

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 16<sup>th</sup> September, 2019 at 1, Swift Way, Bowerhill at 7.00 p.m.**

**Present:** Cllrs. Richard Wood (Chair), Alan Baines, Mary Pile, Paul Carter, Nick Holder and Stuart Wood. Cllr David Pafford from 7.03pm and Cllr Terry Chivers from 7.50pm.

Officers: Teresa Strange (Clerk)

168/19 **Welcome, 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 announcements:

**a) Additional Meeting and Community Events:**

A newly scheduled Data Protection Working Party meeting will be held on Monday 23<sup>rd</sup> September, following the Planning Committee meeting, as some members of the working party were currently absent, Cllr Alan Baines kindly agreed to be a substitute if required.

Cllr Richard Wood was now unable to attend the Neighbourhood Plan Evidence Gathering Workshop on Saturday 21<sup>st</sup> September and the Shurnhold Fields Working Party on Wednesday 18<sup>th</sup> September due to a family member requiring hospital treatment, and therefore was seeking substitutes to attend in his place. It was noted that Cllr Carter was already substituting for Cllr Glover at the Neighbourhood Plan workshop.

*Cllr David Pafford joined the meeting at 7.03pm.*

The following additional meetings and community events were noted:

Wednesday 18<sup>th</sup> September

2pm at Town Hall - Shurnhold Fields Working Party

Friday 20<sup>th</sup> September evening

Melksham Town Council Community Expo at the Assembly Hall from 6.30pm

Saturday 21<sup>st</sup> September

Neighbourhood Plan Steering Group Evidence Gathering Workshop (10am to 3pm)  
Venue to be confirmed

Fri 27<sup>th</sup>, Sat 28<sup>th</sup> & Sun 29<sup>th</sup> September

Melksham Royal Charter Weekend – events celebrating 800 years of Melksham having a Market Charter

Sun 29<sup>th</sup> September

Community Apple Pressing from 1pm at King George V park

Monday 30<sup>th</sup> September

Invite to all Melksham Without parish councillors from Melksham Town council to join their Planning & Economic Development meeting for a joint presentation from Paul Johnson, TransWilts – 7pm at the Town Hall

Saturday 5<sup>th</sup> October

Relaunch of Canberra Youth Centre – reopening after being closed for refurbishment 10am to 2pm

Sunday 6<sup>th</sup> October

Over 55s Information and Advice Fair – organised by Michelle Donelan MP  
Melksham Assembly Hall 3-5pm

Tuesday 15<sup>th</sup> October

7.30pm to 9.00pm at the Toast Office, Top Lane, Whitley, to join the flood wardens and residents for an update from Danny Everett, Principal Draining Engineer, Wiltshire Council on flood prevention works in the area

Saturday 19<sup>th</sup> October at 3.30pm

Event to commemorate former Cllr Mike Mills, with the dedication of a bench and tree at Bowerhill Sport Field

Week commencing 4<sup>th</sup> November

Parliament Week – contact has already been made with schools, Scouts, ATC etc in the Parish for a series of events

Wednesday 13<sup>th</sup> November

Wiltshire Council Strategic Planning Committee – decision to be made on the Melksham Campus planning application – during the day  
Next Area Board meeting - during the evening

Saturday 23<sup>rd</sup> November

Tree planting at Bowerhill Sports Field (with the ATC and BRAG)

- b) Resignation of Wiltshire Councillor Roy While:** The members noted that Cllr Roy While, who had represented the Wiltshire Council Melksham Without South division since May 2005 had resigned due to ill health, there were no details about a forthcoming election as yet. Members expressed how sad they were to hear the news about Roy, who had regularly attended the parish council meetings and represented the views of parishioners for many years.
- c) “Basic Facts” about the Melksham Neighbourhood Plan area:** A report had been prepared following the release of new information from the Local Government Association regarding basic facts about Plan areas; the Melksham Plan covers the parishes of Melksham Town and Melksham Without and has an area of 3,360 hectares which represents 1.03% of the total area of Wiltshire Council. The Melksham Plan area had a resident population of 23,821 in 2017 and the predominant age band was “all persons aged 45 to 49”. 20.21% of residents have achieved Level 4 qualifications and above compared to 29.5% in Wiltshire as a whole, and 22.55% of Melksham’s residents have no qualifications compared to

18.6% in Wiltshire. With regards to health, 883 residents report being in bad health and 201 in very bad health.

The members noted the report, and felt that the population number was low but was based on 2017 before the majority of residents had moved in to the new developments at East of Melksham and George Ward Gardens.

169/19 **Apologies:** Cllr. John Glover (Vice-Chair) was on holiday, Cllr Greg Coombes had another engagement, Cllr Robert Shea-Simonds was recovering from a minor operation, Cllr. Paul Taylor was unwell; these reasons for absence were accepted.

Cllr Kaylum House was not present, but subsequent apologies were received due to illness.

Cllr Terry Chivers would be arriving late following a hospital appointment.

170/19 **Invited Guests:**

**a) CPRE (Campaign Protection of Rural England) & CAWS (Community Action: Whitley & Shaw) for Best Kept Village Competition:** Carol McCaw (representing CPRE) attended the meeting to present certificates and prize money to Mike Booth (Chairman of CAWS) and Brian Roberts (Treasurer of CAWS) for the excellent results of the village of Whitley in the Best Kept Village Competition. Whitley had won first in the medium village category for West Wiltshire, and joint third for the whole county. Carol explained that the community had done really well as the judges had examined the village closely on two occasions and had reported comments such as “The overall appearance of Whitley is one of a community who care about their environment” and “the community is involved in keeping Whitley alive and vibrant”. In the medium village category, Urchfont had been placed first, Hindon second and Great Somerford joint third with Whitley.

**b) Visit from PCSO (Police Community Support Officer):** The Clerk reported that due to a last minute change in duty rota, PCSO Steph Holman was now unable to attend tonight and PCSO Maggie Ledbury was not on duty, therefore the Clerk had reported the following issues for increased patrols directly to the Community Co-ordinator:

- Drag racing on Swift Way, off Westinghouse Way, Bowerhill Industrial Estate
- Youngsters climbing on the roof and damaging Berryfield Village Hall
- Inconsiderate parking at the junction of Top Lane and First Lane, Whitley (*as per minute 163/19g Highways & Streetscene Committee 9<sup>th</sup> Sept*)

171/19 **Declarations of Interest:** Cllr Pafford declared an interest in agenda item 14a) proposed A350 Melksham Bypass, as a resident of Bowerhill. Cllr Pile declared an interest in agenda items 11b 1) & ii) and 11d) Shaw Playing Field as a local resident and member of the joint working party looking at the improvements to be made to the Playing Field. Cllr Richard Wood declared an interest in items relating to Berryfield Village Halls new and existing (agenda item 11a & b); and declared for transparency that the funding of the new Village Hall for Berryfield will come to the Parish Council from a s106 agreement for the new housing development by Bellway at Semington Road. It was noted that none of the councillors’ declarations was pecuniary.

172/19 **Dispensation Requests:** None.

173/19 **Items to be Held in Committee: Resolved:** Agenda item 15b Office Staffing Review to be held in Committee under the Public Bodies (Admission to Meetings) Act 1960 “That the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted”. *This is in line with Standing Order 3d:* “That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw”. Reason: a) engagement, terms of service, conduct and dismissal of employees.

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

174/19 **Public Participation (1):**

**a) Wiltshire Councillor Phil Alford (Melksham Without North):** Cllr Alford advised that Wiltshire Council’s next Council meeting will not be held until November as the October meeting had been cancelled.

Current topics that may be of interest could be the current consultation on Council Tax Reduction calculations, which is looking at streamlining the means testing process to avoid fluctuations caused by the discounts of council tax being currently linked to Universal Credit, by introducing a banding system. The Clerk reminded members that last time a change was made to this system that it massively affected the tax base calculations for the Precept; this was when the system changed from being a benefit received to pay council tax, to a discount against council tax and asked if Cllr Alford could clarify with Wiltshire Council if any such changes to the tax base number would occur as a result of changes following this consultation; and in which financial year, to allow for accurate Budget planning.

With regards to work in the constituency, an issue had been raised regarding the access to the bridleway at Praters Lane being closed off at Lopes Close; and also safety concerns about access to Shurnhold Fields from Teachers Way, with visibility issues crossing Dunch Lane. This has been initially raised with the Town Council but is acknowledged that it is on the boundary with Melksham Without.

There followed an update from the latest Melksham Area Board (3<sup>rd</sup> September), which had a presentation on the Campus with the regrettable loss of the MUGA (Multi Use Games Area) and an update on the Targeted Intervention Service for young people. This had received 8/9 referrals from the collaborative work with Melksham Oak school with reasons ranging from anger management, risky behaviour in the community, low level anti-social behaviour, low self-esteem and at risk of criminal behaviour through drug use; with the new service making a real difference to young people’s lives.

Cllr Phil Alford had several concerns about the request for a proposed merger of the two councils by Melksham Town Council and therefore was staying for that agenda item of the meeting to hear the views of the parish council; and had already made his views known to Wiltshire Cllr Richard Clewer who chairs the Electoral Committee looking into the Boundary Reviews.

The loss of Roy While as a unitary councillor was a real shame, and a great loss of a wealth of knowledge and experience. Roy had an innate ability to spot salient points from copious amounts of information in council reports, and will be missed for his sharp mind.

**b) Chairman of CAWS (Community Action: Whitley & Shaw) regarding the request for a merger of Melksham Town and Melksham Without councils:** The Chairman of CAWS was alarmed on hearing the proposal of Melksham Town Council to merge the two councils, particularly at the news that the villages of Shaw and Whitley were not included in the proposal and would be cut adrift from Melksham Without Parish Council who support them very well. CAWS had submitted comments to the Boundary Commission early in the year regarding the proposals for the Wiltshire Council Unitary North division stating that they did not identify with the town as they have different needs and issues, but they do identify with the communities of Beanacre, Bowerhill and Berryfield and would have grave concerns about this proposal going ahead and how it would affect the villagers of Shaw & Whitley. The CAWS Chair was asked if he felt CAWS's view reflected those of the residents and he believed it did as residents had deliberately chosen to live in a village location, with access to local amenities and there was a fear that those local amenities would disappear if Shaw & Whitley were a small parish on their own, or part of a much bigger merged council where they would be outnumbered by the town residents and their issues and needs were therefore likely to be ignored. It was believed that residents of Shaw & Whitley value the current status quo, being part of the wider parish of Melksham Without. The Treasurer of CAWS, was also in attendance and had lived in Whitley for over 20 years, and he agreed with the comments made by the Chair.

*The Council reconvened.*

175/19 **Full Council Meeting, 29<sup>th</sup> July, 2019:**

**a) Minutes, Full Council Meeting 29<sup>th</sup> July, 2019: Resolved:** *The Minutes of the Full Council Meeting held 29<sup>th</sup> July, 2019 were formally approved by the Council and signed by the Chairman as a correct record.*

**b) Matters Arising:**

**i) From Min. 130/19d: Support for Wiltshire Council's "Carbon Neutral by 2030":**

**Solar panels on Community Buildings:** The Clerk reported that she had been made aware of some grant funding for renewable energy from the Rural Community Energy Fund and had received the initial qualifying application pack following a conversation with the Fund Manager to apply for grant funding for investigating the feasibility of renewable energy schemes such as biomass heating for community buildings. This was initially envisaged to be for the new village hall to be built at Berryfield, but the Clerk had been advised that it needed to be for a wider project and would need for example to encompass all community buildings in the parish and so at present the Clerk was checking with all the village halls in the parish that they were happy to be included in the application, and would also include the parish council's own sports pavilion.

**ii) From Min. 123/19: Feedback from Planning Training 22<sup>nd</sup> July:** It was noted that councillors had not yet received a copy of the powerpoint presentation and the Clerk agreed to chase the Town Council for this.

176/19 **Planning:**

**a) Planning Committee Meeting held Monday 19<sup>th</sup> August, 2019:**

**i) Resolved:** *The Minutes of the Planning Committee Meeting held 19<sup>th</sup> August, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*

*Page 4, line 8: amend "mirror injuries" to read "minor injuries"*

*Page 5, Min 143/19 Line 5: amend "play are" to "play area"*

**ii) Resolved:** *The Recommendations detailed in Min. 140/19(a) and (d) were formally approved.*

**b) Planning Committee Meeting held Monday 9<sup>th</sup> September, 2019:**

**i) Resolved:** *The Minutes of the Planning Committee Meeting held 9<sup>th</sup> September, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*

*Page 1, Min. 148/19, Line 9: amend "theses plans" to "these plans"*

*Page 3, Min. 151/19, Line 5: amend "and this were" to "and these were"*

**ii) Resolved:** *The Recommendations detailed in Min. 150/19(b) and Min. 152/19a)ii)1 were formally approved.*

**iii) Arising from Min. 152/19a)ii) Land to the East of Semington Road**

**(17/12514/REM) Play Area:** A meeting was arranged to meet with Proludic, the play area equipment supplier, on Monday 23<sup>rd</sup> September, to meet at 10am at the Pavilion.

177/19 **Highways & Streetscene:**

**a) Highway & Streetscene Committee Meeting held Monday 9<sup>th</sup> September, 2019:**

**i) Resolved:** *The Minutes of the Highway & Streetscene Committee Meeting held 9<sup>th</sup> September, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*

*Page 1, Min. 153/19, amend "Chair of Planning" to "Chair of Highways & Streetscene"*

*Page 1, Min. 154/19, amend "Vice-Chair of Planning" to "Vice-Chair of Highways & Streetscene"*

**ii) Resolved:** *The Recommendations detailed in Min. 160/19, Min. 161/19a)iv), Min. 162/19a)vi), Min. 162/19b)i), Min. 163/19a), Min. 163/19b), Min. 163/19c), Min. 163/19d), Min. 163/19d), Min. 163/19e), Min. 163/19f), Min. 163/19g) and Min. 164/19 were formally approved.*

**iii) Arising from Min. 163/19a): Requests for Westlands Lane:** Cllr Mary Pile requested that when the request for overgrown vegetation to be cut back at the entrance to Westlands Lane was done, that there was also a request raised to cut back the vegetation at the railway bridge at Westlands Lane and to repair the road surface at the edges to ensure a wider road surface was available for vehicles.

**b) Resident's request for a Traffic Survey at Lower Woodrow (in 60mph zone):** A resident had requested a Traffic Survey for Lower Woodrow as they felt that the National Speed Limit was too fast for that stretch of road due to its use as a "rat run" whilst also used by horse riders, horseboxes, cyclists and tractors. The Clerk explained that as in a 60mph zone, a metrocount would not be applicable as this measures speed eligibility for the SID (Speed Indicator Device) and CSW (Community Speed Watch) which can only operate in areas of 30 or 40mph. At this stage though, it was just a request to see whether the parish council supported a

request for a speed review, to go through to the October CATG (Community Area Transport Group) meeting, whatever the mechanism.

Cllr Baines reported that the whole route of C165 from Sandridge to Bowden Hill was subject to a speed review 4 years ago and he was therefore unsure if another speed review could be conducted on the same stretch of road without a major change along that route. The result of that review was that in all of the 4 sections reviewed against the possible implementation to reduce to 50mph, the speed even in the straight section from the New Road junction to Frogditch was a mean speed of 43mph; and therefore, the conclusion was that the existing environment controls the speed to an acceptable level. It was therefore unlikely to prove a requirement for a speed reduction even if a review was agreed to take place. The request cited accidents and fatalities, but there had been none reported since the last review. The review was undertaken after the fatality at Daisybrook, and the conclusion from that accident was that it was driver error and not road conditions that had contributed to the accident.

**Resolved:** *The parish council support a speed review of Lower Woodrow, if considered possible by the Highways Officer at Wiltshire Council.*

*Cllr Terry Chivers joined the meeting at 7.50pm.*

#### 178/19 **Community Governance Review:**

**a) Community Governance Guidelines published by LGBCE (Local Government Boundary Commission for England):** The Clerk drew the attention of members to the published guidelines which both the current boundary review being undertaken by the LGBCE for the Wiltshire Council divisions, and any forthcoming parish/town boundary reviews to be undertaken by Wiltshire Council had to adhere to. It was important to note that boundary reviews were undertaken to improve community cohesion, improve electoral representation and to put clear, strong, physical boundaries on the ground where they have become anomalous over time. Any increase in the Precepting ability of a council as a result of a boundary review was not an acceptable reason under the Guidelines' which the members noted.

A decision on the review of Wiltshire Council divisions was expected to be announced by the LGBCE during the first week of October.

**b) Requests sent to Wiltshire Council's Electoral Committee and subsequent responses from other parties:** The members noted the three requests for Parish Boundary Reviews that had been sent to Wiltshire Council's Electoral Committee from the parish council (as per Min. 101/19 from the June Full Council meeting), these included maps, and the reasons for the requested change in line with the LGBCE Guidelines. At present Wiltshire Council were informally asking councils affected by a request for their informal view to see which requests have both parties in agreement, and which are contested. A more formal consultation will be undertaken when the announcement has been made on the Wiltshire Boundary Review, as these may also trigger parish boundary requests.

Wiltshire Council have contacted the Melksham Town Council to seek their informal view of the two requests to move the boundary between the two parishes; namely:

1. To move the new housing development against planning application 18/0644/REM for 447 dwellings at land to the east of Spa Road from Melksham Without to Melksham Town (*New Bloor David Wilson development known as Hunters Wood*).

2. To move the new housing development against planning application 17/1096/REM for 100 dwellings at land to the north of Sandridge Common from Melksham Without to Melksham Town (*New Barratt Homes development known as Sandridge Place*).

And the response to Wiltshire Council from the Town Council was:

“At a Town Council meeting on 2 September, Members resolved to put forward a request for a Boundary Review as follows: That there is a full amalgamation of both Melksham Town Council and Melksham Without Parish Councils, but creating a new parish of Shaw and Whitley, which is currently within the parish of Melksham Without.”

Wiltshire Council had subsequently asked Melksham Town Council for the Request Form to be completed that gave the reason for the request and maps showing the proposed new boundary with Shaw and Whitley.

The parish council’s third request was regarding the boundary with Seend, namely: To move the existing boundary from Seend to Melksham Without encompassing the BRAG (Bowerhill Residents Action Group) canalside picnic area.

The parish council had received correspondence from Seend Parish Council following their July council meeting: “All councillors felt there were no changes needed for Seend ... in particular, they felt very strongly that they wanted to retain their current external current boundary as it is with no changes. This includes retaining the BRAG picnic area inside their boundary”. They have asked since that correspondence, how much the parish council spend on looking after the BRAG picnic area, and a rough indicative cost of £1,500 per annum was calculated factoring in the parish caretaker’s time, waste disposal, large industrial bin bags, and grant to BRAG.

**c) Melksham Town Council request to dissolve Melksham Without Parish Council and merge with Melksham Town Council, except Shaw and Whitley:** It was noted that the agenda papers for the Town Council meeting (2<sup>nd</sup> Sept) when this was resolved, clearly showed the proposals of Melksham Without parish council (1 & 2 above) to transfer new housing developments that the parish council think sit better within the town parish, to the Town Council.

A councillor drew members attention to Clause 114 in the LGBCE Community Governance Guidelines:

“In some cases, it may be preferable to group together parishes so as to allow a common parish council to be formed..... Grouping or Degrouping needs to be compatible with the retention of community interests. It would be inappropriate for it to be used to build artificially large units under single parish councils.”

and felt that the proposal of Melksham Town Council was exactly that, to build an artificially large unit under a single parish council; which other members agreed.

Other members queried why this request for a merger had been raised again, after not being considered viable by Wiltshire Council when last considered only 3 years ago; there had been no change since then. There was still a green buffer between the Town and Parish boundary at the A365 in Bowerhill despite the new housing

development at Pathfinder Place, and the development was designed very much to be an extension of Bowerhill with a distinct gateway to the village of Bowerhill, and not as an extension of the Town. The buffer will remain, as being used for attenuation ponds, and on the west side will be the proposed new primary school for Bowerhill, thus retaining its open feel.

Concerns were raised about the motives behind the request for merger, which were felt did not reflect the best interests of residents of Melksham Without, and in particular did not reflect the best interests of residents of Shaw and Whitley. Concerns were also raised about the lack of discussion and consultation by the Town Council on the issue, unlike how the parish council had kept Seend informed since early July of their thoughts on their potential request.

The proposal of splitting the parish council ward of Beanacre, Shaw & Whitley was not well thought through as there was a very clear physical link between Beanacre and Whitley via the connecting Westlands Lane. It would provide a very small parish of Shaw and Whitley with a much smaller precepting ability unlikely to be able to support the good level of services and amenities currently provided by the larger parish of Melksham Without. No thought seemed to have been given to the much more rural hinterlands of Sandridge, Redstocks and Outmarsh for example, and their relationship with the town centre; and that of Berryfield.

One member reminded the council of their unanimously agreed objective at the Annual Council meeting in May, namely:

“To ensure, following the Local Government Boundary Commission for England review of the unitary boundaries in the County, that Melksham Without maintains its integrity and independence in order that the rural nature of the parish and the individual character of its constituent villages and communities are preserved”.

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

**Public Participation (2):** The Treasurer of Whitley Reading Rooms of CAWS wished to put on the record his acknowledgement of the great support provided to the residents of Shaw and Whitley by Melksham Without parish council and that a much smaller parish of just the two villages would be unlikely to be able to support two village halls as is currently done. It was also put into jeopardy the fantastic volunteer work undertaken by the CAWS Community Emergency Group; whose flood wardens were upheld across Wiltshire as an outstanding example. The Chair of CAWS confirmed again the affinity the villages had with Melksham Without parish council and the other communities within the parish and very much wished the present parish arrangement to remain.

*The Council reconvened.*

The concern about the future of the CAWS CEG was considered a legitimate concern, as Melksham Town Council do not engage with the Northern Flood Operations team, and the CEG members often provide support to residents of the town in Shurnhold and Dunch Lane as there is no such support available from the town residents or council.

One councillor did consider that in the future, perhaps when/if a bypass was built, there could be a case for putting Bowerhill in with the Town, and having a new parish of Beanacre, Shaw, Whitley, Atworth and Broughton Gifford.

Several members thought that a parish poll of Melksham Without residents may well be a worthwhile exercise to seek their views.

The members discussed what sort of response was needed at this stage, and felt that just an initial response to the Town Council and Wiltshire Council regarding their reaction to the Town Council's proposal was all that was needed at this stage. A more formal, detailed response would be provided if the request got to a more formal consultation.

**Resolved (unanimously):** *The following initial response to Melksham Town Council's merger proposal be sent to Wiltshire Council and Melksham Town Council. Melksham Without Parish Council serves the local villages around the town of Melksham, and has always prided itself on its local knowledge of, and sensitivity to, the concerns of its communities and its desire that the rural nature of the parish and the individual character of its constituent villages and communities are preserved.*

*However, it does recognise that when a new housing development sits better within the parish of the Town Council then it should be transferred to them. It therefore stands by its offer to transfer the 100 dwellings at land to the north of Sandridge Common that have recently been built, and the 450 dwellings at land to the east of Spa Road that are to be built; to Melksham Town Council.*

*It does not recognise that the same applies to Beanacre, Shaw, Whitley, Berryfield, Bowerhill, Sandridge, Redstocks, Woodrow and Outmarsh and believes strongly that these individual communities sit better within the existing parish boundary of Melksham Without. This complies with the guidelines of the Local Government Boundary Commission for England (LGBCE), in terms of preserving community cohesion, improving electoral representation and providing strong, clear, physical boundaries on the ground.*

*Melksham Without Parish Council believe that the proposal of an amalgamation by Melksham Town Council does not meet the LGBCE guidelines (Clause 114) that state "that Grouping or Degrouping needs to be compatible with the retention of community interests. It would be inappropriate for it to be used to build artificially large units under single parish councils".*

#### 179/19 **Finance:**

- a) **Council Income & Expenditure – July & August 2019:** The Council noted the attached reports for income and expenditure for the months of July & August, including the payments made on the corporate card. These were signed by the Chairman as a correct record.
- b) **Cheque Signatories & Online Banking Authority for September Payments:**  
**Resolved:** *Cllr. S. Wood and Cllr. Holder to authorise online banking payments and any cheque payments for September 2019.*
- c) **Resident's Rights to Inspect Annual Accounts:** It was noted that no one had requested to view the accounts in the period for the "right to inspect" which concluded on 9<sup>th</sup> August, 2019.
- d) **External Auditor's Conclusion of Audit for 2018/19:** This had been received a few days ago, and no matters of concern had given cause for concern. The Notice

of Conclusion of Audit was due to be published in line with the regulations before the deadline of 30<sup>th</sup> September.

180/19 **Asset Management:**

**a) Berryfield Village Hall (NEW):** The Parish Council Chairman and Clerk, and Secretary of BASRAG (Berryfield & Semington Road Action Group) had met with members of Wiltshire Council's planning team the previous week to discuss the planning application for the new hall. This included the Planning Officer, and a representative from the Highways department and Urban Design. The meeting had been instigated by the Planning Officer as a planning application for the new hall had to be submitted before 17<sup>th</sup> May 2020 in line with condition 3 of the outline planning permission for the housing development at Land to the East of Semington Road 16/00497/OUT, which required all Reserved Matters to be submitted within 3 years of the decision date. This date was relatively early in the project process as it was known that funding would not be provided until most of the properties had been occupied, which was thought to be some time off as a rough estimate of 50 houses per year are built. The s106 agreement details payment of the £500,000 (index linked) to the parish council, or its nominee, on the following timescale:

- *To pay 25% of the Village Hall Contribution to the Parish Council or the Council's nominee prior to the Occupation of the 76<sup>th</sup> residential unit.*
- *To pay the remaining 75% of the Village Hall Contribution to the Parish Council or the Council's nominee prior to the Occupation of the 112<sup>th</sup> residential unit.*

If the application was not made by May 2020, a subsequent full planning application could be made at a later date, but the outline principle for a village hall that had already received permission would be lost. The reserved matters application needed to include: layout, appearance, car parking and access, landscaping and scale

The council representatives took along the architect's plan of a proposed building that had been produced by Bellway Homes when they were still planning on building the hall themselves. The first hurdle was that Wiltshire Council's parking standard is for the provision of 1 car parking space for every 5sqm; which on the current plan of 295sqm would require 59 car parking spaces of which there was not enough room on the 0.1 hectare site provided. There were subsequent discussions as to whether the sqm of the "usable" space could be used for the calculation, thus eliminating the space occupied by plant, storage, toilets etc.; and to reflect that the building was to be used as a village hall for the local community who would mostly walk or cycle to the building and could also park on Semington Road. It was noted that Wiltshire Council were willing to enter negotiations on this but that the parish council should really seek professional help from a transport consultant for this part of the process.

The council and BASRAG representatives then visited a village hall in Heywood, that had been built under a s106 agreement, but by the developers direct and was some time ago, built in 1999. It was useful to share experiences with those running a village hall, on what aspects they thought were important and what they would do differently if designing a new building from scratch.

The Clerk had since made some initial enquiries with the planning consultants and transport consultants who had worked on the application for the housing development that the village hall was related to; the transport consultants who worked on the current application for the extension of Melksham Oak school, the Melksham Campus

and a new hall for Cherhill (as had gone through the Wiltshire Council procurement system), and the planning consultants current working with the parish council on the Melksham Neighbourhood Plan. Feedback from these discussions would inform a meeting of the parish council's New Berryfield Village Hall Working Party to be held with BASRAG on Wednesday 2<sup>nd</sup> October at 7pm at the existing village hall. The working party would require some delegated powers, not for decision making at this stage, but just to get the ball rolling in terms of engaging with potential consultants to enable a planning application to be submitted before the May deadline.

The Clerk had also been tasked by the parish council to source some specialist VAT advice in relation to the new village hall project. A quote had been obtained from the Parkinson Partnership, who also run finance and VAT training for the SLCC (Society of Local Council Clerks) of £600 plus mileage of approximately £50; based on a project spend of £600,000. This was to meet with the council and provide a report, advising the council on the VAT implications of the new building, including any options available to maximise VAT recovery. The £600 fee would include reasonable aftercare (for example answering questions after the council considers the report or implements the advice) through to the completion of the project, but does not include:

- Attending any additional meetings
- Any travel
- Representing the council to HMRC
- Rescuing the council if they ignore the advice given
- Carrying out partial exemption calculations for prior years if the council has not done them

**Resolved: 1)** *The parish council engage Parkinson Partnership for specialist VAT advice for the new Berryfield village hall project, for a fee of £600 excluding VAT.*

**2)** *The Clerk contacts relevant consultants and contractors to gain indicative budget costs and quotations for services for the new Berryfield village hall planning application process.*

**b) Berryfield Village Hall (EXISTING):** The temporary planning permission for the existing portacabin village hall (14/07465/FUL) was due to expire on 29<sup>th</sup> September 2019 and so a new planning application had been submitted by the parish council which had been approved on 29<sup>th</sup> August 2019. The decision notice for 19/06555/FUL stated that the building shall be removed and the land restored to its former condition by either;

*on or before 29<sup>th</sup> August 2022 in accordance with a scheme of work submitted to and approved in writing by the Local Planning Authority; or*

*within 3 months of the first occupation of the new community hall (approved under 16/00497/OUT and 17/12514/FUL) in accordance with a scheme of work submitted to and approved in writing by the Local Planning Authority;*

*whichever is soonest*

A member queried if the s106 agreement funding would be able to be used for the demolition/removal of the existing village hall and the Clerk felt that this would probably not be the case but would check, and also if the CIL contribution could be used for the removal. There would also need to be some checking of the variety of

leases, as the parish council has a service delegation lease for 6 years 9 months for the play area which includes the land that the portacabin village hall is on and would presumably state that the land must be returned in the same condition, which as the time of that lease had the temporary village hall in situ. It was also noted that the planning application for the Wilts & Berks Canal Link (12/01080) contains details of a replacement hall as the existing village hall is on the route of the proposed canal, this application has still not reached decision stage.

**c) Shaw Playing Field:**

**i) New Equipment Store:** The members noted that the new equipment store had been installed adjacent to Shaw Village Hall, following the removal of the old wooden storage sheds, and had been clad with wood. It was already full of equipment of both the Village Hall and CAWS, including summer fete equipment that until now had been stored by volunteers within their homes.

**ii) Shaw Playing Field Improvement Project:** The council noted the minutes of the last Working Party held on 22<sup>nd</sup> August, and viewed the forthcoming consultation to go out to the public. This was being distributed with the delivery of the next Connect magazine (first week of October) with an accompanying article and residents could take part in the survey online, by scanning and emailing to CAWS, or by filling in by hand and taking to collection points at the Toast Office, Pear Tree pub, Shaw School reception, Whitley Golf Club or Lowden Garden Centre. The questionnaire would also be publicised via social media. The consultation sought the views of residents of Shaw and Whitley on the type of equipment they would like to have:

Multiplay/Themed	Target Age Group 2-6 years
Moving/Rotating/Swinging	Target Age Group 6-11 years
Climbing/Balancing*	Target Age Group 6-11 years / 12-18 years
Gym/Physical development*	Target Age Group 12-18 years / Adults & Seniors

\*These would be located outside of the existing fenced play park

The deadline for responses is 31<sup>st</sup> October.

**d) Allotments:**

**i) Briansfield Allotment Car Park:** The members viewed photographs of the clearance work of the rubbish and overgrown vegetation surrounding the car park undertaken by J H Jones. There had also been free of charge deliveries of 13 lorry loads (20 tonnes per load) of plainings from the recent resurfacing works on the A350; which J H Jones were currently spreading across the enlarged car park area by digger.

**ii) Planning permission for equipment shed:** Further to the pre-application enquiry 19/03952/PREAPP for an "Erection of a storage shed for parish council equipment (strimmer, lawnmower, play maintenance spares and materials etc)" the proposal is considered to be acceptable in principle. The proposal is for siting a storage shed within the car park area of Briansfield Allotments and whilst the parish council do not own the area of land where the container will be sited, they do maintain and look after this piece of land. This is of relevance because where a Parish Council does this, the relevant legislation (The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) allows for such works, such as the siting of a storage shed to be permitted development and does not

require planning permission. In addition, as part of the pre-application process a consultation process with the Highways Section of Wiltshire Council was undertaken who indicated that they did not raise any objections to the proposal. Therefore, there is no requirement for permission.

**iii) Storage of Sandbags:** On the supply of winter salt/grit to the CAWS Community Emergency Group in November via Wiltshire Council's PEAS (Parish Emergency Assistance Scheme) there would be some surplus sand bags to be stored elsewhere. **Resolved:** *Surplus sandbags to be stored in the new storage shed in Briansfield Allotments and the Pavilion at Bowerhill to enable a good spread of available sandbags across the parish. The Clerk to arrange the relocation, which was acknowledged may involve a cost of labour and vehicle.*

**iv) Water Fountains for Bowerhill & Shaw Playing Fields:** The Clerk had gathered some initial details on water fountains including models recommended by CAWS and those recently installed by Bradford on Avon Town Council, and those recommended by Wessex Water who had also signposted the parish council to their Watermark funding. The management committee at Shaw Village Hall were happy with the principle and it met nicely with the new project of CAWS to contact local businesses to see if they were happy to be a venue where residents could refill their reusable drink bottles. There were some technical things to investigate such as direct feed from water tanks, legionella prevention etc. **Resolved:** *The Clerk proceed with sourcing more accurate quotations for drinking fountains for the next Asset Management Committee on 14<sup>th</sup> October.*

**v) Shurnhold Fields Working Party:** The members noted the agenda for the forthcoming working party on 18<sup>th</sup> September and sought the views of the council on the proposal for a car park (and size) and a wildflower area; to inform the council representatives attending that meeting. There were plans for the wildflower meadow to take place this Autumn. A member queried if local residents were being kept informed of plans for a car park and it was confirmed that the Friends of Shurnhold Fields, which was made up of local residents, would be in attendance at the working party, and were proactively promoting the car park and wildflower meadow.

#### 181/19 **Proposed Office & Meeting Accommodation:**

**a) Request for communal partition wall:** The parish council were aware of the revised plans for the Campus, and that the building was moving 5 metres away from where originally planned to be further from Cedar Close. This meant that the planned community meeting room would now be much smaller, and the parish council had been contacted by a member of the project team over the summer following a suggestion of Area Board members, to see if a partition wall could be between the community room and the parish council's planned meeting room. Following a conversation with the Chairman, the Parish Officer had replied in the Clerk's absence to say that this was not thought to be practical due to issues arising from security, confidentiality, and that the wall would be the only available one for a large screen; but this was the opportunity for the council to give their view. It was thought that the library was being designed with movable furniture to give the opportunity for a large community space, and this was confirmed.

**Resolved:** The parish council respond to say that this is not suitable, as they had entered into the process on the understanding that they would have their own private, secure space.

**b) Key dates relating to Campus Planning application:** The members noted the following key dates relating to the Campus Planning Application 19/03329/DP3 which included the parish council's new office and meeting accommodation:

Revised plans issued	27 <sup>th</sup> August 2019
Deadline for comments on Revised Plans	27 <sup>th</sup> September 2019
Decision on application	13 <sup>th</sup> November 2019 Strategic Planning Committee
Start on site	Early 2020
Completion	Mid 2021

It was agreed that the Clerk and some councillors would attend the Strategic Planning Committee when the decision would be made, especially in case any changes to the parish council's planned accommodation were made and decided on there.

#### 182/19 **Grasscutting and Wildflower Areas:**

**a) Hornchurch Road Public Open Space (POS):** The Clerk had met with representatives from I.D. Verde, at the POS, to discuss a quotation for additional cuts or for a smaller area to be improved and have more grasscutting and the rest to be left fallow with mown strips for access. The contact had been made with this company who were Wiltshire Council's grasscutting contractors as the Head of Service had recommended this as they were already providing the existing nine cuts per year, for ease of liaison as when others provide a topping up service they can overlap because of changes in schedules that are weather dependent. Having met them on site, the Clerk discovered that this team were run completely independently from the team run out of a different depot, that worked for the Wiltshire Council contract. They had met in July, and the Clerk had chased the quotation a couple of times in September. To that end, it was proposed that the parish council's current grasscutting contractor were given an opportunity to quote for the work, especially as their contractor already visited site regularly to empty the bins at the Hornchurch Road play area, and had been called on the when the play equipment had recently been damaged and removed from there. **Resolved: 1) Representatives to meet with J H Jones on site to decide on the specification on Thursday 3<sup>rd</sup> September at 2pm. 2.) The quotations for additional grasscutting and improving works at Hornchurch Road public open space to be an agenda item for the next Asset Management Committee on 14<sup>th</sup> October.**

**b) Areas in the parish to be considered for Wiltshire Council's wildflower area initiative:** Wiltshire Council is looking to introduce a number of wildflower areas in amenity spaces adjacent to their standard play areas to increase flora and fauna, awareness of the environment and more use of these vital areas. They were also wanted to hear from parish councils on areas of rural highway verges that are currently mown regularly, that would be suitable to establish as a wildflower verge.

The Clerk had already put forward the following areas that the parish council had previously discussed:

- Shurnhold Fields, off Dunch Lane – wildflower meadow already planned
- Large Open Space behind Wellington Drive, Bowerhill – to not cut regularly, just circulation strip around the perimeter and across the middle, a great candidate for enhancing with wildflowers
- Hornchurch Road public open space – as above – candidate for enhancing with wildflowers
- Eastern Way – to leave the rural Melksham Without side uncut except for a strip next to the pavement and around bus shelters/stops

**Resolved:** *The Parish Council put forward the sites listed above for amenity spaces and verges to be mown on a different regime, and enhanced with wildflowers, plus the addition of the Public Open Space behind The Spa, that is already ecology mitigation land and will contain the new Right of Way footpath as a rear entrance to Melksham Oak school.*

#### 183/19 **Community Projects/Partnership Organisations:**

**a) Potential A350 Eastern Bypass:** The members noted that the Melksham Bypass proposal was included in the business case submitted to the Department for Transport by the Western Gateway Sub-National Transport Body in July. There had been quite a lot of media coverage regarding the Melksham proposal, including two route options “A” and “C”; and correspondence had been received from residents and the Chairman of BRAG asking for the parish council’s view on the proposal and routes. The Neighbourhood Plan Steering Group and Melksham Town Council were also to give their view on the routes and proposal. The merits of the two route options were discussed in some detail which included the potential for a concrete barrier between the open countryside and village of Bowerhill; the potential for urban housing to be developed between Bowerhill and the new bypass which will mean the loss of Bowerhill’s individual community feel; the wildlife that will be destroyed in its construction; it does not improve the situation of the A350 being inadequate for the amount of traffic that uses it. Another view was that there had been a succession of “stop gap” short term measures in the past including Western Way, the Semington bypass and potential for dualling Eastern Way and it was now time for a bigger, one off solution to deal with the issues do the job properly, and that could only be achieved by Option C; which included use of the most expensive bit of the Semington diversion using the canal aqueduct. Option A just brings A350 traffic adjacent to the newly developed housing along Eastern Way, and to those houses to be built to the east of Spa Road. It would also bring A350 traffic to The Spa just to make use of a previously constructed road. It would also bring the problem of the only secondary school, Melksham Oak, being the wrong side of the A350 from where the pupils live by driving the A350 between Melksham Oak and The Spa. There will be destruction of open countryside whichever route is taken, particularly from Beanacre to Sandridge Common; and to do the job properly and take the traffic on the A350 away from Beanacre and new properties and give the best return to through traffic on the A350 would hopefully remove forever an A365/A361 diversion for Seend potentially using Brabazon Way as an A road; which the parish council has fought vigorously in the past.

There was a discussion about whether a view needed to be formed by the council, and several members wanted to abstain, however there had been a request for the parish council's view from BRAG and residents. It was felt that it may be premature to comment until the council received more information on the actual route; at present it was just one of several schemes presented to the Department for Transport to see if they would fund.

**Resolved:** *Melksham Without Parish Council support an eastern bypass and of the two proposals currently on the table prefer Option C providing that sufficient mitigation is provided to the communities that will be in/close to its path.*

- b) Market Place Toilet Working Party:** A joint working party meeting was being held on 30<sup>th</sup> September and this agenda item was to seek the views of the parish council to see if they wish to continue with joint funding the public toilets, as the 3-year agreement had expired at the end of March 2019. No meeting had been held for some 18 months and the costs for 2018/19 had still not been discussed or notified.

**Resolved:** *The parish council enter into a new agreement for the next 3 years to fund the operating and maintenance costs of the Market Place toilets at a 50% share, to a maximum of £7,500 per annum on the proviso that regular meetings (at least twice per year) are held where joint decisions are made.*

#### 184/19 **Staffing & Resources:**

- a) Resignation of Parish Officer:** The members noted the resignation of the Parish Officer, who's last working day had been Friday 13<sup>th</sup> September, and was starting a new role at Wiltshire Council this week.

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

- b) Office Staffing Review:** The councillors considered increasing the hours of the Parish Officer role from 30 hours per week to a full time role (37 hours per week); and increasing the hours for the Assistant Parish Officer on the same basis and looked at the budget indications on staffing costs; noting that the Parish Council already paid this role to work additional hours for evening meetings.

This would build capacity for upcoming project work such as the Neighbourhood Plan formal consultation processes and the new village hall at Berryfield, allowing the Clerk to delegate other tasks and to develop the role and skills of the Assistant Parish Officer. It was envisaged that although this proposal would mean that all Officers would now work on a Friday, that the office would remain closed to the public on that day and allow for project work, site meetings and the opportunity for staff to take time off in lieu for their wellbeing, if they had worked a lot of evening meetings. There was a danger that as the council work got busier next year with project work that the staff become reactive and not proactive due to their workload. With only 3 staff in the office, with each having 4/5 weeks holiday per year it already meant that there were up to 15 weeks per year when only two members of staff were working at any one time. The members discussed whether this went far enough, and if additional staff would be required and it was agreed with the development of skills and capacity of the Assistant Parish Officer there may be an opportunity to take on a new Apprentice in the next year.

**Resolved:** *1) The Parish Council recruit a new Parish Officer on a full-time basis, with the hours of evening meetings to be paid as additional hours or taken off in lieu in line with the balance of workload and staff wellbeing. 2) The new Parish Officer to*

*be paid between Scale Point SCP 5 and 10 dependent on skills and experience. 3) Following consultation with the Assistant Parish Officer, the Job Description for the new Parish Officer to be amended to remove Payroll, related HR tasks and maintaining the Asset Register and be given to the Assistant Parish Officer's role. 4) Following consultation with the Assistant Parish Officer, the Assistant Parish Officer's job title to be changed to Finance & Amenities Officer to reflect the change in role and responsibilities being undertaken. 5) Following consultation, the Finance & Amenities Officer to work flexible additional hours dependent on workload but to include the Friday before every Full Council meeting for Payroll and updating the Asset register, and one Friday per quarter for Amenity site visits with the Clerk. This to be reviewed in 6 months, or at the request of the Finance & Amenities Officer, with a view to making the role full time in the future.*

**c) Recruitment Process:** The members noted the proposed timetable for the recruitment process.

**Resolved:** *The Parish Officer job role to be advertised in the Melksham News and its sister papers in Frome and Westbury at a cost of £121.80 excluding VAT for the Melksham advert and a 50% discount for each of the sister publications. The job to also be advertised free of charge on social media and via the WALC (Wiltshire Association of Local Councils) and SLCC (Society of Local Council Clerks) Wiltshire Branch networks.*

**d) Interview Panel: Resolved:** *The Interview Panel will consist of the Clerk, Chair of Council and Chair of Staffing Committee and have delegated powers to shortlist candidates for interview, to interview candidates, decide on the appropriate successful candidate, seek references of the successful candidate, appoint if appropriate and agree start date.*

Meeting closed at 10.11pm

Chairman, 21<sup>st</sup> October, 2019

Date: 07/10/2019

## Melksham without Parish Council Current Year

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Time: 10:34

## Cashbook 1

User: MF

## Current Account &amp; Instant Acc

For Month No: 4

Receipts for Month 4 -- July 2019				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		387,775.36				387,775.36	
V1163-BGC	Banked: 01/07/2019	23.63					
V1163-BGC	Stackhouse-Came & Company	23.63			4282 220	23.63	Insurance refund
V1164-FPI	Banked: 04/07/2019	50.00					
V1164-FPI	Staverton Rangers	50.00			550	50.00	Refundable deposit
V1165-BGC	Banked: 15/07/2019	2,443.26					
V1165-BGC	HM Revenue & Customs	2,443.26			105	2,443.26	VAT Refund 1st Apr-30 June 19
V1166/S/O	Banked: 19/07/2019	10.00					
V1166/S/O	Melksham Fitness	10.00			1210 210	10.00	Changing room hire
V1167-FPI	Banked: 19/07/2019	10.00					
V1167-FPI	St.Andrews Football	10.00			1210 210	10.00	Car Park hire
V1168-BGC	Banked: 22/07/2019	44,208.10					
V1168-BGC	Wiltshire Council	44,208.10			1420 110	44,208.10	17/01096-Sandridge-tranche-3
V1184	Banked: 26/07/2019	27.00					
BYF14A	Allotment Holder	27.00			1310 310	27.00	BYF 14A Relet
	Banked: 29/07/2019	382,000.00					
1356830300	Fixed Term Deposit	382,000.00			210	382,000.00	V1149-Fixed Term Deposit retur
V1149	Banked: 29/07/2019	172.37					
V1149	Lloyds Bank	172.37			1080 110	172.37	Intrest recieved from fixed De
<b>Total Receipts for Month</b>		428,944.36	0.00	0.00		428,944.36	
<b>Cashbook Totals</b>		816,719.72	0.00	0.00		816,719.72	

Continued on Page 2

## Payments for Month 4

## 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>
1/07/2019	Grist Environmental	V1169-DD	44.19		7.37	4781	220	36.82	Inv.278079-B'hill waste collec
2/07/2019	Fixed Term Deposit	13568303	382,000.00			210		382,000.00	V1149- Fixed Term deposit
5/07/2019	EE Limited	V1170-DD	13.34		2.22	4195	120	11.12	Inv.488-Meeting WIFI
5/07/2019	Eon	V1171-DD	53.79		2.56	4312	220	51.23	Inv.6b7- Pavilion Gas
2/07/2019	Eon	V1172-DD	130.08		6.19	4302	220	123.89	Inv.FD4- Pavilion electricity
2/07/2019	Sirus Telecom	V1173-DD	228.68		38.11	4190	120	190.57	Inv.42920-Phone call charges
0/07/2019	Unity Bank	V1186-5990	12,000.00			220		12,000.00	Bank transfer to top up Unity
1/07/2019	Fixed Term Deposit	V1185-9516	417,000.00			210		417,000.00	13579516-Fixed Term Deposit
<b>Total Payments for Month</b>			811,470.08	0.00	56.45			811,413.63	
<b>Balance Carried Fwd</b>			5,249.64						
<b>Cashbook Totals</b>			816,719.72	0.00	56.45			816,663.27	

Date: 12/08/2019

Melksham without Parish Council Current Year

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Time: 14:23

Cashbook 2

User: MF

Unity Bank

For Month No: 4

Receipts for Month 4 - July 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 :	85,211.75					85,211.75	
	Banked: 30/07/2019	12,000.00						
V1186-5990	Current Account & Instant Acc	12,000.00			200		12,000.00	Bank transfer to top up Unity
<b>Total Receipts for Month</b>		12,000.00	0.00	0.00			12,000.00	
<b>Cashbook Totals</b>		<u>97,211.75</u>	<u>0.00</u>	<u>0.00</u>			<u>85,211.75</u>	

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Date: 12/08/2019

## Melksham without Parish Council Current Year

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Cashbook 2

User: MF

Unity Bank

For Month No: 4

## Payments for Month 4

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/07/2019	Teresa Strange	V1164-S/O	5.18			4190	120	5.18	Out of hours mobile phone
6/07/2019	Lloyds Bank	V1165-DD	286.22		19.74	4150	120	20.46	Envelopes & A3 Paper
						4150	120	4.99	Power Magnets
						4120	120	214.83	Purchase of stamps
						4150	120	18.30	A4 Paper
						4150	120	18.30	A4 Paper
						4150	120	18.30	A4 Paper
						4150	120	18.30	A4 Paper
						4140	120	3.00	Monthly fee
						1080	110	-50.00	Redress Payment
1/07/2019	Simon J White	V1152-BACS	195.00			4490	142	195.00	Inv.7887-Cars/R/about maintena
1/07/2019	Whitley Reading Rooms	V1153-BACS	235.23			4560	142	235.23	Phone & Line rental- for CEG
1/07/2019	JH Jones & Sons	V1154-BACS	883.69		147.28	4402	320	56.66	Inv.13134-Allot Grass cutting
						4400	142	211.33	Inv.13134-Play Area Grass cutt
						4780	142	17.50	Inv.13134-Play Area bin empty
						4781	220	75.83	Inv.13134-JSF Bin emptyin
						4401	220	375.09	Inv.13134-JSF Maintenanc
1/07/2019	Condor Office Solutions Ltd	V1155-BACS	141.56		23.59	4130	120	117.97	Inv.556988-Photocopy useage
1/07/2019	Radcliffe Fire Protection Ltd	V1156-BACS	110.40		18.40	4212	220	92.00	Inv.2249-Fire alarm control re
1/07/2019	Aquasafe Environmental Ltd	V1157-BACS	348.00		58.00	4212	220	290.00	In608-June 19 PPM & Service
1/07/2019	Jens Cleaning	V1158-BACS	168.00			4381	220	42.00	Changing room 3&4 clean-May
						4381	220	21.00	Inv.1047- Office clean-10 May
						4381	220	21.00	Inv.1047- Office clean- 17 May
						4381	220	42.00	Changing room 1&2 clean
						4200	120	42.00	Inv.1047- Meeting room clean
1/07/2019	Office Right Business Solution	V1159-BACS	221.04		36.84	4351	120	184.20	Inv.952-Orthopaedica Chai
1/07/2019	Aquasafe Environmental Ltd	V1160-BACS	138.00		23.00	4212	220	115.00	Inv.190703- July 19 PPM Visit
1/07/2019	Atkinson Bookbinders Ltd	V1161-BACS	208.00			4160	120	93.00	Inv.15556-Minute book-17-18
						4160	120	115.00	Inv.15556-Annual Parish-15-19
1/07/2019	Campaign to Protect Rural Eng	V1162-BACS	36.00			4650	170	36.00	CPRE Membership
1/07/2019	Alan Baines	V1163-BACS	9.00			4090	120	9.00	Flood working group travel
1/07/2019	HM Revenue & Customs	V1183-BACS	1,527.39			4041	130	518.90	July 2019-Period 4
						4800	320	8.40	July 2019-Period 4-T
						4460	142	212.60	July 2019-Period 4-T
						4010	130	-2.60	July 2019-Period 4-T
						4010	130	72.29	July 2019-Period -NI
						4020	130	76.20	July 2019-Period 4-T

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Date: 12/08/2019

## Melksham without Parish Council Current Year

Page: 3

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Cashbook 2

User: MF

Unity Bank

For Month No: 4

## Payments for Month 4

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4020	130	95.10	July 2019-Period 4-NI
						4000	130	304.00	July 2019-Period 4-T
						4000	130	242.50	July 2019-Period 4-NI
1/07/2019	Wiltshire Pension Fund	V1182-BACS	1,462.52			4045	130	1,120.12	Period 4-July 2019
						4020	130	87.67	Period 4-July 2019
						4000	130	178.09	Period 4-July 2019
						4010	130	76.64	Period 4-July 2019
1/07/2019	Teresa Strange	V1177-SALA				4000	130		July 2019 Salary
1/07/2019	Joanne Eccleston	V1178-SALA				4020	130		July 2019 Salary
						4048	130	4.95	Mileage
1/07/2019	Marianne Rossi	V1179-SALA				4010	130		July 2019 Salary
1/07/2019	Terry Cole	V1180-SALA				4460	142		July 2019 Salary
						4050	142	47.50	Travel Allowance
						4051	142	68.40	Mileage
1/07/2019	David Cole	V1181-SALA				4800	320		July 2019 Salary
1/07/2019	Parkrun Limited	V1176-BACS	1,000.00		166.67	4610	170	833.33	Inv.2073-Junior parkrun se up
						332	0	-833.33	Inv.2073-Junior parkrun se up
						6000	170	833.33	Inv.2073-Junior parkrun se up
1/07/2019	Alan Baines	V1175-BACS	9.00			4090	120	9.00	Travel expences-17th July 2019
1/07/2019	Aquasafe Environmental Ltd	V1174-BACS	696.00		116.00	4721	220	580.00	Inv.190702-Valve for fitting
1/07/2019	Alan Baines	V1163-BACS	-9.00			4090	120	-9.00	Flood Working group travel
<b>Total Payments for Month</b>			<b>13,072.18</b>	<b>0.00</b>	<b>609.52</b>			<b>12,462.66</b>	
<b>Balance Carried Fwd</b>			<b>84,139.57</b>						
<b>Cashbook Totals</b>			<b>97,211.75</b>	<b>0.00</b>	<b>609.52</b>			<b>96,602.23</b>	

Date: 07/10/2019

Melksham without Parish Council Current Year

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Time: 10:35

Cashbook 3

User: MF

Fixed Term Deposit

For Month No: 4

Receipts for Month 4 - July 2019

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked: 02/07/2019	382,000.00					
13568303	Current Account & Instant Acc	382,000.00			200	382,000.00	V1149- Fixed Term deposit
	Banked: 31/07/2019	417,000.00					
V1185-9516	Current Account & Instant Acc	417,000.00			200	417,000.00	13579516-Fixed Term Deposit
<b>Total Receipts for Month</b>		799,000.00	0.00	0.00		799,000.00	
<b>Cashbook Totals</b>		<u>799,000.00</u>	<u>0.00</u>	<u>0.00</u>		<u>799,000.00</u>	

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Fixed Term Deposit

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
9/07/2019	Current Account & Instant Acc	1356830300	382,000.00			200	382,000.00	V1149-Fixed Term Deposit retur
<b>Total Payments for Month</b>			382,000.00	0.00	0.00		382,000.00	
<b>Balance Carried Fwd</b>			417,000.00					
<b>Cashbook Totals</b>			799,000.00	0.00	0.00		799,000.00	

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## Melksham without Parish Council Current Year

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## Cashbook 1

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## Current Account &amp; Instant Acc

For Month No: £

Receipts for Month 5 - August 2019				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		5,249.64				5,249.64	
V1201-FPI	Banked: 02/08/2019	20.00					
V1201	St Andrews Development Centre	20.00			1210 210	20.00	Car Park hire
1202-CPRE	Banked: 12/08/2019	30.00					
1202-CPRE	CPRE Wiltshire	30.00			1100 110	30.00	Prize-Whitley best kept villag
	Banked: 19/08/2019	417,000.00					
I4011282LS	Fixed Term Deposit	417,000.00			210	417,000.00	V1185-Fixed Term deposit
V1185	Banked: 19/08/2019	130.24					
V1185	Lloyds Banl	130.24			1080 110	130.24	Fixed Term interest
V1223	Banked: 19/08/2019	10.00					
V1223	Melksham Fitness	10.00			1210 210	10.00	Changing room hire
V1224	Banked: 19/08/2019	50.00					
V1224	FC Devizes United	50.00			1210 210	50.00	Pitch hire fee-18th Aug 19
V1225-FPI	Banked: 19/08/2019	10.00					
V1225-FPI	St Andrews Development Centre	10.00			1210 210	10.00	Car park hire 9-10th Aug In112
<b>Total Receipts for Month</b>		417,250.24	0.00	0.00		417,250.24	
<b>Cashbook Totals</b>		422,499.88	0.00	0.00		422,499.88	

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## Melksham without Parish Council Current Year

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## Cashbook 1

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## Current Account &amp; Instant Acc

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/08/2019	Grist Environmental	V1197-DD	61.18		10.20	4781	220	50.98	Inv.281118-B'hill waste collec
1/08/2019	Wessex Water - BWSBL	V1198-DD	105.72			4323	320	105.72	Inv.202-BYF Allotments water
1/08/2019	Wessex Water - BWSBL	V1199-DD	80.46			4323	320	80.46	Inv.054-BYF Allotments water
1/08/2019	Wessex Water - BWSBL	V1200-DD	311.29			4322	220	311.29	Inv.310-Pavilion water charge
3/08/2019	EE Limited	V210-DD	13.34		2.22	4195	120	11.12	Inv.017-Meeting WIFI
1/08/2019	Sirus Telecom	V1207-DD	223.44		37.24	4190	120	186.20	Inv.43351-Office phone charges
2/08/2019	Eon	V1205-DD	132.04		6.29	4302	220	125.75	in.111-Pavilion Electricity
3/08/2019	Eon	V1206-BACS	58.96		0.58	4312	220	58.38	Inv.4D7-Pavilion Gas
3/08/2019	Fixed Term Deposit	13588890	363,000.00			210		363,000.00	V1226 Transfer to fixed deposi
3/08/2019	Unity Bank	V1227-5991	53,000.00			220		53,000.00	To top up Unity Bank
<b>Total Payments for Month</b>			<b>416,986.43</b>	<b>0.00</b>	<b>56.53</b>			<b>416,929.90</b>	
<b>Balance Carried Fwd</b>			<b>5,513.45</b>						
<b>Cashbook Totals</b>			<b>422,499.88</b>	<b>0.00</b>	<b>56.53</b>			<b>422,443.35</b>	

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Unity Bank

For Month No: 5

Receipts for Month 5 - August 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 :	84,139.57					84,139.57	
	Banked: 23/08/2019	53,000.00						
V1227-5991	Current Account & Instant Acc	53,000.00			200		53,000.00	To top up Unity Bank
<b>Total Receipts for Month</b>		53,000.00	0.00	0.00			53,000.00	
<b>Cashbook Totals</b>		<u>137,139.57</u>	<u>0.00</u>	<u>0.00</u>			<u>84,139.57</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: £

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2/08/2019	Teresa Strange	V1222-S/O	5.30			4190	120	5.30	Out of hours mobile
5/08/2019	Mark Harrod	V1187-BACS	984.00		164.00	4721	220	700.00	Inv.41322-Goal posts-JSF
						4721	220	120.00	Inv.41322-Carriage
4/08/2019	Corido	V1188-BACS	449.17		74.86	4590	142	374.31	Inv.T13642-Memorial benc
4/08/2019	Simon J White	V1189-BACS	195.00			4490	142	195.00	Inv.7898-cars/Tyre R/about mai
4/08/2019	Minstry Of Play	V1190-BACS	1,656.00		276.00	4385	142	1,380.00	Play Area Safety surface clean
4/08/2019	Glasdon U.K Limited	V1191-BACS	408.79		68.13	4820	142	340.66	Sack dispensers for SHF & Bags
						347	0	-340.66	Sack dispensers for SHF & Bags
						6000	142	340.66	Sack dispensers for SHF & Bags
4/08/2019	TDP Ltd	V1192-BACS	1,242.00		207.00	4590	142	336.00	Shaw Play Area bench
						4590	142	336.00	Bench Next to A365 Bus shelter
						4590	142	336.00	Age Friendly Bench- B/V.Hall
						4590	142	27.00	50% of Carriage Fee
4/08/2019	St Barnabas Church	V1193-BACS	10.00			4420	142	10.00	St Barnabas Church Annual Rent
4/08/2019	JH Jones & Sons	V1194-BACS	883.69		147.28	4402	320	56.66	Inv.13157-Allotment Grass cultt
						4400	142	211.33	Inv.13157-Play Area Grass cultt
						4780	142	17.50	Inv.13157-Play Area bin empty
						4781	220	75.83	Inv.13157-JSF Bin emptyin
						4401	220	375.09	Inv.13157-JSF Pitch maintenanc
4/08/2019	Trade UK	V1195-BACS	12.45		2.07	4490	142	15.38	Items for Hornchurch P/A repa
						4722	320	-5.91	Bolts- Returned-See V106
						4722	320	-5.91	Nylon insert Nut-Ret-See V1068
						4722	320	3.41	Bolts
						4722	320	3.41	Nylon Inserted Nut
4/08/2019	Unity Debit Card	V1196-BACS	239.80		19.96	4390	120	133.67	BYF Village Hall Plan Applicat
						4680	170	61.88	Domain Renewal for N'hood plan
						4370	120	14.17	Anti bacterial handwash
						4150	120	7.12	A4 Folders
						4140	120	3.00	Monthly Fee
4/08/2019	GB Sports & Leisure	V1203-BACS	67.20		11.20	4490	142	56.00	3441-Shackle for Hornchurc P/A
4/08/2019	GB Sport & Leisure	V1204-BACS	39.00		6.50	4490	142	32.50	In.3648-Hornchurch P/A Spring
4/08/2019	Avon Printing Services	V208-BACS	74.40		12.40	4150	120	62.00	Inv.43388-Business cards
4/08/2019	Kennet Sign & Display	V209-BACS	154.80		25.80	1190	142	129.00	Inv.12311-x6 defib signs
4/08/2019	Tollgate Security Ltd	V211-BACS	106.80		17.80	4212	220	89.00	184-replace faulty alarm conta

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## Melksham without Parish Council Current Year

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## Unity Bank

For Month No: £

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2/08/2019	Teresa Strange	V1222-S/O	5.30			4190	120	5.30	Out of hours mobile
5/08/2019	Mark Harrod	V1187-BACS	984.00		164.00	4721	220	700.00	Inv.41322-Goal posts-JSF
						4721	220	120.00	Inv.41322-Carriage
4/08/2019	Corido	V1188-BACS	449.17		74.86	4590	142	374.31	Inv.T13642-Memorial benc
4/08/2019	Simon J White	V1189-BACS	195.00			4490	142	195.00	Inv.7898-cars/Tyre R/about mai
4/08/2019	Minstry Of Play	V1190-BACS	1,656.00		276.00	4385	142	1,380.00	Play Area Safety surface clean
4/08/2019	Glasdon U.K Limited	V1191-BACS	408.79		68.13	4820	142	340.66	Sack dispensers for SHF & Bags
						347	0	-340.66	Sack dispensers for SHF & Bags
						6000	142	340.66	Sack dispensers for SHF & Bags
4/08/2019	TDP Ltd	V1192-BACS	1,242.00		207.00	4590	142	336.00	Shaw Play Area bench
						4590	142	336.00	Bench Next to A365 Bus shelter
						4590	142	336.00	Age Friendly Bench- B/V.Hall
						4590	142	27.00	50% of Carriage Fee
4/08/2019	St Barnabas Church	V1193-BACS	10.00			4420	142	10.00	St Barnabas Church Annual Rent
4/08/2019	JH Jones & Sons	V1194-BACS	883.69		147.28	4402	320	56.66	Inv.13157-Allotment Grass cultt
						4400	142	211.33	Inv.13157-Play Area Grass cultt
						4780	142	17.50	Inv.13157-Play Area bin empty
						4781	220	75.83	Inv.13157-JSF Bin emptyin
						4401	220	375.09	Inv.13157-JSF Pitch maintenanc
4/08/2019	Trade UK	V1195-BACS	12.45		2.07	4490	142	15.38	Items for Hornchurch P/A repa
						4722	320	-5.91	Bolts- Returned-See V106
						4722	320	-5.91	Nylon insert Nut-Ret-See V1068
						4722	320	3.41	Bolts
						4722	320	3.41	Nylon Inserted Nut
4/08/2019	Unity Debit Card	V1196-BACS	239.80		19.96	4390	120	133.67	BYF Village Hall Plan Applicat
						4680	170	61.88	Domain Renewal for N'hood plan
						4370	120	14.17	Anti bacterial handwash
						4150	120	7.12	A4 Folders
						4140	120	3.00	Monthly Fee
4/08/2019	GB Sports & Leisure	V1203-BACS	67.20		11.20	4490	142	56.00	3441-Shackle for Hornchurc P/A
4/08/2019	GB Sport & Leisure	V1204-BACS	39.00		6.50	4490	142	32.50	In.3648-Hornchurch P/A Spring
4/08/2019	Avon Printing Services	V208-BACS	74.40		12.40	4150	120	62.00	Inv.43388-Business cards
4/08/2019	Kennet Sign & Display	V209-BACS	154.80		25.80	1190	142	129.00	Inv.12311-x6 defib signs
4/08/2019	Tollgate Security Ltd	V211-BACS	106.80		17.80	4212	220	89.00	184-replace faulty alarm conta

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## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
4/08/2019	Community Heartbeat Trust	V212-BACS	907.20		151.20	1190	142	756.00	In.4233-Annual support-19 20
4/08/2019	JH Jones & Sons	V213-BACS	390.00		65.00	4490	142	325.00	181-Sandrid Rd bus shelte rep
4/08/2019	Wiltshire Council	V214-BACS	35,294.92			1420	110	35,294.92	CIL Overpayment retur- 17/01096
4/08/2019	Teresa Strange	V215-SALAR	██████████			4680	170	64.00	Refresh for N'HOOD Plan worksh
4/08/2019	Joanne Eccleston	V216-SALAR	██████████			4000	130	██████████	August 2019 Salary
					2.31	4680	170	21.94	Refresh for N'Hood plan worksh
						4155	120	2.10	Tea bags for meetings
						4370	120	0.83	Washing up liquid for office
						4370	120	0.42	Washing up liquid for office
4/08/2019	Marianne Rossi	V217-SALAR	██████████			4020	130	██████████	August 2019 Salary
4/08/2019	Terry Cole	V218-BACS	██████████			4010	130	██████████	August 2019 Salary
						4460	142	██████████	August 2019 Salary
						4050	142	47.50	Travel Allowance
						4051	142	48.60	Mileage
4/08/2019	David Cole	V219-BACS	██████████			4800	320	██████████	August 2019 Salary
4/08/2019	HM Revenue & Customs	V220-BACS	1,431.26			4041	130	464.47	Period 5-August 2019
						4000	130	318.20	Period 5-August 2019-T
						4000	130	251.71	Period 5-August 2019-NI
						4020	130	50.40	Period 5-August 2019-T
						4020	130	78.61	Period 5-August 2019-NI
						4010	130	41.40	Period 5-August 2019-T
						4010	130	72.87	Period 5-August 2019-NI
						4460	142	145.00	Period 5-August 2019-T
						4800	320	8.60	Period 5-August 2019-T
4/08/2019	Wiltshire Pension Fund	V221-BACS	1,448.61			4045	130	1,108.91	Period 5-August 2019
						4000	130	183.08	Period 5-August 2019
						4020	130	79.70	Period 5-August 2019
						4010	130	76.92	Period 5-August 2019
<b>Total Payments for Month</b>			51,118.18	0.00	1,251.51			49,866.67	
<b>Balance Carried Fwd</b>			86,021.39						
<b>Cashbook Totals</b>			137,139.57	0.00	1,251.51			135,888.06	

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Fixed Term Deposit

For Month No: 5

Receipts for Month 5 - August 2019

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	417,000.00					417,000.00	
	Banked: 23/08/2019	363,000.00						
13588890	Current Account & Instant Acc	363,000.00			200		363,000.00	V1226 Transfer to fixed deposi
Total Receipts for Month		363,000.00	0.00	0.00			363,000.00	
Cashbook Totals		780,000.00	0.00	0.00			780,000.00	

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Fixed Term Deposit

For Month No: 5

Payments for Month 5

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>
9/08/2019	Current Account & Instant Acc	14011282LS	417,000.00			200		417,000.00	V1185-Fixed Term deposit
<b>Total Payments for Month</b>			417,000.00	0.00	0.00			417,000.00	
<b>Balance Carried Fwd</b>			363,000.00						
<b>Cashbook Totals</b>			780,000.00	0.00	0.00			780,000.00	