Meeting held 15<sup>th</sup> July, 2019 were formally approved by the Council and signed by the Chairman as a correct record.*

**ii) Resolved:** *The Recommendations detailed in Min.110/19, Min.113/19)1) and Min.113/19)2) were formally approved.*

**b) Feedback from Planning Training on 22<sup>nd</sup> July, 2019:** Cllrs. S. Wood, Pafford and Shea-Simmonds attended this training. They gave a mixed response to this

training, stating that due to time constraints the training did not get through all the material on the agenda. They felt that the training was not focussed and that too much detail was entered into, when the audience required an overview of planning requirements. They had asked for a copy of the PowerPoint presentation, but to date had not received this. **Resolved:** *Officers to chase up the copy of the PowerPoint presentation.*

124/19 **Finance:**

- a) **Council Income & Expenditure – June 2019:** The Council noted the attached reports for income and expenditure for the month of June, including the payments made on the corporate card. These were signed by the Chairman as a correct record.
- b) **CIL (Community Infrastructure Levy) Funding Receipts:** The Parish Council had made enquiries with regard to CIL payments some time ago and had just received a response. Wiltshire Council had confirmed what was presumed, that self-build developments are not liable for CIL. Last week the Parish Council also received CIL funding for tranche 2 and 3 for the development of 100 dwellings north of Sandridge Road (17/01096/REM), however, this appears to be a duplicate payment, as payment for tranche 2 & 3 of this development was also received in April of this year. The Clerk advised that she would query this with Wiltshire Council.
- c) **Cheque Signatories & Online Banking Authority for July Payments: Resolved:** *Cllr. R. Wood and Cllr. Carter to authorise online banking payments and any cheque payments for July 2019.*
- d) **Cheque Signatories & Online Banking Authority for August Payments:** It was noted that as the Council do not meet in August that two members of the Finance Committee also needed to authorise the payments for August. As per the Financial Regulations councillors authorising the payments will rotate where possible, so it was felt preferable that this was not Cllrs. R. Wood and Carter as they were authorising July's payments. **Resolved:** *Cllr. Baines to authorise online banking payments and any cheque payments for August 2019, and Cllr. Glover to be asked if he could be the second signatory.*
- e) **Quarterly Reports for Quarter 1 (April, May, June):**
  - i) **Budget vs Actual Report:** The Clerk advised that most actual expenditure to date was running at 25% against the budget figure for each cost code. However, she drew attention to the figure for Insurance which was reported at 250%. This was due to the fact that the insurance is paid up front for the year and that all the insurance costs had been allocated to the cost code for the Sportsfield. She explained that this expenditure figure needed to be split and allocated to other cost codes related to other insured assets in the parish.
  - ii) **Bank Reconciliation:** The members noted the Rialtas bank reconciliation statements against the relevant Lloyds Bank and Unity Bank statements and that the balance amounts on these documents matched. It was noted that members of the Finance Committee carried out this check every month as part of their cheque signatory and on-line banking duties, but that this was a new quarterly check by the Full Council on the advice of the internal auditor.
  - iii) **VAT Reclaim:** The Clerk advised that the VAT reclaim was now being done quarterly and that a VAT reclaim had been submitted to HMRC for £2,443.26 and this was now in the Parish Council's bank account.

- f) **Resident's Rights to Inspect Annual Accounts:** It was noted that no one had requested to view the accounts as yet and that the period for the "right to inspect" concluded on 9<sup>th</sup> August, 2019.
- g) **Precept Statistics for 2019/20:** These national statistics from NALC (National Association of Local Councils) were noted and that of interest was that Chippenham Town Council had the highest increase in precept in the country from £2.1m to £2.9m, a 37.54% increase. This was noted against the Parish Council's increase in precept at 1%.

125/19 **Asset Management:**

- a) **Shurnhold Fields Working Party Meeting Minutes, 27<sup>th</sup> June, 2019:** The minutes of this meeting were noted.
- b) **Hornchurch Road Play Area Vandalism:** The Clerk reported that overnight on the 10<sup>th</sup>/11<sup>th</sup> July the Hornchurch Road Play area was vandalised. Two swing seats and chains were removed from the frame and thrown into a nearby hedge along with the slide which had been removed from its fixings leaving the metal fixings sticking out of the ground. A safety board on the multi-play climbing frame had also been ripped off, which could have caused a fall hazard. The decision was made to close the play area, and as the Caretaker was unavailable as he had a day's leave, the Parish Council's contractor J H Jones assisted by removing the slide and the swing seats from the site for storage at the Sports Pavilion until repairs could be made. The play area was only closed over the weekend as the caretaker, with the help of J H Jones, was able to reattach the slide to the climbing frame unit on the Monday morning and the play area was re-opened. The swings will be returned this week as new fixings had to be ordered. There were positive comments on social media praising the Parish Council for the speedy repairs and re-opening of the play area. This damage had been reported to the police on the 11<sup>th</sup> July and subsequent conversations have been had with the police as when the play area was repaired it became apparent that the equipment had been removed using tools. All the bolts had been taken out of the fixings and there was no evidence of them being cut or ripped out and there were no damaged fixings left in the play area. The slide and two swing seats had been placed in a nearby hedge, and it raised the question over whether this had been a pre-meditated theft, with the objective that someone would return to collect the swings and slide? It was noted that there had been vandalism at the BRAG (Bowerhill Residents Action Group) canal picnic area the night before the Play Area damage, but this was just wanton vandalism, and so the two events did not appear to be connected. The police had stated that they had increased their patrols of Bowerhill as a result of this and other recent incidents in the area.
- c) **Recreational Uses at Bowerhill Sports Field:**
  - i) **Organised Football Training – no booking of the facilities:** Some organised football clubs and groups were advertising on social media that they were having training sessions on the Field on some evenings. A member had queried this as these clubs were resting their own pitches. However, it was noted that the Bowerhill Sports Field was a public open space for the use and enjoyment of all. It was acknowledged that these organised training sessions were children's clubs and that they were bringing their own pop up goals posts and cones, and were not using the toilets or other pavilion facilities. It was suggested that when the goal posts were reinstated that if there was a problem with a conflict of use of the pitches between those who had and those who had not booked and paid for the facilities that those who had not booked would be

advised when they could not use them. The Parish Council were pleased to see that the Field was being used for a range of sporting activities and that this supported their decision to spend money maintaining it.

- ii) **Enquiry about Installing a Boules Court:** Ringway, Wiltshire Council's Highways Contractor, had made an initial enquiry about the possibility of installing a Boules Court at the Sports Field. They had offered to install this at their cost and their Parish Stewards would undertake any future maintenance, should the Parish Council be amenable to the idea. As the Sports Field was protected as a Fields in Trust, it was queried what percentage of the open space was permitted to be developed. Whilst in principle the members felt that this would be a good addition to the sporting facilities, they felt it would be prudent to investigate whether this was permitted under the Fields in Trust rules before giving Ringway the permission to go ahead with this idea.

**Resolved:** *The Parish Council investigate whether there are any rules, with regard to the percentage of land that can be developed at the Sports Field, which would prevent a Boules Court from being installed, and to consider the outcome of these investigations at the next Asset Management Committee meeting.*

- iii) **Target Audience for Outdoor Gym Equipment:** The Clerk advised that as per Min.477/18, she had investigated the cost of gym equipment for the Sports Field. She had queried what was currently available on the market with the company who are installing the play areas at the two new developments in the parish at Pathfinder Way and Semington Road. They had informed that there were now lots of different products and equipment available as this was an expanding market, and advised that it would be useful for the Parish Council to first establish the target audience for the equipment. There were three user group areas:

- 1. Late teens/early 20s – multi sports areas designed to be dynamic and competitive with a focus on upper body strength.
- 2. Fit Active People – calisthenic equipment which is very body weight orientated aimed at people who already go to the gym and know how to use the equipment.
- 3. More General, Less Specialised for All Ages – outdoor gym equipment designed to be accessible to a wider demographic, including all ages and levels of fitness.

The Clerk advised that the officers had observed lads in the late teen/early 20s bracket playing basketball on the half MUGA (Multi Use Games Area), and then using the fencing to carry out exercises by hanging on the fencing with all their body weight; this is why the fencing keeps being damaged and requiring repair. Therefore, it was felt that there was a requirement for provision for this demographic; it was also considered that this age group was less likely to have formal gym membership. The information from the play area company was that some people who were less active and sporty could feel intimidated by calisthenics equipment, and the members felt that a combination of equipment from groups 1 & 3 would provide the best range for a variety of uses from all demographics. A discussion was also had about the provision of a Teen Shelter; informal chats with some of the young people who hang out at the Sports Field revealed that they would be happy for this to be located at the Sports Field rather than Hornchurch public open space. BRAG were also in support of this location. It was felt that if a teen shelter was positioned in the

correct place on the Sports Field that it could also be used for spectators of football matches. A member queried whether, as with the enquiry for a Boules Court, investigations needed to be made with regard to the percentage of the Field that this would use and if this would be permitted. It was felt important that the residents of the parish were widely consulted on any proposals for gym equipment, and that any consultation gave clear parameters, otherwise the responses could be too wide ranging to provide any clear evidence to the preferred options. Members agreed that they definitely wanted to provide gym equipment at the Sports Field, and for this to be a mix from user groups 1 & 3.

**Resolved 1:** *The officers to seek indicative costs, schemes and streams of funding to inform a public consultation. 2. To reach as wide an audience as possible this consultation to be via all media avenues.*

- d) Joint Shaw Hill Playing Fields Improvement Project – Minutes of Working Party Meeting held 11<sup>th</sup> July, 2019:** These minutes were noted, and those who were present, the Clerk, the Parish Officer and Cllr. Pile, did not feel that they fully reflected the fact that the working party had agreed that the first steps were to agree a target audience and then seek the views of the public. The previous consultation, which identified that participants wanted to see tractor play equipment installed in the play area, had targeted pre-school and primary school aged children, and it was felt that a wider consultation to include all age groups should be carried out. The Clerk advised that there was another meeting of the Working Group on 22<sup>nd</sup> August to devise a survey to go out with the Connect Magazine and on social media in order to inform the next steps.
- e) Correspondence regarding Bonfires at the Allotments:** The members noted correspondence from a resident who overlooked Berryfield allotments. She stated that during this latest spate of hot weather that she was unable to have her windows and doors open because allotment holders were having bonfires. She had also advised that some allotment tenants were bringing domestic waste to the allotments to burn. She stated that this created unsociable bonfires and that even if later in the evening this was still a problem as during the summer months her windows were still open or she wished to sit in her garden. She asked if the Parish Council would consider imposing a clause, similar to that of the Town Council's allotment tenancy, which banned having bonfires between 1<sup>st</sup> April and 30<sup>th</sup> September. It was considered that the concern raised by the resident related to just the Berryfield allotment site and not the Briansfield site and that the majority of allotment holders were considerate to residents when having bonfires. However, it was suggested that tenants were reminded of the rules regarding bonfires when the rent reminder letters were sent out. **Resolved 1:** *The Parish Council do not support the resident's request to ban the lighting of bonfires at the Allotment Gardens between 1<sup>st</sup> April and 30<sup>th</sup> September. 2: A letter is included with rent reminder correspondence to advise tenants of the rules regarding bonfires and that bringing domestic waste to the allotments to burn is not permitted. 3: The situation regarding bonfires is monitored.*
- f) Bowerhill Sports Field - Football Bookings for Forthcoming Season:** The members noted the bookings for the forthcoming football season; the Chippenham and District Sunday morning league was fully booked with 4 home teams, and there were two new bookings for the Trowbridge and District Saturday afternoon league. There had also been a booking for youth pitches (9v9 size pitch) for Saturday and Sunday mornings. The Clerk advised that to accommodate the youth bookings that the pitches would need to be rearranged in order that a 9v9 pitch could be marked up. She had met with the grass cutting contractors about line marking and the rotation

of pitches to enable the pitches to recover between matches. The contractors had advised a pitch layout with four 11v11 pitches, one being marked out in front of the pavilion, and had suggested that the 9v9 pitch was marked out in blue paint rather than white to identify it. Having four pitches would enable the Sunday teams to play on a different pitch to the Saturday teams, so that the same pitches were not used on consecutive days. If the 9v9 pitch was marked up in a different colour, this too could be regularly moved and could overlap the 11v11 pitches if necessary. They had also suggested numbering the pitches in order that teams could be advised which pitch they could play on; this would allow the Parish Council to decide which pitches could be played on and which should be left to recover, rather than teams playing on pitches of their choosing. The Clerk advised that there would be a cost implication to the additional marking, and the contractors had quoted £117.50 plus VAT for the initial 11v11 marking, with a fee of £25 plus VAT for re-marking when necessary, and for the 9v9 pitch an initial marking cost of £118 plus VAT with a remarking fee of £35.75. It was noted that the cost for the 9v9 marking was slightly higher as the blue paint was more expensive than the white. She further advised that if there were four 11v11 pitches marked up then another set of goal posts would need to be purchased. There were two options for this; either the installation of posts via ground sockets (as with the existing goal posts) at a cost of £840 with the nets, or moveable goal posts on wheels which would be a slightly more costly option. **Resolved 1:** *A set of goal posts and net to fit into ground sockets to be purchased for a fourth 11v11 pitch at a cost of £840 plus VAT. 2. The Parish Council accept quote 351 from contractor J H Jones for marking up the pitches as per their advice.*

- g) Feedback from Joint BASRAG (Berryfield and Semington Road Action Group) and Parish Council meeting – RE Berryfield Village Hall:** The minutes of the BASRAG meeting held on 24<sup>th</sup> July were noted and that it had been agreed that members of BASRAG and the Parish Council would visit recently built halls to establish which layouts worked well and to identify any potential drawbacks or design issues to be avoided. It was also noted that a planning application had been submitted for renewal of the temporary planning permission for the existing village hall as the current planning permission expires this September.
- h) “Age Friendly” Benches Project Update:** The Clerk advised that residents near to all the proposed locations for the installation of Age Friendly benches in the parish had been notified about the plans, and all the benches have been ordered with the exception of the bench to go inside of the bus shelter at Ludlow Hewitt. This land is under private ownership, rather than Highway’s land, and therefore permission from the landowner was being sought. Only two people had responded to query why the benches were being placed near their properties, and it was felt therefore that this did not represent local opposition to the proposals. It was additionally noted that all the locations proposed had been suggested by the various community groups based on their local knowledge of where people required a “rest”. **Resolved:** *The Parish Council install the Age Friendly benches in all the locations suggested by the community groups in the parish.*
- i) Repair to Wooden Bus Shelter at Sandridge: Arising from Min.074/19b)iv):** The Asset Management Committee had recommended obtaining advice and a quote for the repair of this bus shelter. A quote had been received from contractor J H Jones for £325 plus VAT to make repairs to stop the leaning by installing new upright timber works. **Resolved:** *The Parish Council accept quote 352 from J H Jones for the repair of the Sandridge bus shelter at a cost of £325 plus VAT*

126/19 **Highways and Streetscene:**

- a) Proposed Speed Limit Review – B3107 Challymead to Melksham Section:** The members noted that Wiltshire Council were undertaking a speed limit review of the B3107 from Holt to Melksham. This was following a fatal road traffic collision last year and the subsequent concerns raised by the Wiltshire Coroner about the interrelationship between traffic speeds and visibility at the Riverside MoT Centre on this stretch of road. The members felt that it was only appropriate to consider the speed limit proposals for the B3107 for the section in the parish from Challymead, just before the junction to Broughton Gifford, and the Farmers Roundabout. It was felt that a speed reduction to 50mph on this stretch of road would improve the situation. However, members wished to draw attention to the Collision Investigators expert opinion which formed part of the Coroner's report/investigation; she felt that there was insufficient view for vehicles turning right out of the MOT centre entrance safely and in time if vehicles on the B3107 were travelling in excess of 42mph in a northbound direction. **Resolved:** *The Parish Council respond to the request for their comments to say that based on the information from the Coroners' report they would like to see the speed limit reduced to 40mph.*
- b) Requests for the Substantive Highways Scheme Fund, 2020/21:** The Wiltshire Council Briefing Note no. 19-018 was noted, and that this outlined the assessment framework used to score applications for bids from the fund. The Parish Council had no schemes that they wished to put forward that met the assessment framework at this point in time.
- c) Request for Additional Bin from Wiltshire Council “one off” Bin Funding:** Wiltshire Council have a one-off pot of funding for the provision of bins for parishes who are also willing to make a financial contribution. The Parish Council had already agreed to request the provision of 3 replacement bins in the parish from this fund and had pledge to contribute £50 per bin towards this provision. BRAG (Bowerhill Residents Action Group) had requested a new bin to be located somewhere between the Tesco Express shop and Brabazon Way, as this is an area where they find a lot of litter when they carry out litter picks. **Resolved:** *The Parish Council request the provision of a bin for this area of Bowerhill from Wiltshire Council and agree to contribute £50 towards the cost.*
- d) Weedspraying in the Parish:** It was noted that the Parish Council had previously resolved to carry out its own weedspraying regime in September as Wiltshire Council had informed that they would be carrying out weedspraying in late spring/early summer. To date Wiltshire Council had not carried out any weedspraying and the Parish Council had been receiving complaints from residents about the number of weeds. The Clerk advised that she had chased Wiltshire Council on this issue and they had informed that they would be starting their weedspraying at the beginning of July. It was acknowledged that June had been an extremely wet month, so they had been unable to start spraying. Wiltshire Council had advised that they would be spraying all areas, and in September they would be carrying out a second weedspray for Towns/urban areas, and this included Bowerhill, but not the other villages in the Parish. The Parish Council contractors had therefore been instructed to weedspray the parish in September with the exception of the residential area of Bowerhill, which will be done by Wiltshire Council.

## 127/19 Grass Cutting:

- a) Local Priorities for Regular Wiltshire Council Grass Cutting:** Correspondence from a Verbena Court resident was noted; they had asked that grass highway verges, and in particular Eastern Way, were allowed to grow so that wildflowers and vegetation created habitat corridors. The members also noted that complaints had been received from some residents about the grass verges not being cut enough. Wiltshire Council had advised that it tried to balance these opposing views and it sought to find the correct provision by working with parish and town councils. They had informed that land in Wiltshire Council's ownership was cut on a 4/5 week schedule, but that they would be open to reducing the frequency to 3 rough cuts a year if the Parish Council wished to promote the creation of wildlife habitat corridors. Members noted that Verbena Court was no longer in the parish, but that Eastern Way was the boundary line between the town and the parish. A suggestion was put forward that the Parish Council side of the road which was rural could be left longer to encourage wildlife, with only a close cut to the kerb edge and bus stops, but that the town council side, which was in the residential area could be cut at the higher frequency as this was amenity land. **Resolved 1:** *The Parish Council request that Wiltshire Council only cut a small strip of grass along the kerb edge and around the bus stops on the eastern side of Eastern Way, with the rest of the verge left fallow to create a habitat to encourage wildlife.* **2:** *The Parish Council copy in the Town Council on this response.*
- b) Resident's complaints about Wiltshire Grass Cutting Regime:**
- (i) Verges within Residential Areas:** There had been numerous complaints from Bowerhill residents about the lack of grass cutting in certain areas of Bowerhill, with residents stating that some areas had always been cut by Wiltshire Council for years, but now this had stopped with some grassed areas being knee height. It was noted that Wiltshire Council's contractors were now only cutting the grass on land that they believed to be in Wiltshire Council's ownership. It was noted that on Bowerhill the grassed areas and verges were under the ownership of various parties including housing associations and private ownership. The Parish Council were therefore asking Wiltshire Council to investigate complaints over particular parcels of land on an individual basis, and where appropriate the grass cutting had resumed.
  - (ii) Amenity Areas:** Further complaints had been received from residents about the condition of amenity land and the length of the grass, particularly at Hornchurch Road. The Clerk had sought a quote from the Parish Council's contractors, J H Jones, for grass cutting at Hornchurch Road and Wellington Drive, this was coming in at £990 plus VAT per annum for Hornchurch Road and £168 plus VAT per cut at Wellington Drive. It was queried whether the whole area of both of these spaces needed to be regularly cut, and whether it would be better to leave some areas long, perhaps planting wild flower seeds to encourage wildlife, and then cutting a smaller area more regularly so that sports could be played on it. This was particularly an issue for Hornchurch Road where the land was of poor quality, uneven and very wet. It was felt that perhaps a better way forward was to create a good area to enable ball sports to be played on the drier section of this land, and then the wetter side to be allowed to get longer to create a habitat for wildlife. Another option would be to pay Wiltshire Council's contractors to pay for additional cuts in between the Wiltshire Council cuts. A member had advised that the area behind Wellington drive had been left to grow longer and that in the past attempts had been

made to plant wild flowers to create a wild flower meadow. He had suggested that this area was left longer for the wildlife but that paths around the perimeter and across it were mown so that people could walk around and through it. **Resolved 1:** *The Parish Council investigate the cost of an additional cut at Hornchurch Road from Wiltshire Council's contractor and to look at alternative options leaving some part of the land fallow. 2: The Parish Council ask Wiltshire Council if they could cut Wellington Drive less, cutting just a pathway across the middle and around the edge and offset this against an increase in cuts at Hornchurch Road.*

- c) **Legal Advice re: Format for Grass Cutting Contract Tenders:** The Clerk advised that the Asset Management Committee had recommended under Min.080/19b)i)2), that a quote was sought from J H Jones to renew the grass cutting contract for a further 3 years. She informed that legally if quotes were over £25,000 that the Parish Council had to advertise that they were seeking tenders, and place this on an EU contract tracker. The Clerk explained that on a yearly basis the contract would not be anywhere near this threshold, but as it was a three-year contract it would. She therefore had felt it prudent to seek legal advice on this. The two advisory bodies for town and parish councils, the SLCC (Society for Local Council Clerks) and WALC (Wiltshire Association for Local Councils) had given opposing advice; one stating that as it did not meet the threshold on a yearly basis it did not need to be put out to tender, and the other stating that as the overall contract met the threshold that it did. Advice had then been sought from the national advisory body NALC (National Association for Local Councils), who had advised that the Parish Council did not have to go out to tender as long as it was clear about its reasons for doing so. The members felt that the service provided by J H Jones was more than just grass cutting as they also provided ancillary services such as bin emptying, repairs to Council assets, installation of benches, gates, noticeboards and other jobs which were too large for the Parish Caretaker to carry out. They also provided a responsive service, assisting quickly with issues of damage in the parish that could potential cause harm, such as vandalism to play areas. It was felt important that J H Jones was a very local contractor as this enabled them to provide a responsive service, for example not cutting the grass one day because it was raining, but returning the next day to do it, or providing ad-hoc bin emptying on a needs basis. It was felt that a contractor who was not as local with a more rigid service would not be able to offer this level of flexibility and that the ancillary services provided by J H Jones were as important as the grass cutting service. It was also noted that in November the UK would in theory no longer be in the EU and therefore there would not be a requirement to place the contract on the EU tracker. **Resolved:** *The Parish Council do not go out to tender for the grass cutting contract as they are happy with the service provided by the incumbent contractor, J H Jones, and the easy accessibility of this contractor to provide numerous other services with a rapid response.*

#### 128/19 **Wiltshire Council Electoral Services:**

- a) **Polling District and Polling Place Review:** The members noted correspondence from the Clerk to Wiltshire Council in April when the Parish Council were asked to informally comment on this review. The Parish Council had highlighted the requirement for new community buildings to be built of an adequate size to be able to be used as a Polling Place, and also that parishioners should be able to cast their votes in the parish where they reside. They had explained the importance of the new hall for Berryfield and a community building for the residents of the East of Melksham

development. Anyone living in the Blackmore Ward of the parish had to vote in the town as there was no suitable venue to be used as a Polling Place. It was felt that there were venues that could be used for Blackmore Ward residents, for example the Skills Centre in St Andrews Church could be used for residents of Sandridge. It was felt that suggestions should be put forward as to the potential polling places for the two new wards potentially being created under the LGBCE (Local Government Boundary Commission for England) Review (the 100 dwellings at Sandridge Place and the 450 dwellings being built as part of the extension to the East of Melksham), and that this should be the new community building as part of the S106 for the 450 dwellings, but before this is constructed Forest & Sandridge school would be more appropriate than residents having to go into the town. It was noted that Berryfield residents had to vote at the Assembly Hall, but it was suggested that the existing village hall be used or perhaps Thornbank or the Canberra until the new village hall has been constructed. **Resolved:** *The Parish Council respond to the consultation further as follows:*

- *Residents in the current Blackmore Ward and in the potential two new wards to cover the 100 dwellings at Sandridge Place and the 450 dwellings being built as the extension to the East of Melksham should be able to vote in the new community building being provided by the S106 for the 450 houses (14/10461/OUT). However, until this is constructed it is suggested that Forest & Sandridge School or the Skills Centre at St. Andrews Church is used so that parishioners do not have to go into the town to vote.*
- *Residents of Berryfield should be able to vote in the new village hall being provided by the S106 Agreement for the 150 dwellings on Semington Road (16/00497/OUT). However, until this is constructed it is suggested that the current village hall is used, and if this is deemed unsuitable that Canberra or the lounge area of Thornbank Sheltered Housing could be used.*

**b) Community Governance Review Requests:** It was noted that Wiltshire Council were now formally asking town and parish councils to put forward CGR requests. However, the Parish Council had already considered this as per their resolution at the June 24<sup>th</sup> Full Council meeting under Min.101/19c).

#### 129/19 Consultations:

- a) Data Sharing Code of Practice:** it was noted that NALC (National Association of Local Councils) was responding nationally on behalf of town and parish councils.
- b) Wiltshire Council's Licensing Policy:** Wiltshire Council were currently undertaking a review of their Licensing Policy and were therefore asking for comments. The Parish Council considered the Licensing Policy consultation documentation and felt that a problem area in the current process was that the applicant for a TENS (temporary licence) did not have to be the licence holder of a particular venue. This proved to be an issue back in May when Melksham Town Football Club held an event and residents complained about the noise level. The Public Protection Officer came out whilst the event was on and agreed that the noise level was too high, but was unable to take enforcement action or impose sanctions on the licence holder of the Football Club as a third party had taken out the licence for this event. This was not only an issue with regard to the noise levels, but also with the traffic management plan submitted for this event. It was felt that where an event venue has a permanent licence (such as a sports club, village hall, public house, etc) that the policy should be that the licence holder for this venue should be the person who applies for a TENS, not a third party, this would enable enforcement action or

sanctions to be imposed should breaches of the licence conditions take place.

**Resolved:** *The Parish Council respond to the consultation stating that they feel that licences for events should only be issued to the person who hold the licence for the venue, and not to third parties, giving the situation at the Melksham Football Club as an example of their reason.*

#### 130/19 **Community Projects/Partnership Organisations:**

- a) **Request for Improvements to Broadband in Redstocks:** Correspondence from a young parishioner was noted, stating that the Broadband in Redstocks was extremely slow and in need of an upgrade. The Clerk had written back to the resident to explain that this provision did not fall under the remit of the Parish Council, and had subsequently had a response from Wiltshire Council to say that Redstocks will receive Ultrafast Fibre in 2020. **Resolved:** *The Parish Council write back to the young resident to inform him of this.*
- b) **Surface Water and Land Drainage Projects in Beanacre and Whitley:**
- (i) **Beanacre:** The members noted a drainage map and a letter to residents of Westlands Lane from Wiltshire Council. The map identified which watercourses and culverts were the responsibility of Wiltshire Council and which were the responsibility of private landowners. The letter advised the private landowners of their responsibilities and the course of action required to ensure that these watercourses were well maintained so that they worked effectively.
- (ii) **Whitley:** Wiltshire Council Drainage Team had carried out CCTV inspections of the drainage pipework in Whitley and if all landowners had sent in their agreement notifications, work to replace the pipework was due to start today. Following the repair works further CCTV inspections will be carried out, and the Clerk asked if the Parish Council wished to arrange a feedback meeting with the residents previously affected by flooding and the flood wardens, so that the before and after CCTV footage could be shown. It was felt that officers from the Wiltshire Council Drainage Team should also be asked if they would like to attend and give a short presentation/update. It was noted that the works were due to take about 5 weeks. **Resolved:** *The Parish Council arrange a feedback meeting during September.*
- c) **Update on Beanacre First Time Sewage Options:** An update from Wessex Water was noted and that they had advised that there were two possible options, but that both potential schemes were extremely costly in the region of £3 to £4 million. Therefore, Wessex Water were awaiting a decision on funding for the business period 2020-2025, which would probably be in the Autumn.
- d) **Support for Wiltshire Council's "Carbon Neutral by 2030":** The members considered possible options of how they could actively support this initiative. It was noted that recycling already took place with a large mixed recycling bin located in the Pavilion car park.
- Solar panels on the roof of the pavilion – This had been looked into when the building was constructed, but due to the direction that the building faces there was no cost saving. It was felt that this could be looked into again at a future point as technology improved.
  - Solar Panels on Community Buildings – It was felt that the committees of halls in the parish may like to consider this, such as Shaw Village Hall and Whitley Reading Rooms.

- Drinking Water Fountains – The Clerk advised that some councils had installed drinking water fountains. This had two positive outcomes as it helped to reduce the single use of water bottles, and also with climate change and more regular periods of hot weather it provided somewhere for people to get fresh drinking water. This would be of particular benefit to Bowerhill sports Field and Shaw Playing Fields where sporting activities take place. This would also help to prevent drinking bottles from being left on the ground and mown over leaving sharp plastic pieces.

**Resolved:** *The officers to investigate the potential provision of drinking water fountains.*

131/19 **Staffing & Resources:**

- a) Apprenticeship Case Study:** Cllr. Carter explained that he had attended a business seminar at the library and had discussed the fact that the Parish Council had taken on an apprentice, who they had subsequently taken on as an employee, and described what a positive experience that had been. Wiltshire Council had then got in touch to ask if they could use this experience as a case study, and had interviewed the Assistant Parish Officer and the Clerk. The Clerk asked if the Parish Council were happy with this approach and if so, this would be published on Wiltshire Council's website in the Autumn. **Resolved:** *The Parish Council are happy to share their positive experience with apprenticeship schemes as a small employer via a case study with Wiltshire Council.*

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

- b) Melksham Campus Project:** The minutes from the Campus project meeting held on 3<sup>rd</sup> July were noted. This meeting was in relation to the Parish Council's office accommodation within the Campus and future Heads of Terms details.
- c) Clerk's Appraisal:** Cllr. Baines, as Chairman of the Staffing Committee gave an update on the Clerk's appraisal. **Resolved:** *The members unanimously agreed that on the basis of such a good appraisal the Clerk's salary is increased by one scale point, from scale point 30 to scale point 31, with immediate effect.*

Meeting closed at 10.05pm

Chairman, 16<sup>th</sup> September, 2019

Date: 02/07/2019

Melksham without Parish Council Current Year

Page: 94

Time: 11:42

Cashbook 1

User: MF

Current Account & Instant Acc

For Month No: 3

Receipts for Month 3 - June 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 :	6,029.21					6,029.21	
500137	Banked: 17/06/2019	27.00						
V1138	Allotment Holder	27.00			1310	310	27.00	Berryfield 18B allotment Relet
V1137-S/O	Banked: 19/06/2019	10.00						
V1137-S/O	Melksham Fitness	10.00			1210	210	10.00	Changing room 3 hire
	Banked: 24/06/2019	394,000.00						
I3750354LS	Fixed Term Deposit	394,000.00			210		394,000.00	V1119-Fixed term deposit retur
V1119-Inte	Banked: 24/06/2019	204.12						
V1119-Inte	Lloyds Bank	204.12			1080	110	204.12	Interest recieved-Fixed term d
<b>Total Receipts for Month</b>		394,241.12	0.00	0.00			394,241.12	
<b>Cashbook Totals</b>		<u>400,270.33</u>	<u>0.00</u>	<u>0.00</u>			<u>6,029.21</u>	

Continued on Page 95

Date: 02/07/2019

## Melksham without Parish Council Current Year

Page: 95

Time: 11:42

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 3

## Payments for Month 3

## 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>
3/05/2019	Richard Wood	V1114-5987	-204.00			4070	120	-204.00	Chairs Allow-VOID
3/06/2019	Grist Environmental	V1121-DD	44.55		7.43	4770	220	37.12	Inv.274613-JSF Waste Collectio
3/06/2019	Eon	V1123-DD	89.38		4.26	4312	220	85.12	Inv.7E6-Pavil Gas-30Apr-29May
3/06/2019	EE Limited	V1135-DD	13.34		2.22	4195	120	11.12	Inv.560-Meeting WIFI
0/06/2019	Sirus Telecom	V1136-DD	228.97		38.16	4190	120	190.81	Inv.42501-Phone call charges
4/06/2019	Eon	V1122-DD	322.73		15.33	4302	220	307.40	In.4D1-Pav Electric-29May 6Jun
<b>Total Payments for Month</b>			494.97	0.00	67.40			427.57	
<b>Balance Carried Fwd</b>			399,775.36						
<b>Cashbook Totals</b>			400,270.33	0.00	67.40			400,202.93	

Date: 02/07/2019

Melksham without Parish Council Current Year

Page: 54

Time: 11:43

Cashbook 2

User: MR

Unity Bank

For Month No: 3

Receipts for Month 3 - June 2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amt 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 :	85,013.43					85,013.43	
	Banked:	0.00						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>85,013.43</u>	<u>0.00</u>	<u>0.00</u>			<u>85,013.43</u>	

Continued on Page 55

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
3/06/2019	Teresa Strange	V1139-S/O	5.18			4190	120	5.18	Inv.494-Out of hours mobil
7/06/2019	Unity Trust Bank Charge Card	V1131-DD	128.37		20.42	4150	120	17.49	A4 Paper
						4150	120	17.49	A4 Paper
						4150	120	17.49	A4 paper
						4150	120	16.50	Printer labels & 2x Clock
						4250	120	3.00	Land Registry Search
						4150	120	10.82	White sealed envelopes
						4150	120	22.16	Binder clips & A4 batteries
						4140	120	3.00	Monthly Fee
7/06/2019	GB Sport & Leisure	V1124-BACS	467.12		77.85	4490	142	389.27	Inv.2944-Play Area Spare Parts
7/06/2019	Friends of Shurnhold Fields	V1125-BACS	36.98			4820	142	36.98	Mower Petrol reimbur SHF Grass
						347	0	-36.98	Mower Petrol reimbur SHF Grass
						6000	142	36.98	Mower Petrol reimbur SHF Grass
7/06/2019	Simon J White	V1126-BACS	195.00			4490	142	195.00	Inv.7871-Cars tyre R/About Mai
7/06/2019	Rialtas Business Solutions Ltd	V1127-BACS	671.76		111.96	4180	120	559.80	Inv.26820-Year end Closedown
7/06/2019	JH Jones & Sons	V1128-BACS	883.69		147.28	4402	320	56.66	Inv.13107-Allotment Grass cut
						4400	142	211.33	Inv.13107-Play Area Grass cut
						4780	142	17.50	Inv.13107-Play Area Bin empty
						4781	220	75.83	Inv.13107-JSF Bin Emptyir
						4401	220	375.09	Inv.13107-JSF Maintenanc
7/06/2019	Condor Office Solutions Ltd	V1129-BACS	128.58		21.43	4130	120	107.15	Inv.557151-Photocopy useage
7/06/2019	Richard Wood	V1130-BACS	204.00			4070	120	204.00	Chair Allowan 19/20 1st instal
7/06/2019	Alan Baines	V1132-BACS	7.65			4090	120	7.65	Travel expences to County Hall
7/06/2019	Radcliffe Fire Protection Ltd	V1133-BACS	55.20		9.20	4212	220	46.00	Inv2164-Annual fire equip serv
7/06/2019	Community Heartbeat Trust	V1134-BACS	907.20		151.20	1190	142	756.00	Inv.4009-Annual x6 defib Maint
7/06/2019	Teresa Strange	V1140-SALA	████████			4000	130	████████	June 2019 Salary
7/06/2019	Joanne Eccleston	V1141-SALA	████████			4020	130	████████	June 2019 Salary
7/06/2019	Marianne Rossi	V1142-SALA	████████			4010	130	████████	June 2019 Salary
7/06/2019	Terry Cole	V1143-SALA	████████			4460	142	████████	June 2019 Salary
						4050	142	47.50	Travel Allowance
						4051	142	45.45	Mileage
7/06/2019	David Cole	V1144-SALA	████████			4800	320	████████	June 2019 Salary
7/06/2019	Wiltshire Pension Fund	V1145-BACS	1,459.96			4045	130	1,118.13	June 2019- Period 3
						4000	130	178.09	June 2019- Period 3
						4020	130	83.84	June 2019- Period 3
						4010	130	79.90	June 2019- Period 3

total salaries  
83945.54

Date: 02/07/2019

## Melksham without Parish Council Current Year

Page: 56

Time: 11:43

Cashbook 2

User: MF

Unity Bank

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
7/06/2019	HM Revenue & Customs	V1146-BACS	1,465.90			4041	130	470.80	June 2019- Period 3
						4000	130	303.80	June 2019- Period 3-T
						4000	130	242.50	June 2019- Period 3-NI
						4020	130	63.80	June 2019- Period 3-T
						4020	130	87.17	June 2019- Period 3-NI
						4010	130	65.40	June 2019- Period 3-T
						4010	130	79.03	June 2019- Period 3-NI
						4460	142	145.00	June 2019- Period 3-T
						4800	320	8.40	June 2019- Period 3-T
7/06/2019	HM Revenue & Customs	V1147-BACS	3.60			4041	130	3.60	Additio HMRC interest Charge
7/06/2019	Young Melksham	V1150-BACS	125.00			4451	170	125.00	Youth Awards sponsorship
0/06/2019	Unity Trust Bank	V1151-DD	18.00			4140	120	18.00	Service Charge
<b>Total Payments for Month</b>			11,801.68	0.00	539.34			11,262.34	
<b>Balance Carried Fwd</b>			73,211.75						
<b>Cashbook Totals</b>			85,013.43	0.00	539.34			84,474.09	

Date: 02/07/2019

Melksham without Parish Council Current Year

Page: 29

Time: 11:43

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 3

Receipts for Month 3 - June 2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amt 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 :	394,000.00					394,000.00	
	Banked:	0.00						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>394,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>394,000.00</u>	

Continued on Page 30

Date: 02/07/2019

Melksham without Parish Council Current Year

Page: 30

Time: 11:43

Cashbook 3

User: MF

Fixed Term Deposit

For Month No: 3

Payments for Month 3

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>
4/06/2019	Current Account & Instant Acc	13750354LS	394,000.00				200	394,000.00	V1119-Fixed term deposit retur
<b>Total Payments for Month</b>			394,000.00	0.00	0.00			394,000.00	
<b>Balance Carried Fwd</b>			0.00						
<b>Cashbook Totals</b>			394,000.00	0.00	0.00			394,000.00	

Jul-19

Unity (Lloyds) Corporate Card									
Voucher Number	Date	Supplier	Description	Net	VAT	Gross	Code		
	17/06/2019	Amazon	Envelopes & A3 Paper	£20.46	£4.10	£24.56	4150		
	17/06/2019	Amazon	Power Magnet	£4.99	£1.00	£5.99	4150		
	17/06/2019	Royal Mail	Purchase of stamps	£214.83	£0.00	£214.83	4120		
	25/06/2019	Amazon	A4 Paper	£18.30	£3.66	£21.96	4150		
	25/06/2019	Amazon	A4 Paper	£18.30	£3.66	£21.96	4150		
	25/06/2019	Amazon	A4 Paper	£18.30	£3.66	£21.96	4150		
	25/06/2019	Amazon	A4 Paper	£18.30	£3.66	£21.96	4150		
	02/07/2019	Unity Bank	Monthly Fee	£3.00	£0.00	£3.00	4140		
	12/06/2019	Unity Bank	Redress Payment	-£50.00	£0.00	-£50.00			
			Payment collected DD	£266.48	£19.74	£286.22			

\*This was for items brought in June 2019