

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 9 December 2019 at Melksham Town Football Club, Oakfields, Eastern Way, Melksham at 7.00 p.m.

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

Cllr House was not present

Officers: Teresa Strange (Clerk) and Lorraine McRandle (Parish Officer)

294/19 Welcome, Housekeeping & Announcements: Cllr R Wood welcomed everyone to the meeting and introduced Lorraine McRandle who had joined as Parish Officer the previous week.

Cllr R Wood updated Members on former councillor, Pat Nicol who had recently been taken ill, but was now making a slow recovery.

295/19 Apologies: Apologies were received from Cllr Taylor who had work commitments and Cllr Chivers who was ill. Cllr Pafford, due to an appointment gave his apologies as he would be arriving late.

The reasons for absence were accepted.

296/19 Invited Guests:

a) Wiltshire Cllr Phil Alford (Melksham Without North): Cllr Alford updated the Council on the following:

Community Campus: Wiltshire Council at a recent meeting had approved the latest plans and an additional £3m to bring the total budget for the campus project to £22m.

Homelessness Strategy: Cllr Alford explained information on this strategy would be circulated in due course and explained Wiltshire's figures for homelessness were fairly low compared to other areas.

The Green Agenda: This would be coming out shortly.

Open Spaces: Cllr Alford explained he was trying to move a project forward at the Area Board for monies to be ringfenced (£10,000) for local voluntary groups who maintained/had projects for public open spaces. The idea being if a group asked for funding for a piece of equipment for example, this could be shared amongst the other groups. It was also hoped they could share their expertise and asked Members to make groups aware that this money would be available

b) Wiltshire Cllr Nick Holder (Melksham Without South):

Cllr Holder informed Members that he had attended a Community Governance Review Meeting on 4 December at County Hall. Cllrs Hubbard and Aves, from the

Town were also present and reminded Members that meetings were taking place the following day for those parishes who had submitted proposals for boundary changes, including the parish and the town. It was hoped that the Boundary Review would be completed prior to the next local elections in 2021.

Discussion ensued on proposals put forward by both the parish and the town. Cllr Holder explained there would be an opportunity for public consultation in early Spring, with Wiltshire Council intending to write to every household affected by any boundary change proposals and felt it would be useful to engage with local community groups, at the appropriate time, in order to rally their support for the parish.

Cllr Pafford arrived at 7.05pm.

b) PCSO Maggie Ledbury: The Clerk explained that unfortunately, PCSO Ledbury could not attend the meeting, but would be circulating her report in due course.

297/19 Declarations of Interest: Cllr Pile declared an interest in agenda item 11a as Council representative on Shaw Hill Playing Field Committee and CAWS (Community Action Whitley & Shaw).

Cllr Carter declared an interest in 13f regarding Melksham Remembers, as a family member was involved in producing the book.

Both Cllrs R Wood and S Wood declared an interest in agenda item 12 regarding the New Berryfield Village Hall project.

298/19 Dispensation Requests: None.

299/19 To consider holding items in Committee due to confidential nature

The Clerk explained this item had been placed on the agenda, however, there were no items that required to be held in closed session.

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

300/19 Public Participation:

Four members of the public attended the meeting to speak to agenda item 9a regarding a bus shelter near Kingfisher Drive, on Falcon Way in Bowerhill.

At the Highways & Street Scene meeting on 9 September the Parish Council had confirmed their support for the installation of a bus shelter at this location and offered a financial contribution to the scheme, with the Full Council subsequently approving this Recommendation.

The Clerk explained that since this meeting, three members of public had written objecting to the scheme and one resident had written supporting the request and asking for real time information to be included in the shelter.

Four people attending the meeting, wished to voice their objection to this scheme. Concerns raised were as follows:

- In 2005 when it was initially suggested to install a bus shelter at this location, several local residents had signed a petition objecting, due to concerns of the potential for anti social behaviour.
- Since 2005 Melksham Oak has been built, increasing the potential for youths to gather at this location.
- The lack of a regular cleaning regime and the potential for any shelter to look unsightly.
- People could use the enclosed shelter further down the road, even in wet weather.
- It was unclear who owned the land.
- The waste of money, when this money could be used elsewhere.
- Buses would be running every hour, not every half hour, following a revision to the bus schedule.

The council reconvened and agreed to bring forward agenda item 9a for discussion.

Several councillors suggested a delay in forwarding a request for a bus shelter to CATG (Community Area Transport Group) in order for more investigations/consultation to take place.

However, several Councillors also raised concern that as a request for a shelter had been made by local residents, the Council should support this request and forward on to CATG for consideration, who next met on 16th December.

Cllr Coombes arrived at 7.35pm.

Cllr Baines explained that it had originally been suggested to install a shelter at this location as part of the bus improvement route for Bath-Devizes and would have been provided to the community at no cost, however, following a request from local residents the shelter would now be installed at the Council's expense and clarified that 38 services used this stop each week day and felt that the use of public transport should be encouraged and made more attractive for people to use of all ages, especially those with mobility issues and therefore the Council should support this request.

It was clarified that the bus shelters in Bowerhill were regularly cleaned and that the Council were not aware of any incidences of anti social behaviour at bus shelters and if such incidences were reported to the Council, these would be dealt with appropriately.

Wiltshire Cllr Alford left the meeting at 7.45pm

Following a vote on whether to move this request forward, it was:

Resolved: *To continue with the request to CATG for a bus shelter to be installed near Kingfisher Drive.*

301/19 To approve the Minutes of the Full Council Meeting, 11 November 2019:

The following corrections were noted:

Min No: 277/19 c) Police Advice on Parking Issues Outside of Bowerhill Primary School.

*'Cllr Shea-Simonds explained that as the timeframe of inconvenience is only short, he did not feel that this **was big an issue.**' Should be amended to read: '*...did not feel that this was a big an issue.*'*

Min No **297** be amended to Min No **279**.

Resolved: *The minutes of the Full Council Meeting held on 11 November 2019 were formally approved by the Council and signed by the Chairman as a correct record with the above amendments.*

a) Arising from Min. 280/19c) To note purchase of Survey Monkey subscription for consultations

The Clerk explained that the actual costs of purchasing a Survey Monkey subscription for consultations amounted to £562.50 + VAT (with 25% discount) not £300 as advised at the meeting; this was because a minimum of 3 subscriptions could be purchased.

Members noted this information.

b) Arising from Min.282/19e) To consider BASRAG (Berryfield & Semington Road Action Group) consultation on BT Berryfield Phone Box and consider next steps

The Clerk explained at the meeting it had been agreed to ask that this particular phone box be removed, rather than take up the option to adopt. However, since the meeting BASRAG had placed an article in their newsletter seeking residents' views and a local resident had come forward and volunteered to refurbish the phone box. Therefore, she sought a steer from Members on whether they wished to overturn their previous resolution and give delegated powers to the Planning Committee on 13 January to revisit this item, which would be in time for the deadline to BT and Wiltshire Council.

Cllr R Wood explained as new information had been received the Parish Council could revisit their decision made on 11 November 2019 with the Full Council making a decision rather than delegating to the Planning Committee.

RESOLVED: That the Council adopt the phonebox in Berryfield and liaise with the local resident on thoughts for refurbishment.

c) Arising from Min. 284/19c) To note purchase of new internet router for Office

The Clerk informed Members that a new internet router had been purchased at a cost of £124 + VAT. This was to improve the reliability of the connection in the office, but also for improved firewall security.

Members noted this information.

302/19 Planning:

a) To approve the Minutes of the Planning Committee meeting held on 25 November 2019

Cllr R Wood informed the meeting that Cllr Chivers had contacted him to state unfortunately he was unable to attend this meeting, as he was in hospital.

RESOLVED: To approve and sign the Planning Committee meeting minutes of 25 November 2019 and to include Cllr Chivers apologies and the reasons way.

b) To formally approve Planning Committee Recommendations

RESOLVED: To approve the recommendations contained within the Planning Committee Minutes of 25 November 2019.

c) To receive update on Neighbourhood Plan

The Clerk explained that a Neighbourhood Plan workshop meeting had taken place earlier that day and within late papers was a list of key dates for the plan.

Members were also informed that both the town and parish council would have an opportunity to approve the Plan before it went to Regulation 14 in March, it was also planned to inform residents on what was happening with the Plan in January 2020 with an update at the Area Board meeting on 6 January 2020 and an article in Melksham News on 16 January 2020.

d) To receive feedback on “Homes of Our Own Launch Event” 14 November

Cllr Carter explained unfortunately he was unable to attend this event due to ill health.

303/19 Highway & Streetscene:

a) To consider correspondence regarding refuse on Lancaster Road

Following a concern of a local resident at the amount of litter being left by HGVs parked on Lancaster Road, the Clerk had sought advice from a representative of Wiltshire Council's Streetscene department on this matter, who had responded that bins had been installed elsewhere to stop lorry drivers dumping their litter, but unfortunately had found that more litter was being dumped around these bins and advised that litter picking continues on Lancaster Road.

RESOLVED: To request that a bin be installed on Lancaster Road and to inform the member of the public on the decision of the Council.

c) To consider request for parking restrictions on Avro Way

Correspondence had been received from Silcoa based at 4 Avro Way, Bowerhill concerned that lorries were having problems accessing their site, due to vehicles parking on both sides of the road and therefore were requesting parking restrictions in the form of double yellow lines be installed on parts of Avro Way.

The Clerk informed Members that any requests for parking restrictions needed to be submitted to Wiltshire Council by 31 January 2020.

RESOLVED: To submit a request to Wiltshire Council for parking restrictions on Avro Way, given safety and access concerns.

304/19 Finance:

a) To note Income & Expenditure reports for November 2019

The Council noted the reports for Income & Expenditure for November 2019. These were signed by the Chairman as a correct record.

b) To agree two Finance Committee cllrs to authorise monthly payments for December

Cllrs Baines and Carter to authorise online banking payments and any cheque payments for December 2019.

305/19 Asset Management

a) To note draft Minutes of Joint Shaw Hill Playing Field Improvement Project Working Party 5 December and consider next steps for Shaw Hill Playing Field Improvement Project

The Clerk informed the meeting the draft minutes of the meeting held on 5 December were within the late papers pack for Members' information and explained she had met

with 3 manufacturers, with the committee preferring the proposals submitted by Streetscape.

Whilst CAWS had already raised some funding towards this project additional funding would need to be applied for.

The Clerk explained as this project was below £20,000 there was no need to go out to tender.

RESOLVED: To approve the actions in the draft minutes of 5 December 2020 and to seek comparable quotes for equipment on behalf of the group.

b) To note verbal report regarding Play Area quarterly inspections

The Clerk informed Members that the caretaker had undertaken the quarterly play area inspections and most issues noted had been addressed with an issue at Beanacre still outstanding, but this would be addressed in January by the play equipment provider.

c) To agree weekly visual inspections during holiday period

The Clerk asked for volunteers to undertake one visual inspection during the Christmas break.

Councillors volunteered for the following:

Bowerhill Playingfield/Basketball Court	Cllr Shea-Simonds
Kestrel Court Play Area	Cllr Glover
Hornchurch Road Play Area/MUGA	Cllr Carter
Berryfield Play Area/Teen Shelter/MUGA	Cllr S Wood
Shaw Play Area/MUGA	Cllr Pile
Beanacre Play Area	Cllr Pile
Berryfield & Briansfield Allotments	Cllr R Wood
Shurnhold Fields	Cllr Carter

The Clerk passed on her thanks to councillors and asked if they could email her with the date and time the inspection took place.

d) To approve quotations for tree work

The Clerk explained the following quotes had been received:

Berryfields:

To cut down 2 trees, pollard one and remove all arisings: £395 + VAT

Pond – Hornchurch:

To thin trees surrounding pond and to remove all arisings: £465 + VAT

Cllr Glover raised a concern the landscape of Bowerhill had been changed following the recent removal of trees. It was agreed to put this on a future agenda.

RESOLVED: To approve both quotations for tree works J H Jones and that this work be undertaken as soon as possible.

e) To note announcement of Wiltshire Council wildflower trial areas in the parish

The Clerk explained there was information regarding this in late papers.

It was noted Wellington Drive (open space) and Hornchurch Road (open space) had met the criteria for wildflower planting and would be part of the wildflower trial being undertaken by Wiltshire Council.

306/19 New Berryfield Village Hall Project

a) To consider VAT advice in relation to new village hall and chose which option to proceed.

The Clerk informed Members, advice had been sought on the VAT implications of the new village hall project, including any options to maximise VAT recovery and Parkinson Partnership had been engaged at a cost of £600 and had met with representatives of the Finance Committee and produced a report with 3 options for the Council's consideration. Following this meeting, Members felt Option B was the best way forward and was a similar model to the one used at Shaw Village Hall.

The Clerk also informed the meeting that the advice provided by the Parkinson Partnership was backed up with insurance if in dispute with HMRC on VAT following this advice. Option B was as follows:

The Council could lease the hall to another organisation for £1 and recover the VAT on construction, as HMRC regard £1 leases as a non-business activity. This arrangement would also need to continue for at least 10 years, otherwise there is a risk that the Council may have to repay some of the VAT on construction due to the Capital Goods Scheme.

The advice from Parkinson on this option stated '*...this approach worked well where income levels were modest. The tenant can charge for hire and meet the running*

costs from the income but must not make any payments to the Council beyond the initial £1. The tenant will not be able to reclaim VAT on their running costs but will be entitled to reduced business rates if it is a charity'

The Clerk informed Members within their agenda packs was an article from "Town, Parish & Community Council Legal News" regarding community buildings and how these are managed and conflicts that can arise, which was an interesting and relevant read.

Following the above advice, it was:

RESOLVED: To approve Option B.

Cllr Alford returned to the meeting at 8.45pm

b) To receive verbal update on project research to date and next steps

The Clerk updated Members on progress so far on this project, Cllrs R Wood, Carter and Glover, along with Gill Arbery of BASRAG (Berryfield & Semington Road Action Group) had met various architects, planning consultants and village hall committees for advice, with various figures being quoted to get to planning stage in early May and sought delegated authority for the Finance Committee to look at these, in order to move the project forward and appoint a consultant to undertake this work.

Cllr Wood felt the Council had exercised due diligence to date with this project.

c) To consider giving delegated powers to Finance Committee to review quotations and fee proposals to enable planning permission to be gained by early May and agree date of meeting

RESOLVED: To give delegated authority to the Finance Committee to review quotations and fee proposals and appoint the relevant professional services to enable planning permission to be gained by early May. To arrange this meeting after the Planning Committee on 16 December.

d) To approve instruction to appoint solicitor to work on behalf of parish council in negotiations with housing developer and for charitable trust work

The Clerk stated she felt it necessary to appoint solicitors to assist with this project, with costs estimated to be in the region of £500, plus costs, based on previous work on s106 agreements.

RESOLVED: To appoint Weller Hedley Solicitors for legal advice on this project.

307/19 Community projects/partnership organisations:

a) To note draft Minutes of CAWS CEG (Community Action: Whitley & Shaw) Community Emergency Group 3 December

Unfortunately these were not available as yet.

Cllr Pile and the Clerk had attended the meeting, Harriett Alvis from BART (Bristol Rivers Avon Trust) was also in attendance who informed the meeting, 75 small proposals had been identified to improve flooding in Shaw & Whitley under Natural Flood Management.

At the meeting BART stated they had a consultant and funding available to do a rain garden and would approach Shaw School regarding this and would also be happy to attend a meeting at Whitley Gardening Club to discuss ways to hold water in gardens.

At a recent Flood Warden meeting it was noted that Wiltshire Council were proposing to spend £330,000 on flood alleviation in Whitley. Therefore flood wardens had raised a question on whether this was for the current scheme or additional funding and it was asked if Cllr Baines could raise this at the next Flood meeting.

b) To consider contribution to RAF Heraldry Trust for RAF Technical Training School No. 12 crest

It was agreed not to pursue this as the crest would be located outside the parish at RAF Cranwell.

c) To note Minutes of Market Place Toilets meeting held 30 September

The minutes of the Market Place Joint Operational meeting held on 30 September 2019 had been circulated with the agenda pack for Members' information.

The figures for April 2018-March 2019 were noted, however, an invoice had not been issued by the Town Council as yet, as clarification had been sought on whether VAT had been included in calculations.

Estimated costs for March 2019-2020 were also included for Members information.

It was noted, whilst the original agreement to contribute to the cost of the toilets for 3 years had come to an end at the end of March 2019, the Council had agreed to continue this arrangement going forward.

d) To consider Minutes of Shurnhold Fields Working Party (20 November) and approve contribution to capital items

The minutes of 20 November 2019 had been circulated with the agenda pack for Members' information.

The Clerk informed the meeting the minutes of a Friends of Shurnhold Fields Committee meeting held on 1 December were in late papers for Members' information and included various proposals for capital expenditure, which had been raised at the meeting on 20 November.

The costs included £11,895 for a grass matting car park, £1,180 for fencing and £8,276 for works to the entrance. However, the costs could be slightly more as these costs were for surfacing and fencing a 10 space car park and with the addition of a Shed for the “Friends of Shurnhold Fields” in the car park will need to be a slightly larger area. The Clerk explained any capital costs would be shared 50/50 by both the Town and Parish Council, however funding will be sought in order to keep the costs lower.

The Clerk explained S106 funding for Dunch Lane had been raised at the meeting, as it had been reiterated that this funding has to be spent on highway improvements associated with the George Ward Gardens site at a recent CATG meeting and could be used on such things as creating a footpath to Shaw School etc. However, monies could also be used to improve the visibility splay on the entrance to Shurnhold Fields and both councils would need to look at this, therefore, this would be put on a future Highways & Streetscene meeting for consideration.

The Clerk informed the meeting that some of the items requested by the group may require planning permission and enquiries would be made.

RESOLVED: To agree in principle to approve all expenditure included within the minutes, subject to the Town Council contributing their 50% share, and grant funding to be sought.

e) To note Operational Flood Working Group North minutes (16 October)

Members noted the Operational Flood Working Group North minutes of 16 October 2019.

It was asked if first time sewerage in Beanacre had been raised.

Cllr Baines agreed to raise this at the next meeting on 11 December.

f) To consider request for donation to publication of Melksham Remembers book

Melksham Remembers had produced a book following the exhibition in the Town Hall as part of the Word War I commemorations, which included additional research material and were seeking a contribution from the Council towards the publication of the book of £50.

RESOLVED: To approve a £50 donation towards the publication of the Melksham Remembers book.

g) To consider request for funding for Age Friendly Consultancy project

Correspondence had been received from Cllr Hubbard, Chairman of the Age Friendly Melksham Steering Group regarding an Age Friendly Programme, inviting the town and parish councils in the Melksham Community Area to co-sponsor the project. A suggested contribution based on the Council Tax population base and

post 2021 community area boundaries had been circulated with the agenda papers for Members information, with a suggested contribution for Melksham Without being £1071.33.

The Clerk explained that £1250 had already been earmarked in Age Friendly reserves for this project within the budget.

RESOLVED: To approve a £1071.33 contribution towards this project.

h) To receive feedback on tree and bulb planting event on Sat 23 November

The Clerk explained the Air Training Corps had helped with tree planting in Bowerhill Sport Field, along Portal Way side, photos were available and an article would be going in the Melksham News shortly. BRAG (Bowerhill Residents Action Group) had also undertaken some planting in Bowerhill of crocuses and wild daffodils at the Heritage Turbine with the funding provided by the Estate of the Sawtell family.

i) To consider tree planting projects in the parish

Cllr Carter had asked if the 'Make Britain Green Campaign' could be included on the agenda for Members consideration. Cllr Carter explained if the Council, were supportive of this scheme that Bowerhill School be approached to see if they wanted to take part in this project by planting a copse on Bowerhill Sports Field and maintain it as 'Tree Angels' as part of their climate studies. The Council could similarly approach Shaw School who may wish to undertake a similar project at Shurnhold Fields.

Several suggestions of where trees could be planted were made, including behind Wellington Drive and to the rear of Bowerhill School on the green open space and to replant trees lost in the copse at Berryfield on the triangular verge at Berryfield Park.

The Clerk explained the Council could apply to the Woodland Trust for trees on behalf of these schools, if they wished to get involved.

It was suggested if approved any planting should not take place in March but October/November.

It was agreed to move this project forward and make the necessary enquiries regarding land ownership and any permissions that may be required.

Cllr Carter agreed to approach the schools to gauge their support for this project.

The Clerk explained a resident of The Spa had approached the Council interested in planting some trees between Devizes Road and The Spa Roundabout.

It was agreed to support this request and liaise with Wiltshire Council and seek any necessary permissions.

j) To consider repair of village clock on Shaw School

Cllr Chivers had asked if this item could go on the agenda for consideration. The Clerk informed the meeting she had approached Shaw School last year who had stated they were happy for repairs to be undertaken.

It was agreed the Clerk would make investigations on the costs of suitable repairs and bring to a future meeting for approval.

Meeting closed at 9.38pm

Chairman, 20 January, 2020

Date: 03/12/2019

Melksham without Parish Council Current Year

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Time: 11:07

Cashbook 1

User: MF

Current Account & Instant Acc

For Month No: €

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		6,555.23					6,555.23	
'1387-BACS	Banked: 04/11/2019	75.00						
'1387-BACS	Staverton Rangers	75.00			1210	210	75.00	Pitch hire- Inv.130
'1388-BACS	Banked: 07/11/2019	50.00						
'1388-BACS	Dilton Marsh Wanderers	50.00			1220	210	50.00	Pitch Hire- Sat 9 Nov- Inv.142
V1397-BYF	Banked: 11/11/2019	60.00						
V1397-BYF	Allotment Holder	60.00			1310	310	60.00	Berryfield 15A Allotment rent
	Banked: 11/11/2019	619,000.00						
M136175890	Fixed Term Deposit	619,000.00			210		619,000.00	V1383-Fixed Term deposit retur
V1383-Inte	Banked: 11/11/2019	111.93						
V1383-Inte	Lloyds Bank	111.93			1080	110	111.93	Interest recieved fixed term
V1413-L&F	Banked: 14/11/2019	50.00						
V1413-L&F	Lion and Fiddle	50.00			1210	210	50.00	Pitch hire 3rd Nov-inv.138
V1414	Banked: 15/11/2019	5.00						
V1414	St Andrews Developement Centre	5.00			1210	210	5.00	Inv.140- car park & toilet hir
V1415	Banked: 15/11/2019	60.00						
V1415	Allotment Holder	60.00			1320	310	60.00	Briansfield 27 allotment rent
V1416-	Banked: 19/11/2019	10.00						
V1416-	Melksham Fitness	10.00			1210	210	10.00	Inv.141- Nov Changing Room hir
'1424-BACS	Banked: 19/11/2019	60.00						
'1424-BACS	Allotment Holder	60.00			1310	310	60.00	Berryfield 8A allotment rent
V1417	Banked: 21/11/2019	50.00						
V1417	FC Devizes United	50.00			1210	210	50.00	Inv.148 15th Dec pitch hire
V1418	Banked: 22/11/2019	30.00						
V1418	Allotment Holder	30.00			1310	310	30.00	Berryfield 3B Allotment rent
V1419	Banked: 22/11/2019	30.00						
V1419	Allotment Holder	30.00			1310	310	30.00	Berryfield 11B Allotment rent
'1423-BACS	Banked: 25/11/2019	15.23						
'1423-BACS	British Girlguiding Overseas	15.23			1130	110	15.23	Inv.144-Photocopying
V1425	Banked: 29/11/2019	30.00						
V1425	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 5 allotment r
Total Receipts for Month		619,637.16	0.00	0.00			619,637.16	
Cashbook Totals		626,192.39	0.00	0.00			626,192.39	

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Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/11/2019	ICO	V1385-DD	35.00			4391	120	35.00	ICO GDPR renewal
1/11/2019	Grist Environmental	V1386-DD	93.97		15.67	4781	220	78.30	Inv.980-B'Hill waste away
2/11/2019	Unity Bank	V1410	11,500.00			220		11,500.00	To Top up Unity Bank
2/11/2019	Fixed Term Deposit	13621904	608,000.00			210		608,000.00	V1411-Fixed Tem deposit
3/11/2019	EE Limited	V1412-DD	13.34		2.22	4195	120	11.12	iNV.809- Meeting WIFI
8/11/2019	Unity Trust Bank	V1405-DD	535.43		68.59	4721	220	3.75	Yellow Rattle Grass seed
						4722	320	9.16	Lock for allotment gate
						4150	120	8.29	Green Paper
						4150	120	8.29	Blue Paper
						4150	120	8.29	Orange Paper
						4490	142	9.26	Graffiti Remover
						4150	120	7.46	Pink Paper
						4150	120	9.13	A3 Paper
						4150	120	7.46	Yellow Paper
						4150	120	8.29	Red paper
						4150	120	31.20	Christmas Cards for volunteers
						4820	142	167.49	Wildflowers for Shurnhold Fiel
						347	0	-167.49	Wildflowers for Shurnhold Fiel
						6000	142	167.49	Wildflowers for Shurnhold Fiel
						4250	120	6.00	Land Registry search-Ditches
						4150	120	83.30	5x A4 Paper
						4150	120	54.02	Gusseted Envelopes
						4560	142	42.45	Paper for food leaflets
						4140	120	3.00	Bank Charges
8/11/2019	Unity Trust Bank	V1405-DD	-535.43		-68.59	4721	220	-3.75	Yellow Rattle grass seed
						4722	320	-9.16	Lock for allotment gate
						4150	120	-8.29	Green Paper
						4150	120	-8.29	Blue paper
						4150	120	-8.29	Orange Paper
						4490	142	-9.26	Graffiti Remover
						4150	120	-7.46	Pink paper
						4150	120	-9.13	A3 Paper
						4150	120	-7.46	Yellow Paper
						4150	120	-8.29	Red Paper
						4150	120	-31.20	Christmas Cards for Volunteers
						4820	142	-167.49	Wild Flowers for Shurnhold Fie
						347	0	167.49	Wild Flowers for Shurnhold Fie
						6000	142	-167.49	Wild Flowers for Shurnhold Fie
						4250	120	-6.00	Land Registry search ditches
						4150	120	-83.30	5x A4 Paper
						4150	120	-54.02	Gusseted Envelopes

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Date: 03/12/2019

Melksham without Parish Council Current Year

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Cashbook 1

User: MF

Current Account & Instant Acc

For Month No: 8

Payments for Month 8

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>
						4560	142	-42.45	Paper for flood leaflets
						4140	120	-3.00	Bank Charges
1/11/2019	Sirus Telecom	V1420-DD	234.40		39.07	4190	120	195.33	Inv.44645- Office call charges
2/11/2019	Eon	V1421-BACS	178.57		8.50	4302	220	170.07	Inv.802-Pavilion Electric
5/11/2019	Eon	V1422-DD	112.04		0.22	4312	220	111.82	Inv.253-Pavilion Gas
Total Payments for Month			620,167.32	0.00	65.68			620,101.64	
Balance Carried Fwd			6,025.07						
Cashbook Totals			<u>626,192.39</u>	<u>0.00</u>	<u>65.68</u>			<u>626,126.71</u>	

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Unity Bank

For Month No: £

Receipts for Month 8

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 :	85,419.88					85,419.88	
	Banked: 12/11/2019	11,500.00						
V1410	Current Account & Instant Acc	11,500.00			200		11,500.00	To Top up Unity Bank
Total Receipts for Month		11,500.00	0.00	0.00			11,500.00	
Cashbook Totals		<u>96,919.88</u>	<u>0.00</u>	<u>0.00</u>			<u>96,919.88</u>	

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Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
5/11/2019	Simon J White	V1389-BACS	195.00			4490	142	195.00	In.7932 Maint Cars Tyre R'abou
5/11/2019	Trade UK	V1390-BACS	40.33		6.71	4721	220	33.62	Pavilion Maintenance
5/11/2019	Bowerhill Village Hall	V1391-BACS	42.50			4200	120	42.50	Annual Parish Meeting Venue
5/11/2019	Friends of Shurnhold	V1392-BACS	13.77		2.29	4820	142	11.48	Petrol for strimmer reimburse
						347	0	-11.48	Petrol for strimmer reimburse
						6000	142	11.48	Petrol for strimmer reimburse
5/11/2019	CAWS	V1393-BACS	40.00			4560	142	40.00	Refreshments for flood meeting
5/11/2019	Mr. Booth-Chair of CAWS	V1394-BACS	26.52			4130	120	26.52	Shaw Playing field leaflet p
5/11/2019	Melksham Town Council	V1395-BACS	200.00			4080	120	200.00	Planning Training-22 July 1
5/11/2019	JH Jones & Sons	V1396-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	Soprts Field bin emptying
						4401	220	375.09	Sports Field Pitch Maintenance
5/11/2019	Melksham Town Council;	V1398-BACS	17.00			4070	120	17.00	Wreath for Remembrance
5/11/2019	Wiltshire Pension Fund	V1399-BACS	1,277.32			4045	130	972.52	Period 8- November 2019
						4000	130	224.48	Period 8- November 2019
						4010	130	80.32	Period 8- November 2019
5/11/2019	HM Revenue & Customs	V1400-BACS	1,526.30			4041	130	470.05	Period 8- November 2019
						4000	130	437.20	Period 8- November 2019-
						4000	130	328.14	Period 8- November 2019-l
						4010	130	52.60	Period 8- November 2019-
						4010	130	79.91	Period 8- November 2019-l
						4460	142	144.80	Period 8- November 2019-
						4800	320	13.60	Period 8- November 2019-
5/11/2019	Teresa Strange	V1401-BACS			1.80	4000	130		November 2019 Salary
						4048	130	39.60	SLCC Regional Conferenc milea
						4820	142	8.98	Sand Mix for SHF Wildflowers
						347	0	-8.98	Sand Mix for SHF Wildflowers
						6000	142	8.98	Sand Mix for SHF Wildflowers
5/11/2019	Marianne Rossi	V1402-BACS				4010	130		November 2019 Salary
5/11/2019	Terry Cole	V1403-BACS				4460	142		November 2019 Salary
						4050	142	47.50	Travel Allowance
						4051	142	45.00	Mileage
5/11/2019	David Cole	V1404-BACS				4800	320		November 2019 Salary
5/11/2019	Radcliffe Fire Protection Ltd	V1406-BACS	72.00		12.00	4212	220	60.00	Inv.2715-6 monthly fire alarm
5/11/2019	JH Jones & Sons	V1407-BACS	2,018.40		336.40	4722	320	1,682.00	Inv.254-Waste remove- Ca park
5/11/2019	JH Jones & Sons	V1408-BACS	408.00		68.00	4722	320	340.00	Inv.255-bark removal- car park

total Salaries
84223.01

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Unity Bank

For Month No: 8

Payments for Month 8

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>
5/11/2019	JH Jones & Sons	V1409-BACS	528.00		88.00	4722	320	440.00	Inv.253-level plainings-allotm
8/11/2019	Unity Trust Bank	V1405-DD	535.43		68.59	4721	220	3.75	Yellow Rattle Grass seed
						4722	320	9.16	Loco for allotment gate
						4150	120	8.29	Green Paper
						4150	120	8.29	Blue paper
						4150	120	8.29	Orange Paper
						4490	142	9.26	Graffiti remover
						4150	120	7.46	Pink Paper
						4150	120	9.13	A3 Paper
						4150	120	7.46	Yellow Paper
						4150	120	8.29	Red Paper
						4150	120	31.20	Christmas Cards
						4820	142	167.49	Wildflowers for Shurnhold Field
						347	0	-167.49	Wildflowers for Shurnhold Field
						6000	142	167.49	Wildflowers for Shurnhold Field
						4250	120	6.00	Land Registry search-ditches
						4150	120	83.30	5x A4 Paper
						4150	120	54.02	Gusseted Envelopes
						4560	142	42.45	Paper for flood leaflets
						4140	120	3.00	Bank Charges
9/11/2019	Teresa Strange	V1426-DD	5.30			4190	120	5.30	Reimburse-out of hours mobile
Total Payments for Month			12,195.45	0.00	731.07			11,464.38	
Balance Carried Fwd			84,724.43						
Cashbook Totals			96,919.88	0.00	731.07			96,188.81	

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Fixed Term Deposit

For Month No: 8

Receipts for Month 8

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 :	619,000.00					619,000.00	
	Banked: 12/11/2019	608,000.00						
13621904	Current Account & Instant Acc	608,000.00			200		608,000.00	V1411-Fixed Tem deposit
Total Receipts for Month		608,000.00	0.00	0.00			608,000.00	
Cashbook Totals		<u>1,227,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>1,227,000.00</u>	

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Cashbook 3

User: MF

Fixed Term Deposit

For Month No: £

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
1/11/2019	Current Account & Instant Acc	M136175890	619,000.00			200		619,000.00	V1383-Fixed Term deposit retur
Total Payments for Month			619,000.00	0.00	0.00			619,000.00	
Balance Carried Fwd			608,000.00						
Cashbook Totals			<u>1,227,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>1,227,000.00</u>	

Voucher Number	Date	Supplier	Description	Net	VAT	Gross	Code
			Yellow Rattle grass seed	£3.75	£0.00	£3.75	
			Bicycle cable lock for allotment gate	£10.99		£10.99	
			Deep Green paper	£8.29	£1.66	£9.95	
			Deep blue paper	£8.29	£1.66	£9.95	
		Amazon	Deep Orange Paper	£8.29	£1.66	£9.95	
	07/10/2019		Graffiti Remover	£9.26	£1.85	£11.11	
			Light Pink paper	£7.46	£1.49	£8.95	
			A3 Paper	£9.13	£1.83	£10.96	
			Yellow Paper	£7.46	£1.49	£8.95	
			Deep Red paper	£8.29	£1.66	£9.95	
			Total	£81.21	£13.30	£94.51	
		Woodland Trust	Council Christmas Cards	£26.25	£4.95	£31.20	
		Boston Seeds	Wildflower Seeds for Shurhold Fields	£167.49	£17.50	£184.99	
		Land Registry	Land Registry search-for ditch in flood area	£6.00	£0.00	£6.00	
			5x A4 Paper	£83.30	£16.65	£99.95	
			Gusseted Envelopes	£54.02	£10.81	£64.83	
		Amazon	5x Yellow Coloured Paper	£42.45	£8.50	£50.95	
			Total	£179.77	£35.96	£215.73	
		Unity Trust Bank	Monthly Fee	£3.00	£0.00	£3.00	
			Total	£463.72	£71.71	£535.43	

Payment collected DD- 18th November 2019

*This was for items brought in October 2019

Unity (Lloyds) Corporate Card						
Voucher Number	Date	Supplier	Description	Net	VAT	Gross
	11/11/2019	Royal Mail	Purchase of stamps	£243.70	£0.00	£243.70
	13/11/2019	Boston Seeds	Seeds for Shurnhold Fields	£167.49	£17.50	£184.99
	14/11/2019	Woodland Bulbs	Bulbs for turbine planting	£201.75	£0.00	£201.75
			4x Puka pad	£9.07	£1.82	£10.89
	14/11/2019	Amazon	x2 Primrose- for community planting	£39.49	£0.00	£39.49
			Total	£48.56	£1.82	£50.38
		Amazon	Bamboo Canes for Shurnhold Fields x2	£23.74	£4.74	£28.48
			Heavy Duty scissors- For Shurnhold Fields	£1.97	£0.40	£2.37
			Total	£25.71	£5.14	£30.85
		Unity Bank	Monthly Fee	£3.00	£0.00	£3.00
			Payment collected DD	£764.48	£31.42	£714.67

Dec-19