

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 11<sup>th</sup> February, 2019 at St. Barnabas Church Hall, Beanacre at 7.00 p.m.**

**Present:** Cllrs. John Glover (Vice Chair), Alan Baines, Paul Carter, David Pafford, Robert Shea-Simonds, Nick Holder, Terry Chivers and Kaylum House.

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

Invited Guest: Wiltshire Cllr. Phil Alford

- 429/18 **Housekeeping & Announcements:** In the absence of Cllr. Wood, Cllr. Glover took the Chair, welcomed all to the meeting and explained the evacuation procedures in the event of a fire. The following announcements were given:
- **Vacancy for Berryfield Ward:** Ten electors had not come forward to request an election for the Berryfield Ward vacancy. The Parish Council could therefore fill this vacancy by co-option. There will be two adverts going out in the Melksham News, one for the 14<sup>th</sup> February edition and one for the 28<sup>th</sup> February, as well as the vacancy being advertised on social media sites, noticeboards and local venues in the relevant Ward, inviting anyone who is interested in becoming a councillor to send a letter of interest and to attend the Full Council meeting on 11<sup>th</sup> March.
  - **Melksham Area Board Meeting:** The next Area Board meeting is on Wednesday 13<sup>th</sup> February, 6.30pm for refreshments, 7.00pm start, at the United Church Melksham, where there will be an update on the Campus plans.
- 430/18 **Apologies:** Cllr. Richard Wood (Chair) and Cllr. Mary Pile were unwell, and Cllr Paul Taylor was working; these reasons for absence were accepted. Cllr. Greg Coombes had been in hospital for a planned operation and had requested a leave of absence until 15<sup>th</sup> April; this was accepted and approved.
- 431/18 **Declarations of Interest:** The Clerk and the Assistant Parish Officer declared an interest in agenda item 9a, 9b and 9c as these related to staffing matters.
- 432/18 **Dispensation Requests:** None.
- 433/18 **Items to be Held in Committee: Resolved:** *Agenda item 9b and 9c 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.
- The Council agreed to suspend Standing Orders for a period of public participation.*
- 434/18 **Public Participation:** Richard Bean, Secretary of the Shaw Village Hall and Recreation Ground Committee, wished to speak about agenda items 11b)i), b)ii and 11b)iii), which related to the village hall and its grounds. He explained that the Village Hall Committee

had been discussing some future maintenance proposals and wished to seek the views and permission of the Parish Council, as the land and building owner, on the following:

- (i) **Car Park Wall:** The low boundary wall had been replaced about 18 months ago, however, the top surfacing was wearing away, and it was felt that this was due to children walking along the top of it. The Village Hall Committee had considered several options to improve the top of the wall and to prevent further wearing, including “soldier mounted rough stones” (where stones are laid in a vertical orientation like those on dry stone walls), replacing the thin skimmed cement top with a thicker skim, and installing bow top fencing. Mr. Bean said that about 8/9 years ago the Village Hall Committee were looking to install a fence in the car park and he thought at that time the Parish Council wished that any fence was similar to that of the play area; i.e. green metal with a bow top. He queried therefore if the Parish Council would be happy for a bow top fence to be installed on top of the wall.
- (ii) **Request for Storage/Shipping Container:** The intention is to remove the two existing sheds and replace it with one shipping container that could accommodate equipment for the Pre-School, the Village Hall and CAWS (Community Action Whitley Shaw).
- (iii) **Tree Work:** Mr. Bean stated that the last time he walked around the recreation ground that there were three trees listed on the tree inspection report as “medium risk” requiring attention. One was overhanging the slide in the children’s play area, which he noted had now been addressed. There were some dead elms in the far north corner, which were the responsibility of the Village Hall Committee, but which the Parish Council had offered to get their contractors to clear and charge back to the Committee; this had been carried out and the arisings removed. There were some tree branches which had grown into a section of the bow top fencing in the play area, and the section of fence had been removed in order that the tree could remain intact. Mr. Bean thanked the Parish Council for this work.

A member queried whether fencing around the car park would be strong enough if a car drove into it, and whether planning permission was required for the siting of a shipping container. Mr. Bean replied that retaining railway sleepers currently at the base of the wall would remain to assist with any possible impact, and that planning permission was required for the container and a Committee member was progressing this.

Another member advised that if the Village Hall Committee considered putting a fence along the top of the wall that advice was sought to establish how much load could be taken by the wall, or the fence could end up falling down.

Wiltshire Cllr. Phil Alford reported that he had attended a meeting with Wiltshire Council and Melksham Area Board members with regard to the current status of the Campus; this is an agenda item for the next Area Board meeting on Wednesday 13<sup>th</sup>. He stated that there are issues regarding Melksham House which are causing a delay, although the planning application would soon be submitted. This building is not appropriate to form part of the campus development itself and it is Grade II listed. It was also felt that the old building would not be suitable for community use and Wiltshire Council were therefore looking at selling this for residential development. However, this was also compounding issues, as any potential development of the old Melksham House affected the potential location of the tennis courts and their construction. He stated that although the project was progressing slowly, and despite reports in the local press that Campus wasn’t happening, the money was available for the project and it would definitely be built. Members queried why, when Wiltshire Council had recently announced that it wished to set up a development company to build social housing, that the redevelopment of

Melksham House into residential properties could not be their first project, rather than selling it to a private developer. Cllr. Alford replied that the redevelopment of Grade II listed buildings was not the best fit for social housing, stating that this need to be built on greenfield sites to be able to get the most amount of affordable social housing for the money spent.

*The Council reconvened and agreed to bring forward agenda items 11b)i), 11b)ii) and 11b)iii) for discussion.*

435/18 **Shaw Village Hall and Recreation Ground:**

- (i) **Fencing on the Top of Car Park Wall:** It was noted that the Parish Council had previously agreed to fencing if it matched that of play area. **Resolved:** *The Parish Council agree in principle to bow top fencing being installed on the top of the wall and look forward to seeing the actual proposal.*
- (ii) **Request for Storage/Shipping Container:** **Resolved:** *The Parish Council agree in principle to the installation of a shipping container to the rear of the hall, subject to planning permission, and look forward to seeing the actual proposal.*
- (iii) **Tree Work:** Acer Tree Surgeons had carried out all the required works to trees on land owned or maintained by the Parish Council. The Clerk wished to seek confirmation that the members were happy with the approach that the Parish Council pay for the tree works required around the children's play area, and that the cost of the removal of the elms on the recreation ground was charged back to the Village Hall. It was felt that this was the most appropriate approach as it gave clarity over which organisation was responsible for specific areas of the land as per the lease agreement between the Parish Council and the Shaw Hall Committee.

*Mr. Bean and Cllr. Alford left the meeting.*

436/18 **Full Council Meeting:**

- a) **Minutes, Full Council Meeting 21<sup>st</sup> January, 2019:** **Resolved:** *The Minutes of the Full Council Meeting held 21<sup>st</sup> January, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment: From Min.401/18g) – spelling error amended from “Riatas” to “Rialtas”.*
- b) **Confidential Notes to Accompany the Minutes, Full Council Meeting 21<sup>st</sup> January, 2019:** It was noted that there were no confidential notes arising from this meeting.
- c) **Matters Arising:**
  - (i) **From Min.391/18 – Vacancy for Berryfield Ward:** A member queried whether the co-option advert that was being placed in the Melksham News made it clear that although the vacant seat was for the Berryfield Ward that anyone living in the parish or within 3 miles of the Parish could apply and that it was not just limited to those living in Berryfield. The Clerk advised that the wording was the same to previous adverts placed for vacancy which states the ward where the vacancy is and then the area that Parish Council covers, ie all the villages and hamlets. Some members felt that this may not be explicit enough and that the advert should be reworded to make clear the qualifying radius for applications. The Clerk advised that due to the deadlines for going to press she had already sent the advert to the Melksham News. She therefore felt that it would be too late to amend the information the advert for the 14<sup>th</sup> February edition, however, she

would be able to change it for the 28<sup>th</sup> February Edition and for the adverts on social media.

(ii) **From Min.404g) – Town Council “Gateway” Project:** As the Parish Council representative for this project, Cllr. Baines advised that after two years of working on this project, assessing designs and costing it up, the Town Council had decided that they wished to re-examine the whole project.

d) **Request for Funding for Junior parkrun (Arising from Min.397/18):** Following the previous request for funding to set up a new junior parkrun the Parish Council resolved to support the proposal in principle but wished to see more information about what the funding would be spent on, and for other parish councils in the Melksham Area Board catchment to also be asked to financially support this initiative. Correspondence had been received from the Melksham 5k parkrun Event Director expressing disappointment that the Parish Council had not taken the lead on this proposal and had suggested asking other parish councils for funding. He felt that this would fragment the funding and that he did not have the time to approach other councils. He requested that the Parish Council worked with the Shaw Scout Group Leader to drive the project forward. He additionally explained that a junior event would have to be autonomous and that each event needed to take responsibility for the equipment provided by the parkrun HQ, adding that the parkrun formula was worldwide and non-negotiable. He had provided a list of what the initial £3,000 set up cost covered.

Members expressed disappointment at this response. It was felt that although a fully costed proposal had been requested, this had not been given, merely a list of the items provided. Additionally, it was made clear by those requesting funding that this event would be for the whole Melksham Community Area. Members considered that it therefore seemed only reasonable to request funding from the parishes from all the areas which would benefit. **Resolved:** *The Parish Council respond to this correspondence to express disappointment that the applicants feel the Parish Council should be the sole financier of the junior parkrun. The applicants explain very clearly that this is to be a Melksham Community Area wide event, and so therefore the Parish Council encourage them to seek funding from the other councils within this catchment. The Parish Council are not prepared to fund this on their own or take the lead, only to make a contribution.*

#### 437/18 **Planning:**

- a) **Minutes, Planning Committee Meeting 14<sup>th</sup> January, 2019: Resolved:** *The Minutes of the Planning Committee Meeting held 14<sup>th</sup> January, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*  
*From Min.373/18c) – Spelling error amended from “traffic-fee” to “traffic-free”.*  
*From Min.374/18d)i) – wording of sentence amended from “with in plaque” to “with a plaque”.*
- b) **Recommendations of the Planning Committee Meeting 14<sup>th</sup> January, 2019: Resolved 1:** *The Recommendations detailed in Min373/18b)1), Min.373/18b)2), Min.373/18c), min.374/18d)i), Min.374/18d)ii), Min.374/18d)v)1) and Min.374/18d)v)2) were formally approved. Resolved 2:* *The Recommendation detailed in Min.373/18a) was to update the Planning Principles to be in accordance with the Emerging Neighbourhood Plan Policies. Members noted the updated Planning Principles document and formally approved the recommendation.*

- c) **Matters Arising**
- (i) **From Min.374/18d)i):** It was noted that Taylor Wimpey (Pathfinder Way Developers) had organised another update meeting with BRAG (Bowerhill Residents Action Group) at Bowerhill Village Hall on 20<sup>th</sup> March at 7.00pm. It was felt that this further endorsed the comments made at this Planning Committee meeting about the positive way in which these developers continue to engage with the local community. The Clerk advised that the trees that had been felled as part of the approved planning permission had been chipped and given to BRAG to use at the Canal Picnic area. Whilst the removal of these trees had proved to be controversial for some residents, it was good to see that they were still being used to benefit the community, albeit in a different way.
- (ii) **From Min.374/18d)ii):** Under their planning obligations Taylor Wimpey are required to resurface part of Pathfinder Way. However, it was noted that there are issues with the sub-structure of this road. Wiltshire Council are working with Taylor Wimpey to address this issue.
- d) **Minutes, Planning Committee Meeting 4<sup>th</sup> February, 2019: Resolved:** *The Minutes of the Planning Committee Meeting held 4<sup>th</sup> February, 2019 were formally approved by the Council and signed by the Chairman as a correct record.*
- e) **Recommendations of the Planning Committee Meeting 14<sup>th</sup> January, 2019: Resolved:** *The Recommendations detailed in Min. 414/18 and Min415/18d) were formally approved.*
- f) **Public Art Artist selection for Sandridge Place Development:** Representatives from the Parish Council had attended a meeting with the Public Art Officer and the developer where various artists briefs were reviewed and shortlist was made of two artists to potentially deliver an art scheme. The developer had advised that both the artists who were approached were still interested in providing the art for this development, and had asked if the Parish Council wished to interview the artists. **Resolved:** *The Parish Council do not feel that they need to interview these artists, but would like to review their submissions.*

438/18 **Highways & Streetscene:**

- a) **Minutes, Highways & Streetscene Committee Meeting 14<sup>th</sup> January, 2019: Resolved:** *The Minutes of the Highways & Streetscene Committee Meeting held 14<sup>th</sup> January, 2019 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Recommendations of the Highways & Streetscene Committee Meeting 14<sup>th</sup> January, 2019:** *The Recommendations detailed in Min.379/18a), Min.382/18a), Min.382/18b), Min.382/18c), Min.383/18b), Min.383/18c), Min.384/18a), Min.385/18a)1), Min.385/18a)2), Min.390/18)1) and Min.390/18)2) were formally approved.*
- c) **Matters Arising:**
- (i) **From Min.387/18 – Gritting Routes in the Parish:** A member reported that when it snowed recently the buses did not run along Top Lane, Whitley. It was noted that the recommendation from this minute was to request to Wiltshire Council Highways that Top Lane was added to the gritting route. The Clerk advised that the Highways Engineer had visited the office so she had already asked about the gritting routes and gave an update. She had requested that Top Lane was added to the gritting route due to its importance as the route for the D3 bus and regular public transport availability. It was agreed that this could be added but only as a secondary route, not a primary route. Although Portal Road

had not been shown on the gritting route map, it was in fact gritted; and Westlands Lane was shown on the map as being gritted, when in fact it was not.

(ii) **From 379/18a) – CATG Issue to install a Footway on Shaw Hill following Residents Request:** Cllr. Baines, as the CATG representative, reported that CATG did not support this request and had closed this issue down. The Clerk advised that this would be an agenda item for the next Highways & Streetscene Committee meeting.

(iii) **From Min.383/18c) – Kissing gates in Bowerhill:** The S106 Agreement for the new development for 450 dwellings to extend the East of Melksham development provides funding for kissing gates on three ROW (Rights of Way) in the Parish. The West Wilts Ramblers (WWR) had put in a grant application to the Area Board to fund the replacement of kissing gates on ROW in the parish, and also where they carried on to connect in the parish of Seend. Two of the WWR proposed replacement kissing gates were on one of the ROW named in the developer S106 Agreement. The Parish Council had also agreed to commit to £414 towards the West Wilts Rambler's replacement kissing gate project. The ROW Officer had responded to queries made by the Parish Council on this, stating that some additional engineering works were required to be able to install kissing gates required under the S106 Agreement and that he was intending to spend these funds on just two of the ROW, not the third ROW that formed part of the WWR project. For due diligence the Parish Council Officers had queried this with the S106 Officer, as they wanted to ensure that the Area Board and parish councils were not being asked to fund kissing gates which should be provided for under the developer's legal obligations.

d) **Quotations for Weed spraying in the Parish:** It had previously been agreed that although the Parish Council paid for weed spraying in the Parish once a year, carried out in the Spring, that the weeds reappeared during the summer and that a second weed spray should be considered. A recent Wiltshire Council newsletter had stated that they were increasing their weed spraying regime in towns and residential areas, however it was not clear whether any of the Parish Council's residential areas fell under this new schedule. Further information from Wiltshire Council indicated that this weed spraying would most likely be a one off and it was hoped that the majority of areas would be covered, however, the Clerk was awaiting further clarification. It was noted that the Parish Steward could undertake weed spraying, but as the parish was so geographically large, if he did the whole parish this would take up the majority of his allocated time in the parish; therefore, he was only asked to do specific problem areas, like removing invasive species such as buddleia coming up through pavements and curb edges.

The Clerk had sought a quotation from the existing contractor, Complete Weed Control, for a second weed spraying application, and this would be the same cost as the first application at £1,345.00 excl. VAT. It was noted that there was only £1,345.00 in the budget for weed spraying, so if it was decided to undertake a second application then this money would need to be vired from another budget heading, perhaps Highways Reserve or funding for CATG requests.

Following an announcement in the news that 40% of insect species were being lost around the world, a member queried whether the weed spray used was insect friendly. This was not known, however, the Parish Council had previously queried the chemicals used and thus it could be confirmed that they met all the relevant health and safety standards, and COSHH sheets could be provided on request. The chemicals used were free from glysothates and safe to be used around dogs. It was

felt that the Parish Council's policy should be to follow the guidelines set down by the Environment Agency for the use of weed sprays to prevent the decline of insects in the Parish. **Resolved 1:** *At the point the Parish Council commence the weed spraying in the parish that a message is put on the website and social media stating that weed spraying is being undertaken and that the Council is following the latest Environment Agency guidelines to cause as little damage to the insect population as possible.* **Resolved 2:** *The Parish Council agree in principle to a second application of weed spray, but await further information on Wiltshire Council's weed spraying schedule before deciding whether there is a requirement and need to do so.*

*In line with Standing Order 3d, agenda items 9a, 9b and 9c were held in Committee and the Assistant Parish Officer left the room.*

439/18 **Staffing:**

- a) **Minutes, Staffing Committee Meeting 4<sup>th</sup> February, 2019:** **Resolved:** *The Minutes of the Staffing Committee Meeting held 4<sup>th</sup> February, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment:  
From Min.423/18 – sentence amended from “prefer a different person as such a small working team” to “prefer a different person as the officers are such a small working team”.*
- b) **Confidential Notes to Accompany the Minutes, Staffing Committee Meeting 4<sup>th</sup> February, 2019:** *It was noted that there were no confidential notes arising from this meeting.*
- c) **Recommendations of the Staffing Committee Meeting 4<sup>th</sup> February, 2019:** *The Recommendations detailed in Min.423/18, Min.424/18)1), Min.424/18)2), Min.424/18)3), Min.424/18)4), Min.424/18)5), Min.425/18)1), Min.425/18)2) and Min.426/18 were formally approved.*

*The Assistant Parish Officer re-joined the meeting.*

Cllr. Baines stated that he was pleased to announce to the Assistant Parish Officer that the recommendations from the Staffing Committee meeting had just been approved and that in recognition of her progress and taking on many of the Finance Assistant duties that her salary scale point would rise to Scale Point 5 effective from the 1<sup>st</sup> April, 2019 (this equates to a rise from scale point 10 to 15 on the old scale point system, and brings the Assistant Parish Officer to the same scale point as the previous Finance Assistant). All the members congratulated the Assistant Parish Officer who thanked the Council.

440/18 **Finance:**

- a) **Council Income & Expenditure:** The Council noted the attached report for income and expenditure for the month of January, which were signed by the Chairman as a correct record, as follows:

• Cashbook 1	-	Receipts	£ 2,013.88	Payments	£225,888.93
(Lloyds Bank - Current)					
• Cashbook 2	-	Receipts	£ 0.00	Payments	£ 17,569.18
(Unity Bank - on-line banking)					
• Cashbook 3	-	Receipts	£207,000.00	Payments	£ 0.00
(Lloyds Bank - fixed term deposit)					

- Lloyds Bank Corporate Debit Card Expenditure - £573.82

The Clerk drew attention to the balance in the fixed term deposit account (cashbook 3) as this amount had been transferred from the current account (cashbook 1) to take advantage of the interest rates provided. This money had now been transferred back into the current account (cashbook 1), and it was noted that £65 had been earned in interest.

**b) Report following non-Finance Committee Members check on Bank**

**Reconciliations:** In line with the council's Financial Regulation 2.2, Cllr. Shea-Simonds reported that he and Cllr. Pafford had checked the statements against the bank reconciliations as non-Finance Committee members, and signed them off as an accurate record.

**c) Cheque Signatories & Online Banking Authority for February Payments:**

**Resolved:** *Cllr. Baines and Cllr. Carter to authorise on-line banking payments and any cheque payments for February 2019.*

441/18 **Asset Management:**

**a) Update on Proposal for Land Transfer at Bowerhill Sports Field:** It was noted that one of the other parties involved had put the proposal on hold.

**b) "Age Friendly" Benches in the Parish:** The members considered quotations and styles for the benches to be installed in the parish as part of the "Age Friendly" project. The Clerk advised that 50% of the funding for this project was being met by the Area Board and that the location of the benches in the parish had been put forward by BRAG (Bowerhill Residents Action Group) and CAWS (Community Action Whitley Shaw). The benches in Bowerhill are to be located in Halifax Road, near to the Village Hall, inside the bus shelter outside of Ludlow Hewitt (this will have to be a perching bench as there is not enough room for a standard size bench) and in Kestrel Court by the play area. The benches in Whitley will be on Top Lane by the adopted "lending library" phone box and at the bus stop opposite the Pear Tree public house.

It was noted that the benches previously put in by BRAG were low wooden benches with a relatively high maintenance requirement, so quotes have also been sought for low maintenance benches made out of recycled materials.

It was felt that if these benches are to be age friendly then the seat height needs to be quite high as some people find it difficult to get up from low benches. It was felt that all the benches should be made of recycled materials due to their low maintenance, with the exception of the memorial bench for Mike Mills, which should be wood with a plaque. **Resolved:** *The Clerk to have delegated powers to order recycled benches at a suitable height for the "Age Friendly" project and a wooden memorial bench to be installed at the Bowerhill Sports Field in memory of Mike Mills.*

442/18 **Office/Meeting Accommodation:**

**a) Feedback following meeting with Wiltshire Council Re Campus Office**

**Accommodation:** Cllr. Glover, who had attended this meeting with the Clerk, Wiltshire Council Officers and contractors, gave an update. The plans were reviewed, and the basic layout of the office and the meeting room were confirmed. Discussions were had over the requirements for electrical sockets and IT requirements. The measurements of the meeting table and other office furniture and equipment had been given to Wiltshire Council, who would then have a professional plan drawn up showing how all this would fit into the space being provided. There will be wall to ceiling storage cupboards along one wall, and a small kitchenette with room for a fridge, dishwasher and instant hot water to enable refreshments to be made. A

conversation will need to be had between the Parish Council's IT contractor and Wiltshire Council's IT provider as the Parish Council will be unable to have their own BT broadband installed and will be required to work from the provision made by Wiltshire Council.

- b) New Meeting Room Chairs:** As per Min.403/18a) (Full Council 21<sup>st</sup> January), it had been resolved to accept the offer from Gompels for free meeting space and to buy new meeting and visitor chairs. The Clerk had sought quotes from Officeright who had provided the meeting table and moved the furniture from Crown Chambers to the Pavilion. The cost to take the meeting table out of storage from the pavilion, transport it to Gompels in Swift Way and rebuild it will be £100. It made logical sense to use this company as they had erected it originally and had taken it down for storage so knew how it went together. Quotes had also been sought from them for chairs. It was noted that the visitor chairs needed to stack and did not need to be overly expensive. There was a basic chair available in 5 colours at £30 per chair, which was in stock so available quickly. It was felt that the 16 councillor chairs needed to be of better quality and more comfortable as members needed to sit in them for long periods. It was felt that these also needed to be able to stack in case there was ever a problem with the arrangement at Gompels; they could then be stored at the Pavilion until the Council move into the Campus. The one recommended by Officeright, the "Fly 3" was a medium priced chair which was used locally by other companies in Bowerhill, and members and officers could try this chair out before purchasing it. It was noted that there was £2,280 allocated in the budget for room hire which could be vired across to purchase chairs as moving forward the venue would be free of charge. **Resolved:** *The Parish Council purchase 16 visitor chairs at £30 per chair, total of £480 excl. VAT, and 16 Fly 3 stackable chairs with no arms at £137.80 per chair, total of £2,204.80 excl. VAT from Officeright, subject to officers sitting on them and approving their comfort.*

#### 443/18 **Community Projects/Partnership Organisations:**

- a) Minutes of "Friends of Shurnhold Fields" meeting, 5<sup>th</sup> December 2018:** These minutes were noted. It was considered that the delay in the transfer of this land from Persimmon to the Parish Council could be due to the fact that once the transfer is complete Persimmon will have to also transfer the £97,000 financial contribution attached to this land. The Clerk advised that the Parish Council held a joint meeting with the Town Council to discuss outstanding issues for this land, such as who will be responsible for insuring it, undertaking inspections, grass cutting, emptying any bins, etc., prior to the final transfer of this land. One member felt that as the majority of the users will be town residents that grass cutting should be carried out by the Town Council caretakers. Another member felt that there should also be a mechanism for deciding on any spending, and what is constituted as maintenance as opposed to any capital items that could be required. **Resolved:** *A meeting of the Joint Shurnhold Fields Working party to be held in order that policies can be put in place for the future plans and financial support from the Town and Parish Councils.*
- b) Update of proposal to Close St. Damian's Surgery:** It was noted that the Wiltshire Clinical Commissioning Group had declined the proposal from the Bradford on Avon & Melksham Health Partnership to close the Sta. Damian's Branch Surgery in Melksham. The partners at St. Damian's were now looking to re-assess how they will deliver their service provision.

444/18 **Consultations:**

**a) Wiltshire Council Polling District and Polling Place Review:** It was noted that later in the year there will be a formal consultation on polling districts and polling places, but Wiltshire Council are currently seeking the views of town and parish councils to assist in informing this consultation. The following was noted:

- **Polling District** – a geographical sub-division of an electoral area
- **Polling Place** – the building or area in which polling stations will be selected by the Returning Officer
- **Polling Station** – the actual area where the process of voting takes place

It was considered that the future Berryfield Village Hall and the community building to be provided by the extension to the East of Melksham development should be listed as future polling places. It was noted that there was legislation regarding the permitted size of a polling place and that this should be used to ensure that both of these new buildings were big enough to be used for this purpose. **Resolved:** *The Parish Council submit comments at this informal stage asking that the proposed new community buildings being provided by new development in Berryfield and East of Melksham are included in any future review of polling places. As a principle, residents within a parish should be able to vote in the parish where they reside and that in the interest of fair democracy that it should be as easy as possible for electors to cast their vote.*

Meeting closed at 9.07pm

Chairman, 11<sup>th</sup> March, 2019

Date: 04/02/2019

## Melksham without Parish Council Current Year

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## Cashbook 1

User: MF

Current Account &amp; Instant Acc (LLOYDS)

For Month No: 10

## Receipts for Month 10 JANUARY 2019

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		228,854.39					228,854.39	
/898-BSF26	Banked: 07/01/2019	27.00						
/898-BSF26	Allotment Holder	27.00			1320	310	27.00	Briansfield 26 Allotment rent
V899-AUFC	Banked: 07/01/2019	50.00						
V899-AUFC	Audley FC	50.00			1210	210	50.00	AUFC Pitch Hire- Sun 6th Jan19
903-500130	Banked: 08/01/2019	127.00						
903-500130	Various	127.00			1210	210	100.00	AFCM pitch hire 02,16-Dec19-
					1310	310	27.00	Berryfield 1A Allotment rent
/900-BSF27	Banked: 16/01/2019	54.00						
/900-BSF27	Allotment Holder	54.00			1320	310	54.00	Briansfield 27 allotment rent
V890-CIL	Banked: 17/01/2019	1,645.88						
V890-CIL	Wiltshire Council	1,645.88			1420	350	1,645.88	Cil Tranc 3-Shaw Hill-15/06732
/901-MEFIT	Banked: 21/01/2019	10.00						
/901-MEFIT	Melksham Fitness	10.00			1210	210	10.00	Changing Room 3 hire
V902-L&F	Banked: 21/01/2019	50.00						
V902-L&F	Lion and Fiddle	50.00			1210	210	50.00	Pitch Hire Sun 20th Jan 19
V906-FPI	Banked: 28/01/2019	50.00						
V906-FPI	Lion and Fiddle	50.00			1210	210	50.00	066-Match fee Sun 27th Jan19
<b>Total Receipts for Month</b>		2,013.88	0.00	0.00			2,013.88	
<b>Cashbook Totals</b>		230,868.27	0.00	0.00			228,854.39	

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## Melksham without Parish Council Current Year

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## Cashbook 1

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Current Account &amp; Instant Acc (LLOYDS)

For Month No: 10

## Payments for Month 10 JANUARY 2019

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2/01/2019	Grist Environmental	V892-DD	83.81		13.97	4770	220	69.84	Inv.259017-B/HILLWaste Collect
2/01/2019	Wessex Water - BWSBL	V895-DD	209.62			4322	220	209.62	Inv712 B/Hill Pav Water usage
4/01/2019	EE & T-mobile	V896-DD	13.00		2.17	4195	120	10.83	Meeting Laptop WIFI
6/01/2019	Bowerhill Village Hall	V885-5926	39.00			4200	120	39.00	Room Hire 16th Jan 19
1/01/2019	Alan Baines	V886-5927	7.20			4090	120	7.20	Expenses-Strategic Plan Com
1/01/2019	St Barnabas Church	V887-5928	80.00			4200	120	40.00	Full Council-19th Nov 18
1/01/2019	St Barnabas Church	V888-5929	80.00			4200	120	40.00	Planning-26th Nov 18
						4200	120	40.00	Planning & Highways-14th Jan19
						4200	120	40.00	Full Council-21st Jan 19
1/01/2019	The Society of Local Council	V889-5930	300.00			4650	170	300.00	Annual Clerk Membership
1/01/2019	Sirus Telecom	V897-DD	230.20		38.37	4190	120	191.83	Office call charges
4/01/2019	Unity Bank	V904-5931	17,561.00			220		17,561.00	To top up from monthly expendi
4/01/2019	Fixed Term Deposit	13514785	207,000.00			210		207,000.00	V905-Transfer-fixed term depos
4/01/2019	Eon	V893-DD	91.40		2.66	4312	220	88.74	Inv.97-Pavilion Gas
5/01/2019	Eon	V894-DD	193.70		4.51	4302	220	189.19	Inv.7AF- Pavilion elect usage
<b>Total Payments for Month</b>			225,888.93	0.00	61.68			225,827.25	
<b>Balance Carried Fwd</b>			4,979.34						
<b>Cashbook Totals</b>			230,868.27	0.00	61.68			230,806.59	

Date: 04/02/2019

Melksham without Parish Council Current Year

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Cashbook 2

User: MF

Unity Bank

For Month No: 10

Receipts for Month 10		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		67,120.17				67,120.17	
Banked: 24/01/2019		17,561.00					
V904-5931	Current Account & Instant Acc	17,561.00			200	17,561.00	To top up from monthly expendi
<b>Total Receipts for Month</b>		17,561.00	0.00	0.00		17,561.00	
<b>Cashbook Totals</b>		<u>84,681.17</u>	<u>0.00</u>	<u>0.00</u>		<u>67,120.17</u>	

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## Melksham without Parish Council Current Year

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## Cashbook 2

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## Unity Bank

For Month No: 1C

## Payments for Month 10 JANUARY 2019

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2/01/2019	Lloyds Unity Trust Bank	V908-DD	3.00			4140	120	3.00	Bank Charges
2/01/2019	Teresa Strange	V907-S/O	5.18		0.86	4190	120	4.32	Out of hours mobile
4/01/2019	Wiltshire Pension Fund	V861-BACS	1,538.91			4045	130	1,188.12	Period 10- Jan 2019
						4044	130	350.79	Period 10- Jan 2019
4/01/2019	HM Revenue & Customs	V862-BACS	1,863.87			4047	130	1,490.67	Period 10- January 2019
						4054	142	365.20	Period 10- January 2019
						4058	320	8.00	Period 10- January 2019
4/01/2019	David Cole	863-SALARY	██████████			4800	320	██████████	Salary January 2019
4/01/2019	Terry Cole	864-BACS	██████████			4050	142	47.50	Travel Allowance
						4051	142	78.75	Mileage
4/01/2019	Marianne Rossi	865-SALARY	██████████			4460	142	██████████	Salary January 2019
4/01/2019	Joanne Eccleston	866-SALARY	██████████		0.51	4010	130	██████████	Salary January 2019
						4020	130	██████████	Salary January 2019
						4048	130	6.03	Mileage
						4370	120	2.07	Wash up liq,kitchen roll,bags
4/01/2019	Teresa Strange	867-SALARY	██████████		1.06	4155	142	2.15	Tea bags
						4000	130	██████████	Salary January 2019
						4150	120	1.03	Wall Planner
						4155	142	3.20	Coffee for meetings
						4120	120	3.25	Christmas Card postage
4/01/2019	JH Jones & Sons	V868-BACS	1,686.00		281.00	4575	142	1,405.00	Inv.13010- New benches & bins
4/01/2019	JH Jones & Sons	V869-BACS	827.40		137.90	4575	142	689.50	lv.13009 Concrete pad-Shaw PA
4/01/2019	JH Jones & Sons	V870-BACS	883.69		147.28	4402	320	56.66	Allotment grass cutt
						4400	142	211.33	Play Area grass cutt
						4780	142	17.50	Play Area bin empty
						4781	220	75.83	JSF Bin emptying
						4401	220	375.09	JSF Pitch Maintenance
4/01/2019	Aquasafe Environmental Ltd	V871-BACS	138.00		23.00	4212	220	115.00	Inv.190103-Jan 19 PPM Vi
4/01/2019	Trade UK	V827-BACS	35.35		5.89	4721	220	4.99	Aerosol Lubricant
						4721	220	6.24	Bin Liners
						4721	220	12.12	Cable tie 550x9mm
						4721	220	3.62	Cable tie 370x4.7mm
						4720	120	2.49	Coin Batteries
4/01/2019	Aquasafe Environmental Ltd	V873-BACS	138.00		23.00	4212	220	115.00	Inv.181202- Dec 18 PPM Visit
4/01/2019	HAGS	V874-BACS	1,996.03		332.67	4575	142	838.36	Kestrel & Horn/Rd P/A Bearing
						4575	142	825.00	Fitting Costs
4/01/2019	Simon J White	V875-BACS	195.00			4490	142	195.00	Inv.7818-Maints Carson R/about
4/01/2019	Arien Signs and Graphics	V876-BACS	579.60		96.60	4590	142	483.00	Inv.5352-Pavilion noticeboard
4/01/2019	Forest Community Centre	V877-BACS	30.00			4680	170	30.00	Room Hire for N'hood Plan
4/01/2019	JC Combustion Services Ltd	V878-BACS	480.00		80.00	4791	220	400.00	Boiler & 2x water heater serv
4/01/2019	Engage in Learning	V879-BACS	274.80		45.80	4055	130	229.00	5 user course bundle
4/01/2019	Whitley Reading Rooms	V880-BACS	405.08			4560	142	405.08	BT Line rental-11months

Total Salaries 85574.59

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Date: 04/02/2019

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Cashbook 2

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Unity Bank

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
4/01/2019	Whitley Reading Rooms	V881-BACS	30.00			4200	120	30.00	Room Hire Tues 27th Nov1
4/01/2019	A.B. Gerrish Ltd	V882-BACS	99.00		16.50	4721	220	82.50	Inv61224 Soil bags for JSF
4/01/2019	J.Beaven	V883-BACS	588.00			4381	220	588.00	Inv.1044 Pavilion Cleaning
4/01/2019	Condor Office Solutions Ltd	V884-BACS	52.13		8.69	4130	120	43.44	Inv.096 Jan19 Photocopy useage
<b>Total Payments for Month</b>			17,569.18	0.00	1,200.76			16,368.42	
<b>Balance Carried Fwd</b>			67,111.99						
<b>Cashbook Totals</b>			<u>84,681.17</u>	0.00	1,200.76			<u>83,480.41</u>	

Date: 04/02/2019

Melksham without Parish Council Current Year

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Cashbook 3

User: MF

Fixed Term Deposit

For Month No: 10

Receipts for Month 10 JANUARY 2019

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 24/01/2019	207,000.00						
13514785	Current Account & Instant Acc	207,000.00			200		207,000.00	V905-Transfer-fixed term depos
Total Receipts for Month		207,000.00	0.00	0.00			207,000.00	
Cashbook Totals		<u>207,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 10

Payments for Month 10 JANUARY 2019

Nominal Ledger Analysis

Date    Payee Name    Reference    £ Total Amnt    £ Creditors    £ VAT    A/c    Centre    £ Amount    Transaction Detail

0.00

**Total Payments for Month**                    0.00            0.00            0.00                    0.00

**Balance Carried Fwd**                    207,000.00

**Cashbook Totals**                    207,000.00            0.00            0.00                    207,000.00