

**MINUTES of the Full Council of Melksham Without Parish Council held on  
Monday 9 March 2020 at 1 Swift Way, Westinghouse Way, Bowerhill,  
Melksham, SN12 6QX at 7.00pm**

**Present:** Councillors Richard Wood (Chair), John Glover (Vice Chair), Alan Baines, Paul Carter, Terry Chivers, Nick Holder, David Pafford, Robert Shea-Simonds, Paul Taylor, Stuart Wood

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

**456/19 Welcome, Housekeeping & Announcements**

Councillor R Wood welcomed everyone to the meeting and made the following announcements:

- a) To note a new date for the election for Bowerhill Ward would take place on 23 April 2020.
- b) To note Janet Gould will be returning as the PCSO (Police Community Support Officer) for Melksham Rural.
- c) To note Invitation to Melksham 'Our Community Matters' event to be held on Wednesday, 8 April between 2.00pm-4.00pm at Melksham Assembly Hall
- d) To note the Annual Parish meeting will be held on Tuesday, 7 April 2020 at Bowerhill Village Hall at 6.30pm for refreshments and networking with a 7.00pm start.

Councillor Wood also reported that at the Area Board meeting held last week, Wiltshire Council announced they had appointed contractors for the Melksham Campus project.

**457/19 Apologies**

Apologies were received from Councillor Coombes due to transport issues and Councillor Pile due to a social engagement.

**Resolved:** To note and accept the reasons for absence.

Councillor Holder arrived at 7.05pm.

## **458/19     Invited Guests**

### **a) Wiltshire Councillor Phil Alford (Melksham Without North) & Wiltshire Councillor Nick Holder (Melksham Without South)**

Councillor Alford updated Members on the following:

#### **A350 By-Pass**

Following the recent Government announcement of funding for an A350 by-pass, a cost benefit analysis against cost savings in travel time and environmental impacts will be the next stages of the project.

Councillor Alford explained the route had not been decided, however, when plans were more crystalised, consultation would take place, with an anticipated start date for the project of 2024.

#### **Youth Outreach Workers**

At the recent Area Board meeting approval was given for youth workers for the skateboard park and King George V Park, to undertake intervention work, they would also visit other areas around town and every other week visit areas in Bowerhill. The scheme would run until October. Councillor Alford asked members to let him know if any specific areas in the parish needed targetting.

#### **Shurnhold Fields Grant**

An explanation was provided on why this application had been turned down at the recent Area Board meeting and encouraged the Parish Council to apply for a grant again on behalf of the group at the beginning of the next financial year.

#### **Wiltshire Council Briefing Note**

A reminder was provided that the deadline for bus improvement suggestions from town and parish councils was 27 March. It was noted this item was on the agenda for discussion.

#### **Staffing Structure, Wiltshire Council**

Councillor Alford updated Members on the recent review of the Management Executive of Wiltshire Council.

Councillor Holder updated Members as follows:

## **Shurnhold Fields Grant**

Councillor Holder reiterated the comments from Councillor Alford on the outcome of this grant application and expanded on the reasoning behind why this application had not be successful on this occasion and encouraged the parish council to submit a grant application again on behalf of the group for consideration at the next Area Board meeting in June.

## **Community Governance Review (CGR)**

Councillor Holder informed the meeting that approval of any recommendations on the CGR would be at a special meeting of Council after the Cabinet meeting in September, at which recommendations will be voted on to make changes to governance arrangements within Wiltshire.

**459/19**

### **a) To receive Declarations of Interests**

Regarding the approval of the Recommendations of the Finance Minutes of 2 March 2020 (item 11a), which included the outcome of the recent grant process, the following members declared an interest:

Councillor Glover, as his son was a director of Melksham Rugby Club.

Councillor R Wood as a member of Berryfield and Semington Road Action Group (BASRAG).

Councillor S Wood as a member of Berryfield and Semington Road Action Group (BASRAG).

Councilor Pafford as a member of Bowerhill Residents Action Group (BRAG) and the ATC Committee.

Councillor Holder as a member of Bowerhill Residents Action Group (BRAG) and Broughton Gifford Explorers as his son was a member.

The Clerk also declared an interest in Broughton Gifford Scout Group, as her son was also a member and husband a Committee member and Melksham Gardeners Society as she was a bank signatory.

### **b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered**

None were received.

**460/19 To consider holding items in Closed Session due to confidential nature**

*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business (Item 13a) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk advised this item referred to site allocation within the Neighbourhood Plan and the start of potential negotiations, therefore, given the confidential nature of this item it should be held in closed session.

Members agreed item 13a should be held in Closed Session.

**461/19 Public Participation**

Two members of public were present – Wiltshire Councillor, Phil Alford and Graham Ellis, Melksham Railway User Group.

Graham Ellis asked to speak to item 10f relating to suggestions for improved or enhanced bus services in Wiltshire.

Graham explained at the recent Area Board meeting an update had been provided on ongoing discussions for a replacement for the First Bus, D3 service, following their recent announcement that this service would cease in April.

At the Area Board meeting it had also been announced the X72, Faresaver Bus would be providing additional journeys to/from Bath, including the operation of journeys once an hour through Whitley and Forest, with double decker buses being used at busy times. Faresaver would also be operating journeys in the evenings and on Sundays, funded by Wiltshire Council. Publicity for the new timetables would be available shortly.

Graham went through proposals for the additional funding of £671,000 from the Government to support rural bus services and circulated information on these proposals:

- Services were such that they took people where and when they wanted to travel. (With the one year funding used to supplement the income as usage grows)
- To publicise the service so that people are aware of it and use it.
- Fares are reasonable and can be easily understood.
- To extend town buses (14 and 15) to the railway station and, also re-route through Portal Way.
- Update timetable to call at the station just before trains call.
- Cover the northern loop close to the station before returning just after the train calls.

- Update timetable to network with planned Faresaver buses through Melksham Forest.
- Add a driver shift to one of the town buses, which provides for one vehicle to be running before school runs (commuter services) and another up until early evening.
- Flat fare £1.50 and monthly transferrable season ticket at £45.00.
- Saturday and Sunday – one vehicle single shift, to the railway station for 08:45 train, afternoon service final connection of 17:45 ex Swindon (18:10 Melksham)
- Longer term. The case for 2020/21 seed funding for town bus changes is NOT dependent on these, however, going forward will need to look at this.
- Detailed work cannot be done until the changes have been made to the X72 and X34.

The Clerk asked what would happen to those bus services funded from Section 106 monies from East of Melksham when this funding runs out. Graham explained this is still running for 2/3 years and will need to be looked at to make sure no services are lost.

Members thanked Graham who left the meeting at this point.

#### **462/19 To approve the Minutes of the Full Council meeting held on 10 February 2020**

Councillor Baines proposed the following amendments to the minutes:

##### ***404/19 Community Governance Review: Item d***

the heading should read:

‘.....To consider removing Giles Wood from the parish’s proposals to change the Seend boundary’

The resolution to read ‘.... to incorporate BRAG picnic area and the **bridle** path ....’ not cycle path.

##### ***405/19 Highways item c***

Under the Resolution to amend **lifting** to **lifted**.

**Resolved:** The minutes of the Full Council meeting held on 10 February 2020, with the above amendments were formally approved and signed by the Chairman as a correct record.

#### **Confidential Notes Items 401c and 403c relating to these minutes**

Councillor Glover sought an amendment to Min 403c/19 to read ‘Councillor Glover suggested as a negotiation point up to .....’

**Resolved:** With the above amendment, to approve and sign as a correct record, the Confidential Notes relating to items 401c and 403c of the Full Council meeting held on 10 February 2020.

**a) Matters arising from the minutes**

**i) Min No: 405c/19: Temporary Weight Restrictions on Cleveland Bridge, Bath. To note correspondence from Westbury Town Council**

Westbury Town Council had forwarded a letter to all Town and Parish Clerks in Wiltshire opposing and objecting to the decision of Bath & North East Somerset Council to apply a 18 tonne weight restriction on Cleveland Bridge in Bath. It was questioned why a major trunk road should close to certain vehicles with relatively little notice to town and parishes along the diversion route, given the impact this would have with regards to extra traffic running through their parishes.

**Resolved:** To note the information contained within this letter.

**ii) Min No: 408/19: Michelle Donelan MP. To receive feedback from meeting held on Friday, 21 February 2020**

The Clerk, along with Councillors R Wood, Baines, Chivers and Shea Simonds met with Michelle Donelan MP to discuss various issues. Councillor R Wood explained he felt the meeting was very productive and Michelle had appreciated the concerns raised at the meeting.

**463/19 Planning:**

**a) To approve the Minutes of the Planning Committee meetings held on 10 February 2020 and 24 February 2020**

Regarding the minutes of 24 February 2020, Councillor Pafford noted under Min No 424b the word '**this**' needed to be included within the recommendation to read as follows:

'To inform Wiltshire Council, Nexus and Hollins Strategic Land that Melksham Without's Planning Committee would not wish to see development on **this** site for the reasons raised above.'

**Resolved:** The minutes of the Planning Committee meetings held on 10 February 2020 and 24 February 2020 (with the above amendment) were formally approved and signed by the Chairman as a correct record.

**b) To formally approve Planning Committee recommendations contained within the minutes of 10 February 2020 and 24 February 2020**

There were no recommendations contained within the minutes of 10 February.

**Resolved:** To approve the recommendations contained within the Planning minutes of 24 February relating to agenda items 424b, 425a, 425b and 426.

The Clerk informed the meeting, that Melksham Town Council had proposed some amendments to the Community Infrastructure CIL policy, therefore, the recommendation to approve this policy under item 425c fell. However, there was an item regarding the CIL policy later in the agenda for discussion.

**464/19      Asset Management**

**a) To formally approve the minutes of the Asset Management Committee meeting held on 17 February 2020.**

Councillor Pafford proposed an amendment under Min 413b on page 4, third paragraph to read as follows:

‘...The middle pitch was considered, to be **the worst** pitch....’

**Resolved:** The minutes of the Asset Management Committee meeting held on 17 February 2020 (with the above amendment) were formally approved and signed by the Chairman as a correct record.

**b) To note correspondence (arising Min No: 413a/19 Recommendation 1 – Wilts FA and Recommendation 4 – Redfish)**

The Clerk informed Members correspondence had been received from the Wilts FA and Redfish, both pieces of correspondence needed to be borne in mind when approving the recommendations contained within the minutes.

**c) To formally approve the Asset Management Committee recommendations contained within the minutes of 17 February 2020**

After seeking advice on hire charges, it was noted these were in line with both Beversbrook, Calne and Stanley Park, Chippenham.

The Clerk informed the meeting within late papers the grass cutting contractor had provided additional information on the cost to spike the pitches, quoting £112.50 per pitch and as one would be verti-drained

would only charge for 3, therefore costing £337.50 in total. Recommendation 2 under 413b stated to spike all 3 pitches at a cost of a maximum of £450, therefore this cost fell within the proposal made within the recommendation.

**Resolved:** To approve the recommendations contained within the Asset Management Committee minutes of 17 February 2020 and to officially note that BTA Architects Ltd from Warminster had been appointed as the Principal Designer/Lead Consultant for the Berryfield Village Hall project at a cost of £38,000 (ex VAT).

Councillor Alford left the meeting at 7.50pm.

**d) To consider allowing banners on railings at Bowerhill Sports Field**

The Clerk explained that two requests had been received for banners, one from the Air Training Corps (ATC) asking if they could install banners outside the railings facing the road along Westinghouse Way and one from Future of Football looking for sponsorship from companies via advertising banners for the inside of the railings. They had also offered a percentage of any sponsorship received to the council.

The Clerk explained whilst investigations were underway on whether planning permission was required, permission would also need to be sought from Fields in Trust and sought guidance from Members if they wished to approve these proposals in principle subject to the various permissions.

**Resolved:** To support both requests for banners, subject to the relevant permissions being obtained and to welcome a percentage of the sponsorship received from Future of Football.

**e) To receive update on current progress regarding Berryfield Village Hall.**

The Clerk explained both her and Councillor R Wood had met with Wiltshire Council and the architects to discuss the plans for the hall, however, there was still concern regarding the number of parking spaces proposed, with Wiltshire Council wishing to see 34, where 14 had been provided in the plans, given the constraints of the site. BASRAG had seen the plans and were happy with what was being proposed.

The Clerk explained she was currently drawing up evidence to prove the need for fewer car parking spaces and was speaking to various users of



similar size halls in other rural locations on the size of their classes and what car parking is required to accommodate those numbers.

It was suggested a point could be made, that due to environmental concerns there was a need to reduce the number of car parking spaces in order to encourage people to walk or find other means of transport.

## **465/19 Highways**

### **a) To formally approve the minutes of the Highways & Street Scene Committee meeting held on 24 February 2020**

Councillor Baines requested a few amendments to the minutes as follows:

#### ***Min 436: Traffic Speed Survey Results – Woodrow Road***

The final sentence of page 10 should read:

‘It was noted to qualify for speed watch the average speed **needed to be above 35.1mph in a 30mph limit.**’

#### ***Min 437b: Melksham Without Footpath 66***

Should be referred to as Melksham Without Footpath **off of Footpath 66.**

#### ***Min 431: Public Participation***

The Clerk noted the word **Resolution** should be amended to **Recommendation.**

Councillor Baines proposed an amendment to the recommendation contained within Min 434f) to read as follows:

‘To install full **width** panels (at £468.00 each + VAT) on the shelter at Mitchell Drive, at Halifax Road opposite **Beaufort Close** to install ....’

The Clerk noted these shelters were Wiltshire Council ones, therefore permission would need to be sought in the first instance before going ahead.

**Resolved:** The minutes of the Highways & Street Scene Committee meeting held on 24 February 2020 (with the above amendment) were formally approved and signed by the Chairman as a correct record.

**b) To note correspondence with Wiltshire Police regarding A350 pedestrian crossing (Min No: 434a/19)**

Correspondence had been received from PCs Lee Pelling and Darren Foulger suggesting rumble strips could be installed to help slow traffic down, as well as changing the length of time between the lights going red for traffic and then the green light going on for pedestrians, giving drivers more time to respond to lights and come to a stop, allowing pedestrians a longer pause on red before crossing the road.

Following discussion, it was:

**Resolved:** To forward a request to CATG (Community Area Transport Group) to consider the following in order to slow traffic down on this stretch of the A350:

- Installation of a camera to enable fixed penalty notices to be issued.
- Installation of rumble strips.
- Adjust timing of lights in order to give pedestrians a longer pause in order to cross.
- Install signage on both sides of the crossing and in the middle to warn pedestrians to ensure that traffic in both lanes has stopped before crossing.

**c) To formally approve the Highways & Street Scene Committee meeting recommendations contained within the minutes of 24 February 2020**

**Resolved:** To approve the recommendations contained within the Highways & Street Scene minutes of 24 February 2020.

**d) Wiltshire Council Traffic Regulation Orders (To consider the following Orders)**

**i) B3107 Bradford Road and C212 Melksham Lane, Broughton Gifford (50 mph Speed Limit) Order 2020**

Correspondence had been received from Wiltshire Council proposing to reduce the speed limit to 50mph along this stretch of road. It was noted the Council had previously asked that this stretch of road be reduced to 40mph.

**Resolved:** To respond to the consultation by reiterating the comments the Council made previously.

**ii) C211 East Lane and B3107 Melksham Road, Holt (50 mph Speed Limit) Order 2020**

**Resolved:** To note.

**e) To receive feedback following A350 by-pass presentation at Area Board meeting held on 4 March and consider any future action**

The Clerk explained Peter Binley, Head of Highways Assets and Commissioning, Wiltshire/Council gave a presentation on the A350 bypass at the recent Area Board meeting, a copy of which would be forwarded to Members for their information shortly.

Councillor Glover stated at the meeting no route had been agreed, with all route options being considered, even those previously looked at on the West of Melksham.

It was anticipated work would start on the scheme in 2024 and the bypass opened by 2025.

**f) To consider suggestions for improved or enhanced bus services in Wiltshire**

Graham Ellis earlier in the meeting had raised his suggestions for improved or enhanced bus services locally.

**Resolved:** To support those suggestions raised by Graham Ellis and forward these to Wiltshire Council with a copy to Melksham Town Council.

**466/19 Finance:**

**a) To formally approve the Minutes of the Finance Committee held on Monday, 2 March 2020**

Members commented on an excellent set of minutes. The Clerk agreed to pass this information on to the Finance & Amenities Officer who had produced the minutes.

It was noted Min 448 should read **Grass Cutting Contract**

**Resolved:** The Minutes of the Finance Committee meeting held on 2 March 2020, with the above amendment were formally approved and signed by the Chair.

- b) To formally note receipt of Internal Audit interim Review held on 14 February 2020 (Reviewed by Finance Committee on 2 March 2020)**

Members noted that the Finance Committee had reviewed the Internal Auditor's report, and made recommendations accordingly.

**Resolved:** To formally note receipt of the Internal Audit Interim Review held on 14 February 2020.

- c) To approve the recommendations contained within the minutes of 2 March 2020.**

**Resolved:** To approve the recommendations contained within the Finance Committee minutes of 2 March 2020.

#### ***448 – Grass Cutting Contract***

The Clerk explained within late papers, the contractor had stated there would be no extra cost for the emptying of the bin at Berryfield Play Area, therefore the cost quoted under Recommendation 1 was the same ie £48,139.65.

#### ***450/19 - Audit - Review of Insurance Coverage during the Year***

Following a query from the Auditors on this matter, the Clerk explained she had sought advice from the Wiltshire Association of Local Councils (WALC) on this.

Members agreed the Clerk should go back to the Auditors with the advice received from WALC.

#### ***452/19 To consider investing Reserves***

Discussion ensued on whether options for investment could be investigated prior to the outcome of the Community Governance Review (CGR) review, as agreed at this meeting.

The Clerk suggested this could go on a future Finance agenda for discussion.

#### ***454/19 To consider grant applications for 2020/21 -***

The Clerk asked to defer approval of Recommendation 2 until Recommendation 3 had been considered.

### ***Recommendation 3***

The Clerk explained that Broughton Gifford Scouts queried the outcome of their grant, however, no grant application had been received. Upon investigations it appeared their grant had been received prior to the deadline but unfortunately had gone into Junk Mail. The Clerk sought guidance from Members how to proceed.

**Resolved:** To award a grant of £350 to Broughton Gifford Scout Group.

### ***Recommendation 2***

Given the grant for Broughton Gifford Explorers had been approved, the Clerk advised this recommendation needed amendment and therefore asked that funds totalling £830 be vired from reserves from community projects.

**Resolved:** To approve funds totalling £830 being vired from reserves from community projects to s137 grants budget heading.

#### **i) To appoint two non Finance Committee Councillors to undertake quarterly internal control checks**

**Resolved:** To appoint Councillors Pafford and Robert Shea-Simonds to undertake quarterly internal control checks.

#### **ii) To note Officer action taken regarding Fidelity (Employee Dishonesty Cover)**

**Resolved:** To note following the recommendation at the Finance Committee meeting held on 14 February 2020, the Council's Fidelity Cover had been increased to £1.5million until 1 June 2020 at an additional premium cost of approximately £350.

#### **d) To note Income/Expenditure reports for February**

**Resolved:** To note the Income/Expenditure reports for February 2020.

#### **e) To agree two Finance Councillors to authorise monthly payments for March and Bank Transfers**

The Clerk explained as the grants had been approved there were several cheques to be signed. In addition to the monthly payment run there may be some additional payments at the end of the month prior to Year End as well.

**Resolved:** Councillors S Wood and Carter agreed to authorise the cheques and online monthly payments and Bank Transfers later in the week. Councillors Holder and Glover agreed to authorise any additional payments prior to Year End.

**f) To approve invoice payment of Parish's contribution towards Market Place Toilets**

The Clerk explained she was awaiting an answer on this invoice from the Town Council regarding the VAT element.

**Resolved:** To delegate powers to Councillors Baines and Glover to approve this invoice for payment once this issue has been clarified and the invoice presented.

**g) To note expenditure to date on Melksham Joint Neighbourhood Plan for Year End for Audit purposes**

The Clerk explained she was currently working with the Finance Officer, Melksham Town Council on this and would report back shortly.

**h) Shurnhold Fields. To note decision on joint funding of capital expenditure (car park) from Melksham Town Council and Melksham Area Board**

The Clerk explained there appeared to be confusion on the contribution Melksham Town Council had agreed to fund with regard to capital costs for Shurnhold Fields, however, whilst confirmation had not been received in writing there had been verbal confirmation that the Town Council had resolved at a recent meeting to pay 50/50 (as previously agreed) or a third if awarded a grant by the Area Board.

A Shurnhold Fields meeting was due to take place the following day therefore, the Clerk sought a steer from Members whether they wished to go ahead with the planning permission for the car park and land drainage or whether to await the outcome of a grant application to the Area Board in June.

**Resolved:** That Melksham Without's position at the Shurnhold Fields Working Group meeting to be held the following day, would be to recommend the necessary planning permissions be sought prior to applying for an Area Board grant in June.

#### **467/19 Community Governance Review (CGR)**

**a) To consider correspondence from Seend Parish Council and receive feedback from public meetings**

Seend Parish Council had written stating their Members had discussed the council's offer to remove Giles Wood from the parish council's CGR request to move the boundary between Seend Parish and Melksham Without Parish. However, whilst their Members appreciated the willingness to offer this compromise, their Members felt they wanted the whole boundary to remain unchanged.

It was noted that reference was made in the letter to an annual contribution made to support the BRAG picnic area and it was suggested BRAG may like to re-apply for any grant funding from Seend Parish Council to help with the upkeep of this area, given it is located within Seend Parish.

**Resolved:** To write to Wiltshire Council withdrawing the Council's CGR submission for a change of boundary between Seend Parish and Melksham Without.

**b) To review proposals and agree next steps**

No further proposals were suggested.

**c) To note timescale of review and dates of next round of public consultation**

It was noted the new dates for consultation were Wednesday, 13 May at Melksham United Church at 7.00pm and Wednesday, 20 May at 7.00pm at 1 Swift Way, Bowerhill Industrial Estate (Gompels).

Car parking was discussed and it was agreed cars could park in Swift Way and use the Pavilion car park.

#### **468/19 Neighbourhood Planning/Local Plan Review**

**a) To note update from last Neighbourhood Plan meeting held on 26 February 2020. (*In Closed Session*)**

The Clerk explained that unfortunately, the minutes were not available, but would be circulated shortly.

The Clerk provided an updated on the Neighbourhood Plan meeting held on 26 February 2020.

**b) To note presentation of draft Neighbourhood Plan on Wednesday, 25 March at 7.00pm to Melksham Town Council and Melksham Without Parish Council**

Members noted a presentation on the draft plan was due to take place on 25 March at 7.00pm, following the Neighbourhood Plan Steering Group meeting prior, to approve the draft plan.

**c) To note Extra Ordinary Full Council meeting to approve draft Neighbourhood Plan following presentation.**

The Clerk explained following the Steering Group meeting on 25 March, as no meeting was planned for 30 March, Members were to be called to an Extra Ordinary Full Council meeting afterwards to approve the draft plan.

**d) To approve revised CIL Policy and consider feedback from joint Town/Parish meeting.**

It was noted that the Town Council had proposed a few minor amendments to the policy (highlighted in red) which had previously been agreed by the Parish Council, a meeting was due to take place on 19 March to discuss the CIL policy with officers and representatives of Melksham Town Council.

**Resolved:** To approve the draft CIL policy with the additional sentence as follows:

*....civic infrastructure, 'for the benefit of the Joint Neighbourhood Plan area, focusing on the facilities/infrastructure and communities most impacted by the new development'.*

However, the following paragraph was better suited as supporting text for the reason for the policy, rather than as part of the policy:

*'A Memorandum of Agreement will be put in place between Melksham Without Parish Council and Melksham Town Council, defining the process by which local priorities for infrastructure needs are identified and agreed across the Joint Plan Area. The Memorandum of Agreement will include a Statement of Infrastructure Priorities for infrastructure needs and improvement projects which will be reviewed annually and agreed jointly between the Town and Parish Councils.'*



**e) To note Regulation 14 Consultation due to start on 6 April 2020**

Members noted the Regulation 14 consultation was due to start on 6 April 2020, with a notice of the consultation start date being advertised in the Melksham News on 26 March.

**f) To consider commenting on Seend Neighbourhood Plan regarding Local Green Space designations (BRAG Picnic Area and Bridleway, Giles Wood)**

Correspondence had been received from Bowerhill Residents Action Group (BRAG) asking if the protection of the picnic area within the plan be extended to include the bridleway/footpath, given the area is home to several memorial benches and is fully maintained by BRAG themselves.

Members were surprised to note that Giles Wood was not included in the Local Green Space designations in the plan.

**Resolved:** To write to the Seend Neighbourhood Plan Steering Group to ask that the bridleway from Bowerhill down to picnic area, and Giles Wood be included in their Local Green Space designations in order to protect them.

**g) To consider holding Working Party to review improvements to Green Infrastructure and Open Space to inform Melksham Neighbourhood Plan and Local Plan Review**

The Clerk explained that lots of work had already been done on green infrastructure and open spaces as part of the Neighbourhood Plan process and sought volunteers to join a working party to look at green corridors and open space and how they could be improved in order to inform the Neighbourhood Plan, as part of the evidence base and Local Plan Review.

**Resolved:** A working party be held on Tuesday, 17 March at 10.00am, consisting of Councillors Chivers, R Wood, Pafford and Glover, with delegated powers to forward this information on to Wiltshire Council and the Neighbourhood Plan Steering Group.

Councillor R Wood noted the time was 10.12pm and sought agreement from Members to continue the meeting in line with Standing Orders.

It was agreed to continue the meeting for up to a further 10 minutes.

**a) To receive update on emergency planning procedures**

The Clerk reminded Members there was a Community Resilience Working Party and Members may be called upon to assist with a community response, if required, given the current public health crisis.

The Clerk asked, in the circumstances, if Members wished to hold the Annual Parish meeting on 7 April which, by law had to take place and whether to hand out grant cheques to the various community groups.

Given the current health crisis, it was

**Resolved:** To continue with the meeting, albeit in a reduced format and to send grant cheques out by post.

**b) To note Minutes of CAWS CEG meeting held on 11 February 2020 and DBS checks being undertaken by Officers**

The minutes of the CAWS CEG (Community Action: Whitley & Shaw Community Emergency Volunteers) meeting held on 11 February 2020 were noted.

The Clerk informed the meeting that officers were currently undertaking DBS checks, at £15.50 each on the various flood warden volunteers.

**c) To receive update following recent flood event within the parish.**

The Clerk reported after Storm Dennis on 16 February, she had attended a meeting where it was noted the flood wardens had been in attendance at various locations in Shaw and Whitley and deployed sandbags, however, everything went to plan and there was nothing additional to report. A debrief session had been held.

**470/19 Community projects/partnership organisations:**

**a) East of Melksham Community Centre. To consider update from Melksham Town Council and next steps**

The Clerk informed the meeting there was no update as yet from the Town Council.

**b) To consider providing free trees to parish residents to plant in their gardens**

Melksham Town Council had provided free trees for Melksham residents. However, some residents from the parish had applied and

been refused, therefore the Clerk asked if Members were happy that the Council paid the Town Council for those trees requested by residents.

It was understood each tree would be under £2.00 each and not exceed £10 in total.

**Resolved:** That the Parish Council pay for any trees requested by residents of the parish.

**c) To consider correspondence regarding plans for VE Day 75 years commemorations on 8 May 2020**

Correspondence had been received from several sources asking if the Parish Council were planning any VE celebrations on 8 May.

Information was also circulated to Members regarding various memorials to commemorate 75 years since VE Day.

**Resolved:** Given the current circumstances, not to hold VE day celebrations. To purchase two memorial VE Day planters at £750 each + VAT, to be located at the entrance to Berryfield Park and Bowerhill, adjacent to Dick Lovetts (next to the Welcome to Bowerhill sign), subject to Highway's agreement and investigate if Dick Lovetts would be happy to contribute to one of these planters.

**d) To note dates of the Great British Spring Clean 20 March-13 April 2020**

Members noted the dates of the Great British Spring Clean from 20 March-13 April 2020.

**e) To consider appointing representative to attend Melksham Town Council CCTV working group and Health & Wellbeing Group, Melksham Area Board.**

The meeting was informed the Health & Wellbeing Group, Melksham Area Board had replaced the former Melksham Joint Health Working Group and were seeking a representative from the parish council, as with Melksham Town Council for their CCTV working group.

**Resolved:** Councillor Glover to be the Council's representative on both Melksham Town Council's CCTV working group and the Health & Wellbeing Group of the Area Board.

**f) To note Fun in the Sun dates for this Summer at Shaw Playing Fields (*Wiltshire Council Rural Outreach Programme*)**

To note the Fun in the Sun events are to be held every Friday during the Summer holidays at Shaw Playing Fields.

Meeting finished at 10.21pm

Chair.....  
Approved at Full Council on  
27 July 2020

Date: 30/04/2020

## Melksham without Parish Council 2019/20

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Time: 12:14

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 11

## Receipts for Month 11 - February 2020

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		5,294.04					5,294.04	
'1531-BACS	Banked: 04/02/2020	50.00						
'1531-BACS	Staverton United	50.00			1210	210	50.00	11th Jan pitch hire-In.160
	Banked: 10/02/2020	649,000.00						
4136405110	Fixed Term Deposit	649,000.00			210		649,000.00	V1521-Fixed Term deposit retur
V1521-Inte	Banked: 10/02/2020	141.89						
V1521-Inte	Lloyds Bank	141.89			1080	110	141.89	Fixed Term deposit interest
V1555-S/O	Banked: 19/02/2020	10.00						
V1555-S/O	Melksham Fitness	10.00			1210	210	10.00	Changing Room hire Feb 2020
00145-CHQ	Banked: 26/02/2020	1,094.12						
V1559	Melksham Town Council	275.00			4680	170	275.00	5/9 share of N'Hood Plan Page
V1560	Melksham Town Council	819.12			4820	142	819.12	50% -Shurnho Fields BENCH-151
Total Receipts for Month		650,296.01	0.00	0.00			650,296.01	
Cashbook Totals		655,590.05	0.00	0.00			655,590.05	

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## Melksham without Parish Council 2019/20

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## Cashbook 1

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## Current Account &amp; Instant Acc

For Month No: 11

## Payments for Month 11

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
3/02/2020	Grist Environmental	V1528-DD	42.75		7.13	4770	220	35.62	Inv.294265-B'Hill waste away
3/02/2020	Wessex Water - BWSBL	V1529-DD	54.98			4323	320	54.98	BYF Water-6.7.19-18.12.11
3/02/2020	Wessex Water - BWSBL	V1530-DD	77.96			4323	320	77.96	BSF Water-6.7.19-18.12.11
3/02/2020	Unity Bank	V1552-5999	14,000.00				220	14,000.00	Unity Bank top up after payment
3/02/2020	EE Limited	V1554-DD	13.34		2.22	4195	120	11.12	Inv.612-WIFI for meetings
4/02/2020	Fixed Term Deposit	20016653	634,000.00			210		634,000.00	V1553-Fixed Term Deposit
9/02/2020	Eon	V1557-DD	179.55		8.55	4312	220	171.00	Inv.783-Pavilion Gas
0/02/2020	Eon	V1556-DD	159.40		7.59	4302	220	151.81	Inv.CEA- Pavilion Electricit
4/02/2020	Sirus Telecom	V1558-DD	234.40		39.07	4190	120	195.33	Inv.45992-Office phone usage
Total Payments for Month			648,762.38	0.00	64.56			648,697.82	
Balance Carried Fwd			6,827.67						
Cashbook Totals			655,590.05	0.00	64.56			655,525.49	

Date: 30/04/2020

## Melksham without Parish Council 2019/20

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Cashbook 2

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Unity Bank

For Month No: 11

Receipts for Month 11 - February 2020

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		84,531.01					84,531.01	
Banked: 13/02/2020		14,000.00						
V1552-5999	Current Account & Instant Acc	14,000.00			200		14,000.00	Unity Bank top up after paymen
Total Receipts for Month		14,000.00	0.00	0.00			14,000.00	
Cashbook Totals		98,531.01	0.00	0.00			98,531.01	

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## Melksham without Parish Council 2019/20

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## Cashbook 2

User: MF

## Unity Bank

For Month No: 11

## Payments for Month 11

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
3/02/2020	JH Jones & Sons	V1532-BACS	474.00		79.00	4490	142	395.00	Inv.13302-BYF tree remov:
3/02/2020	JH Jones & Sons	V1533-BACS	883.69		147.28	4402	320	56.66	Inv.13303- Allotment grass cut
						4400	142	211.33	Inv.13303-Play Area grass cut
						4780	142	17.50	Inv.13303-Play Area bin empty
						4781	220	75.83	Inv.13303-JSF bin empty
						4401	220	375.09	Inv.13303-JSF Pitch Maintenan
3/02/2020	Wilts Assoc of Local Councils	V1535-BACS	156.00		26.00	4055	130	130.00	Inv.3731-N'hood plan training
3/02/2020	Playforce	V1536-BACS	646.99		107.83	4490	142	539.16	Inv.15325-Beanacre PArea Repai
3/02/2020	Mrs. Mills	V1537-BACS	1.50			4120	120	1.50	Postage reimbursement
3/02/2020	Aquasafe Environmental Ltd	V1538-BACS	138.00		23.00	4212	220	115.00	Inv.191105-Nov19 PPM Vi
3/02/2020	Graston Merchanting GB	V1540-BACS	10.39			4721	220	10.39	Inv.315544-Fence repair-JSF
3/02/2020	JC Combustion Services Ltd	V1541-BACS	480.00		80.00	4791	220	400.00	2666-boiler, 2 water heater se
3/02/2020	Teresa Strange	V1542-BACS				4000	130		February 2020 Salary
						4048	130	25.11	N'hood Plan training mileag
3/02/2020	Lorraine McRandle	V1543-BACS				4020	130		February 2020 Salary
3/02/2020	Marianne Rossi	V1544-BACS				4010	130		February 2020 Salary
3/02/2020	Terry Cole	V1545-BACS				4460	142		February 2020 salary
						4050	142	47.50	Travel Allowance
						4051	142	37.35	Mileage x83
3/02/2020	David Cole	V1546-BACS				4800	320		February 2020 Salary
3/02/2020	Wiltshire Pension Fund	V1547-BACS	1,715.76			4000	130	203.92	Period 11- February 2020
						4010	130	93.96	Period 11- February 2020
						4020	130	103.39	Period 11- February 2020
						4045	130	1,314.49	Period 11- February 2020
3/02/2020	HM Revenue & Customs	V1548-BACS	1,887.35			4041	130	605.62	Period 11- February 2020
						4000	130	378.20	Period 11- February 2020-
						4000	130	290.19	Period 11- February 2020-I
						4020	130	127.40	Period 11- February 2020-
						4020	130	127.62	Period 11- February 2020-I
						4010	130	96.80	Period 11- February 2020-
						4010	130	108.12	Period 11- February 2020-I
						4460	142	145.00	Period 11- February 2020-
						4800	320	8.40	Period 11- February 2020-
3/02/2020	Aquasafe Environmental Ltd	V1539-BACS	138.00		23.00	4212	220	115.00	Inv.200103-Jan 2020 PPM Visit
3/02/2020	J.Beaven	V1534-BACS	616.40		1.07	4381	220	42.00	Changing rooms 1&2- 6th Dec cl
						4381	220	84.00	13th Dec- Changing room clean
						4380	120	22.00	27th Dec Office clean
						4381	220	42.00	4th Jan clean-Chang room: 1&2
						4381	220	84.00	10th Jan clean
						4381	220	42.00	11th Jan Changing room

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## Melksham without Parish Council 2019/20

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## Cashbook 2

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## Unity Bank

For Month No: 11

## Payments for Month 11

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									cleanin
						4381	220	84.00	17th Jan Changing room clean
						4381	220	42.00	18th Jan Changing room clean
						4380	120	42.00	Meeting room clean
						4381	220	84.00	31st Jan changing room clean
						4381	220	42.00	1st February changing ro clean
						4370	120	5.33	Cleaning materials
3/02/2020	Wiltshire Council	V1550-BACS	55.50			4060	130	55.50	Inv.113823-Caretaker DBS
3/02/2020	Simon J White	V1551-BACS	195.00			4490	142	195.00	Inv.7964-Car Tyres R/abou Mai
7/02/2020	Unity Trust Bank	V1549-DD	308.24		28.85	4150	120	56.88	x3 A4 Paper @ £18.96
						4150	120	14.99	Printer labels
						4150	120	4.99	Bulldog clips
						4150	120	25.25	x2 A3 Paper
						4490	142	24.96	Moss Remover
						4490	142	17.46	Weed Killer
						4250	120	6.00	Land Registry0 Kestrel
						4250	120	6.00	Land Registry-BSF
						4250	120	3.00	Land Registry-BYF Allot
						4250	120	3.00	Land Registry-BSF Allot
						4250	120	6.00	Land Registry-BYF P/Area
						4250	120	6.00	Land Registry-Beanacre
						4250	120	3.00	Land Registry-Watermeadow
						4370	120	19.92	Floor Mop
						4370	120	27.48	Toilet brush holder
						4370	120	2.49	Dustpan and brush
						4370	120	6.64	Zoflora
						4351	120	7.99	Wireless mouse
						4370	120	4.34	Hand Bottle spray
						4680	170	20.00	N'hood Plan advert FB boo
						4680	170	10.00	N'Hood Plan advert FB boost
						4140	120	3.00	Monthly Fee
1/02/2020	Teresa Strange	V1561-S/O	5.30		0.88	4190	120	4.42	Out of hours mobile reimburse
Total Payments for Month			13,397.63	0.00	516.91			12,880.72	
Balance Carried Fwd			85,133.38						
Cashbook Totals			98,531.01	0.00	516.91			98,014.10	

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## Melksham without Parish Council 2019/20

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## Cashbook 3

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## Fixed Term Deposit

For Month No: 11

Receipts for Month 11 - February 2020

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		649,000.00					649,000.00	
Banked: 14/02/2020		634,000.00						
20016653	Current Account & Instant Acc	634,000.00			200		634,000.00	V1553-Fixed Term Deposit
Total Receipts for Month		634,000.00	0.00	0.00			634,000.00	
Cashbook Totals		1,283,000.00	0.00	0.00			1,283,000.00	

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Melksham without Parish Council 2019/20

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Cashbook 3

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Fixed Term Deposit

For Month No: 11

## Payments for Month 11

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
0/02/2020	Current Account & Instant Acc	M136405110	649,000.00			200		649,000.00	V1521-Fixed Term deposit retur
Total Payments for Month			649,000.00	0.00	0.00			649,000.00	
Balance Carried Fwd			634,000.00						
Cashbook Totals			1,283,000.00	0.00	0.00			1,283,000.00	

