

**MINUTES of the Full Council Meeting of Melksham Without
Parish Council held on Monday 13 September 2021 at 1 Swift Way,
Westinghouse Way, Bowerhill, Melksham, SN12 6QX at 7.00pm**

**(DUE TO THE ON-GOING COVID 19 PUBLIC HEALTH CRISIS THIS MEETING
WAS HELD FACE TO FACE WITH MEMBERS OF THE PUBLIC BEING
ENCOURAGED TO JOIN THE MEETING VIA ZOOM. THE MEETING WAS ALSO
LIVE STREAMED VIA YOUTUBE FOR MEMBERS OF THE PUBLIC TO WATCH)**

Present: Councillors John Glover (Chair of Council), David Pafford (Vice Chair of Council), Alan Baines, John Doel, Mark Harris, Shona Holt, Rob Hoyle, Stefano Patacchiola, Andy Russell, Robert Shea-Simonds and Richard Wood

Officers: Teresa Strange (Clerk) and Marianne Rossi (Finance & Amenities Officer)

In attendance: Paul Lenaerts and Ian Britton, Wilts & Berks Canal Trust

Via Zoom: Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)

202/21 Welcome, Announcements & Housekeeping

Councillor Glover welcomed everyone to the meeting and explained changes to the meeting schedule as follows:

Monday, 20 September: Planning followed by Asset Management
Monday, 27 September: IT Working Party
Monday, 4 October: Staffing

With regard to the IT Working Party meeting, Councillor Glover asked if Members had any feedback on electronic agenda packs to let the Clerk know.

203/21 To receive Apologies and consider approval of reasons given

Apologies were received from Councillor Mary Pile who was unwell. It was understood Councillor Terry Chivers was also unwell.

Resolved: To note and accept the reasons for absence.

204/21 Invited Guests:

a) Wiltshire Councillor Nick Holder (Bowerhill)

Apologies were received from Wiltshire Councillor Nick Holder who was unwell.

b) Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)

Councillor Alford provided the following updates:

CCTV

Councillor Alford explained he was hoping to set up an exploratory meeting with Paula Smith, Campus Co-ordinator; Louise Carey; representatives of Melksham Town Council, such as Councillor Colin Goodhind to discuss possibility of the town CCTV 'piggy backing' on the Campus system and hoped a representative from the Parish Council would also be able to attend, given recent concerns of anti-social behaviour in Hornchurch Play Area, Bowerhill.

Regular Updates with the Chair

Councillor Alford explained it was often difficult to attend Council meetings, as Melksham Town Council meetings were also held on a Monday and enquired if the Chair of the Parish Council wished to have regular meetings to catch-up on issues relevant to the parish.

Community Area Transport Group (CATG) Update

At a recent CATG meeting it had been agreed soils would be scraped back on the pavement from Dunch Lane to Shaw in order to try and bring back the pavement to its original width.

Area Board

The next Area Board meeting would be held on 22 September, at which the Climate Change and Blue/Green Infrastructure consultations would be launched. The Climate Change document is about how, as an authority, Wiltshire Council can address climate change and is more a high-level strategic document and would inform policy moving forward. Councillor Alford invited Members to feed into the consultation.

The Blue/Green Infrastructure document related to land usages and scope of Wiltshire Council to be driving forward projects on re-wilding, re-planting, tree planting schemes and making sure more trees are planted generally and improve quality of blue infrastructure, such as rivers, ponds, streams, lakes etc. to improve biodiversity.

Cleveland Bridge, Bath

Bath & North East Somerset Council (BANES) have decided to put a Traffic Regulation Order (TRO) on Cleveland Bridge to stop HGVs over 18 tonnes using it once the repairs have been completed.

Councillor Alford explained this decision went against their own officers' recommendations. There was a decision in 2012 and an appeal upheld telling BANES not to do it as they had not consulted with neighbouring authorities who would be affected by the closure. It was made clear the same conditions at Appeal would apply and could result in court action if they went ahead. However, Members at BANES decided to put in a Traffic Regulation Order anyway.

Councillor Alford explained he had approached other Members of Wiltshire Council, who were not keen on this decision and would be speaking to other Members in the meantime to ascertain their view.

c) Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural)

Councillor Seed tendered his apologies, as he was attending a meeting of Bromham Parish Council.

d) Paul Lenaerts and Ian Britton update on Wilts & Berks Canal Project

Paul Lenaerts, Project Manager and Ian Britton, Facilitator, Wilts & Berks Canal Trust attended the meeting to provide an update on the Wilts & Berks Canal project for Melksham.

Paul gave a brief history of the project and explained he had joined the project after the planning application for the Melksham Link had been submitted in 2012 and hope the final hurdles on the project would be overcome shortly. A meeting with the Wiltshire Ecologist was due to take place the following day to try and overcome ecological aspects relating to the navigation of the river Avon and any mitigation which may be required.

Paul explained when the project was originally discussed some 20 years ago the proposal was for the route from the Kennet & Avon Canal to go West around Berryfield and join the river Avon.

There had been a consultation regarding the route and it was understood there had been an overwhelming view from residents of Berryfield that the route should be through the village, in order to make a feature of it and therefore the route was changed to the one which was submitted in 2012.

With regard to funding, Paul explained it was originally hoped this would have been secured via a Lottery Grant of £20m, but unfortunately this did not materialize and alternative sources of funding were considered, with 'enabling development' considered a viable option with Ian being brought on board to help facilitate this.

Paul explained the route had been revised again since the plans had been submitted in 2012 to accommodate a landowner to the North part of the route. Indicative plans were shown of where enabling development could be located within the scheme, as well as other proposals such as a commercial element, new school, medical centre and 'community playing fields.

Councillor Glover pointed out the route would go through the current Berryfield play area with the Trust having to replace this elsewhere in the scheme, which Paul acknowledged.

Paul sought the view of the Parish Council on their preferred route, as there was potential to go back to the original proposal of the route going to the West of Berryfield, which would mean less houses having to be built to help fund the scheme, as less infrastructure would be required such as bridges etc.

Councillor Baines stated he understood originally the route could not go West as it would have required the canal being lined and therefore more expensive. Councillor Baines stated he could not remember residents of Berryfield expressing a preferred route one way or the other.

Councillor Wood supported this view and explained it was originally understood the route could not go West due to gravel pits and felt the proposed route submitted seemed counter intuitive to what the scheme was trying to achieve.

Both Paul and Ian explained the canal would have to be lined whichever route was chosen.

Ian explained that some 4 or 5 years ago, thought was given to a different way of how to fund the project, taking the concept of what developers do to make profit for themselves from housing but using that profit for the community, in building the canal and other facilities such as a school etc.

Ian explained discussions were currently taking place with landowners, with the change of route to the North towards River Avon being looked at because it keeps prime land available for whatever the landowner wants to do with it in the future.

The location of proposed housing had also changed, as in discussions with Planners they had asked that the canal be the

boundary to any further development.

Ian explained as part of the Local Plan Review there is going to be more housing in Melksham and it is whether the Trust use this to their advantage in using some of the housing allocation to help fund the canal, as any profit would go into the building canal and any other ancillary requirements of the community.

Questions from Members

- **Q:** Have residents of Berryfield been approached to ask their views. Since previous plans submitted and consulted on, several more housing schemes in Berryfield have been approved, amounting to approximately 300 dwellings, with over half already built. How many more houses would be required to build the canal?

A: Ian explained that based on the figures available at present and providing a school would need between 800-950 of the total quota of housing for Melksham.

As yet they have not spoken to residents, as early days in process with regard to the revised plans.

It was noted the original plans submitted in 2012 had a housing allocation of 700 dwellings.

Councillor Wood explained there had not been a ground swell of people preferring the route to go through the centre of Berryfield, but over time people had got used to the idea.

However, he did feel that housing at this location is unsustainable. Recent housing in Berryfield had only been approved due to a lack of 5-year land supply with the Parish Council having stated that they felt that the sites concerned were unsustainable due to their locations, but these were nearer to Melksham than the proposed housing for the canal will be.

Councillor Wood stated proposals for the canal had initially been sold to residents when funding would have come from lottery funding and not from housing development.

- **Q:** What housing developer will build housing, if any profit will be going to the canal project?

A: Ian explained a promotor would normally sign an agreement with the landowner who would agree a percentage of between what could they could sell the land for with planning permission and without, which is their profit, that percentage difference is their

promotional fee and that is how land promoters make their money. This is not the same as developer who builds houses and makes profits on selling the houses. Therefore, the Trust would be taking the role of the promotor.

Q: Therefore, would landowners get less money using this calculation?

A: Whilst there are some Landowners who will only deal with true promoters, as they want their full profit, others are happy to work with the Trust. However, those landowners who would only deal with promoters, are still talking to Trust regarding the canal corridor and seem to be happy with what is proposed.

Plans were shown of alternative revised plans which showed a proposed canal route to the West of Berryfield similar to the original scheme prior to the 2012 planning application.

Councillor Glover stated that the proposal for a scheme to the West had more going for it than the previous plan submitted. However, the number of houses would be different and the question would be how much and where they will go and this still needed further discussion with the Parish Council and residents of Berryfield.

Q: If the project was looking to housing to help fund the canal but with the developer still have obligations re Section 106 and presumably would put a high sale price to the houses?

A: Property prices would be the same as they normally would be. The canal is being funded through the promotional agreement. There will be a chunk taken off which the promotor keeps when the land is sold to help build the canal.

Wiltshire Council if going through the Masterplan route and want to make sure canal is built, therefore the only way to guarantee this is through a promotional agreement, so that they know they have funding there before the houses are built.

Q: Is the canal project too expensive to fund using the funding scheme suggested?

A: All calculations have been costed into the scheme in order to fully fund it.

Q: What if costs increase more than anticipated. Would more houses have to be built?

A: No, there will not need to be an increase in houses as number of houses would be fixed by the line of the canal, all costs factored

in and unless anything drastic happens, funding will be there. However, other aspects of the ancillary elements of the canal may have to wait, such as the wetland centre.

Q: Could the canal join the river further down to enable less canal in this area?

A: They had looked at this, but unfortunately it was not feasible due to the meandering nature of the river in this area also it is too shallow and higher.

Q: What will happen to the mural which is being proposed on the side of the new Berryfield Village Hall which depicts the proposed route of the canal?

A: The route of the canal may change again or stay as is, but if come back and say would prefer current route will push that one.

Q: Note no housing proposed to the North, therefore the buffer remains?

A: There will be a buffer between Semington and Berryfield and Berryfield and Melksham.

Q: For the proposed houses, would this be a similar scheme to Trowbridge (Staverton Marina)? this would be an opportunity missed if the canal goes around the West of Berryfield. The fear is there could be 'in-fill' otherwise.

A: The preferred choice would be to take route through Berryfield and through the estate and make a nice connection.

Councillor Wood noted on the other hand a route to the West would provide a genuine canal experience through open countryside.

Q: Can you have tow path on both sides if goes through Berryfield?

A: There isn't an opportunity for one on both side behind the New Inn for instances as this is quite narrow.

Q: Are you having talks with Semington Parish Council?

A: They did talk to them a few years ago and they were concerned at the introduction of a marina to the South and the potential to increase traffic, but will be talking to them soon.

Q: Are you going to discuss proposals with residents of Berryfield?

A: Will engage with residents of Berryfield in due course.

Q: There appears to be two masterplans or a third if you count the plans submitted in 2012, which one do you prefer?

A: Prefer going through Berryfield, but happy with what is preferred by the majority. The 2012 proposals would require approximately £20m in funding.

Q: Will you be organising a consultation event?

A: Yes, but wanted to speak to the Parish Council in the first instance.

Q: Where will the proposed school be?

A: At present it is proposed to be near the chicken farm, but this is still up for discussion and plans are still very much illustrative at present.

Councillor Glover as Chair asked if there could be an item on a future agenda regarding the revised proposals for the canal in order for Members to discuss further and in the meantime asked if the Wilts & Berks Canal Trust could arrange a public consultation event in Berryfield to inform residents of the revised proposals.

The Chair thanked both Paul and Ian for attending the meeting to provide the Council with an update on proposals for the canal project.

205/21 a) To receive Declarations of Interests

None.

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

None received.

206/21 **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 10b ii, 10c, 11b) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Chair explained Items 10b and 10c related to quotes and 11b related to legal matters regarding Berryfield Village Hall.

Resolved: To discuss items 10b, 10c and 11b in closed session.

207/21 **Public Participation**

No members of public were present either in the meeting room or via Zoom.

208/21 **Coronavirus Roadmap**

a) To note current cases of Covid in Wiltshire (higher than national average)

Councillor Glover informed the meeting that since the issuing of the agenda papers, the figures for Wiltshire were decreasing, but still high.

b) To note current room layout still in place due to high cases, and no trial alternative layouts yet tried for committee meetings

Members noted the current room layout was still in place as a precaution due to the number of cases of Covid in Wiltshire.

Members were happy with the current layout and precautions taken.

c) To decide if Working Parties can be held by zoom or as a hybrid meeting (refer to advice from WALC)

The Clerk had sought advice on whether working parties had to be held in person or could be held via Zoom or a mixture of both, with advice being received from the Wiltshire Association of Local Councils (WALC) which was circulated to members prior to the meeting. Wiltshire Council's policy on holding democratic meetings during a pandemic was also circulated to Members prior to the meeting.

Councillor Pafford explained he had attended a Shurnhold Fields Working Group meeting recently with most attending in person with everyone around 'one table' which had worked well, as there was

enough space between attendees and supported this set-up if only small numbers were in attendance.

Councillor Patacchiola explained he had also attended the meeting but remotely and welcomed the possibility of a hybrid set-up for working groups.

Members recognised that with regard to joint working groups with the Town Council for example, where there is equal representation from both councils, it would be useful if a Member could not attend in person for whatever reason, that they could attend remotely in order they could vote on a recommendation to the respective councils, as otherwise the vote could be steered one way or the other.

Councillor Patacchiola asked if working group meetings were recorded.

The Clerk clarified meetings were recorded purely to aid minute taking and once minutes of a meeting had been approved at a Full Council meeting both the notes and the recording of the meeting were destroyed with the minute book being the only, and legal, record of a committee or Full Council meeting.

Members discussed the pros and cons of having hybrid working group meetings and,

Resolved: Those Working Groups which make recommendations to Full Council have the option to be held as hybrid meetings.

209/21 To approve the Minutes of the Full Council Meetings held on 26 July and 23 August

Resolved: To approve and the Chair to sign the Full Council minutes of 16 July and 23 August 2021.

210/21 Planning:

a) To approve the Minutes of the Planning Committee meetings held on 2 August and 23 August 2021

It was noted Min 173/21: To Receive Apologies, should read **Resolved** and not **Recommendation**.

The Clerk explained since the issuing of the agenda papers, it had been noted within the Planning minutes of 23 August a few items stated **Resolved**, but should have read **Recommendation** ie Mins 198/21, 200c and d and 201aii, with the minutes for signature being amended.

Resolved: With the above amendments, to approve and for the Chair to sign the Planning Committee minutes of 2 August and 23 August 2021.

b) To formally approve Planning Committee Recommendations of 2 August and 23 August 2021

With regard to recommendation 198/21 to commission artist Marilyn Trew the Clerk clarified the cost would be £50.

Resolved: To approve the recommendations contained within the Planning Committee meeting minutes of 2 August and 23 August 2021.

c) To receive update on Melksham Town Council's Priority for People consultation and to appoint rep for Workshop (Thurs 7 October)

It was noted the Clerk had been invited to attend this workshop, along with one Councillor.

Resolved: Councillor Pafford be appointed as Parish Council representative for the workshop on 7 October.

211/21 Asset Management:

a) Market Place Toilets

i) To note report of Amenities Manager, Melksham Town Council (MTC) regarding usage of the toilets between 7pm-midnight and the Town Council resolution 2 August 2021

Members noted the report of the Amenities Manager, Melksham Town Council with regard to usage of the toilets between 7pm and midnight and the resolution of the Town Council Asset Management & Amenities Committee of 19 July:

- The toilets close at 7pm in order to reduce vandalism and drug use.
- A tender should be offered out to alternative local contractors on a competitive basis to test the market and evaluate what could be delivered for the budget.
- An ultimate target would be to enter the Loo of the Year award in 2022.

At the Town Council meeting on 2 August a recommendation had been made to hold a consultation with members of the public, Melksham Without Parish Council and those running the

night time economy to provide evidence of usage of the Market Place toilets between 7.00pm-midnight with the findings being presented to the Asset Management & Amenities meeting on 11 October for a decision on whether to close the toilets between these times.

Councillor Baines expressed dissatisfaction that decisions had been made by the Town Council to potentially close the toilets prior to midnight, as the opening of the Market Place toilets was supposed to be a joint enterprise with the Parish Council.

The original 3-year agreement had expired in April 2019 and up until that time there had been regular meetings and updates. With the last regular meeting being held in May 2018 and another one held on 30 September 2019 following a request by the parish council. The notes of the meeting held on 30 September stated Melksham Without Parish Council had meet on 6 September and would enter another 3-year agreement on the proviso that regular meetings, at least twice a year where held, at least where joint decisions are to be made.

Councillor Baines also noted the invoice received for the last financial year showed an increase in water consumption for the Winter/Spring Period 2019/20, 2.5 times higher than the same period the previous year, which given the Country was in 'lockdown' for most of this period and the toilets closed was a bit concerning, therefore an explanation had been sought from the Town Council as to the reasons for the increase, prior to the Parish Council paying the invoice, but to date, no explanation had been received.

Councillor Baines felt reluctant to do any more than note the report and to ask for a joint meeting with the Town Council, if they wanted the Parish Council to jointly fund them.

It was noted the Council had previously recommended the toilets should be left open until after midnight to enable those coming back on the last bus from Bath to be able to use the facilities.

Councillor Glover noted with regard to possible drug use in the toilets, there was certain lighting which could be installed to discourage this and other ways to possibly discourage rough sleepers.

Councillor Patacchiola understood there was a survey which had been circulated and the results of this should be available prior to any decision being made and felt it important that public facilities were available, particularly late at night, when other facilities were closed.

Councillor Glover sought clarification the Council were being asked to submit a response to the survey.

The Clerk clarified the Council had not been asked to complete the survey, but she had spotted it was being circulated after noting it on a Town Council agenda. Since then, the Town Council had asked the Parish Council what they thought before making their decision, whereas the Parish Council have always felt it was a joint project and therefore joint decisions were required.

Resolved: The parish council reply to the Town Council to say that they felt that they should have the consultation results shared with themselves prior to a joint meeting where a joint decision would be made.

ii) To note historic contributions to MTC for toilets (50%)

Councillor Glover reminded Members that in 2016 the Council had offered Melksham Town Council funding for 24 hour opening of the Market Place public toilets for 50% of the annual maintenance and running costs (excluding rent) to a maximum of £7,500 per year. This was initially for a 3-year trial basis, with the maximum amount to be reviewed if costs increased. The members noted the contributions paid to date.

2016/17	£5,611.75
2017/18	£6,177.78
2018/19	£6,666.34
2019/20	£6,549.12
2020/21	£7,145.80 <i>Invoiced buy queried</i>

iii) To note Rates refund now received by MTC and refund to MWPC

It was noted a total rate refund of £2,620.50 had been made, with the Parish Council receiving £1,310.25 refund as their share. This was due to the change in law regarding the rateable value of public toilets. In 2021 Parliament finally agreed that non-domestic rates would not be payable as they are a service. This has been backdated to 1st April 2020.

Councillor Baines explained the Parish Council were still awaiting a response from the Town Council on the increase in water rate costs. The Clerk agreed to raise this with the Town Clerk.

iv) To consider a response to the Town Council Public Toilet Consultation

This was answered above under a(i).

b) Bowerhill Sports Field

i)C To note update from consultant tree inspector on condition of the Oak Tree (Full Council 27.7.21 Min 166h(i)) and approve works to tree (fell or crown reduce) and consider quotations for work

It was noted an update had been received from the consultant tree inspector stating they felt due to the age of the tree (about 150 years) that a canopy reduction would be the best way forward; rather than felling.

It was noted at the Full Council meeting on 27 July that it had been agreed a bat survey should be undertaken by Wiltshire Wildlife Trust prior to the works being undertaken and the cost of this had now been confirmed at £450.

The Clerk clarified quotes to undertake this work had been deferred from the Full Council meeting on 27 July and asked Members if they wished these to be considered in closed session at the end of the meeting, which Members agreed.

Councillor Harris sought clarification as to what work had been undertaken on the dead elm trees as indicated on the map.

The Clerk clarified the map in question was an old map, and the work on the elms had already been undertaken following a recent tree survey, with the tree inspector undertaking tree surveys every 27 months (nominally every 3 years but each inspection in a different season). The last inspection was undertaken last September and all work of a medium or high level had been completed.

Resolved: To appoint Acer to crown reduce the oak by 25% at a cost of £640 + VAT and for the chippings to be used elsewhere in the Parish, such as BRAG picnic area following investigations that these would be safe to use.

ii) To consider a request from Future of Football to provide refreshments from a horsebox sited on the field with electricity connection

It was noted the Council had already agreed in principle Future of Football could provide refreshments on the field.

Discussion ensued on how they would access an electricity supply.

Councillor Patacchiola clarified they would be able to make their own direct request for an electricity supply and pay a standing fee based on their likely usage, separate to the pavilion usage.

Councillor Pafford sought clarification Future of Football would pay and make arrangements to install.

Councillor Patacchiola clarified a lockable box could be provided to stop others trying to access the supply.

Councillor Shea-Simonds sought clarification they had appropriate insurance cover for the horsebox.

The Clerk clarified Future of Football would be paying to access the electricity supply and whilst they had public liability insurance, would clarify with Future of Football arrangements had been made to insure the horsebox.

Resolved: To approve the request for a horsebox to be located adjacent to the ditch, near the car park and for Future of Football to make their own arrangements in obtaining an external electricity supply.

c)C Shaw Play Area. To approve repairs to swing safety surface

Held in closed session.

The Clerk sought clarification if Members preferred quotes to be listed as quote A, B, C etc moving forward in order they could be discussed in the public domain and therefore provide a better flow to meetings.

Members agreed to this suggestion.

The Clerk informed Members the swing where the safety surfacing had worn had been removed and would be reinstated once the repair had taken place.

Resolved: To instruct Ministry of Play to repair both safety surfaces under the swings at a cost of £680 + VAT.

d) Shaw Village Hall. To note structural engineer's inspection report and resulting update from Shaw Hall Management committee and to consider any actions

Councillor Glover explained the Village Hall Committee had met on Friday to discuss the structural engineer's report and decide a way forward. It was noted the hall had been built in the 1970s and to the building regulations/standards at the time.

The Clerk explained on looking at the lease to clarify who was responsible for undertaking the work, as the hall is owned by the Parish Council understood it was the responsibility of the Shaw Hall Management Committee to undertake the work. However, in the past without setting a precedent, the Parish Council had paid for remedial works to be undertaken in the hall.

The Clerk explained that she had suggested to the Hall committee, that they may wish to approach the same contractor the Parish Council were using to build Berryfield Village Hall, as they had been appointed recently following a robust tender exercise and met the various criteria set.

It was unclear when the scaffolding to undertake the necessary work would be installed.

Resolved: To inform Shaw Village Hall Committee that the necessary work is undertaken as soon as possible, bearing in mind the various recommendations in the report and that the Parish Council is able to provide support where necessary.

e) To note 'Happy Chat' benches initiative in Salisbury to help promote mental wellness and to consider for the parish

The Clerk clarified the idea was a sign which could be put on a bench to indicate someone was happy to be approached for a chat, with the initiative recently being taken forward by Salisbury Council.

The Clerk explained the artwork had already been done and could be downloaded, therefore, the only cost would be the signs themselves.

The Clerk suggested the signs could be laminated in the first instance and erected on some benches in the parish.

Resolved: To note and support the project and to apply to the Area Board for funding to create permanent signs.

d) Shurnhold Fields. To note minutes of Working Group meeting held on 8 September and approve recommendations

Members noted the Shurnhold Fields minutes of 8 September with the following recommendation:

‘To recommend to Melksham Without Parish Council and Melksham Town Council to approve the tender from I&B Ayliffe Ltd to create a car park and improve highway entrance to the agreed specification at a cost of £21,500 (ex VAT) and for the additional works such as to clear drainage ditch on the southern boundary, to supply and install water pipe from mains connection in the road to outside of shed at an additional cost of £964 (ex VAT) making at total of £22,464 (ex VAT) for the project.

The original budget for this work was £22,000 (£8,500 from both councils and £5,000 from the Area Board) therefore an extra £232 was required from both councils.

The Clerk informed the meeting the Town Council were due to look at this recommendation at their Full Council meeting on 27 September.

Councillor Glover sought clarification what the water supply was required for.

The Clerk clarified the water supply was to water trees in the tree nursery, trees in the orchard and the wildflower meadow.

Resolved: To agree the recommendation as set out in the Shurnhold Fields minutes of 8 September 2021.

f) To approve quote for interim grass cuts on sponsored roundabout

The Clerk clarified only one quote had been received, from the Council’s current grass cutting contractor, J H Jones & Sons of £110 per cut and noted the previous contractor had charged £195 per month. Another contractor had been approached, but no response received.

The Clerk clarified this was only an interim arrangement until a permanent sponsor had been found.

Resolved: To appoint J H Jones & Sons to undertake interim grass cuts and plant maintenance on the A350/A365 roundabout until confirmation had been received from Dick Lovetts they would sponsor it, if not until an alternative sponsor had been found.

g) To approve revised quote for drinking water fountains at Bowerhill and Shaw Playing Fields

Councillor Glover explained the Council had previously agreed to install drinking water fountains at both Bowerhill and Shaw Playing Fields, but due to Covid, installation had not gone ahead. However, an adaptation had been made to the fountain that people pushed down on a button with their drinks bottle so no contact made by hand. The Finance Committee had deferred this to the next financial year, but the Clerk informed that the planned funding was CIL (Community Infrastructure Levy) for the initial capital expense and solar farm funds for monthly water testing and were currently held in an earmarked Reserve and sought a steer from Members.

Currently there was no drinking water available at the pavilion, apart from the kitchen, which was not in use at present by those using the sports facilities. There had been several requests recently and over the summer for drinking water, including from vulnerable members of the public.

The Clerk informed members whilst the costs had gone up from when previously discussed, if ordered before the end of month the current price would be held, but were going up substantially after that.

Councillor Patacchiola queried if the council could apply for funding through the Wessex Water Watermark funding scheme. The Clerk explained unfortunately this had now closed and understood would be opening again next year and therefore could apply for funding for a water cooler at Shaw Play Area next year if Members wished.

Resolved: To purchase 1 Endura II outdoor wall mounted water cooler (4405BF) with a push activation system from MIW Water Cooler Experts at a cost of £3088.24 (ex VAT) for Bowerhill Sports Field.

212/21 New Berryfield Village Hall project

a) To note legal powers to be used for construction of new village hall and borrow money

The informed Members the following legal powers related to the construction of the new village hall and to borrow money.

- Section 133 of the Local Government Act 1972 (provision of parish and community buildings for public meetings and assemblies)
- Schedule 1 of the Local Government Act 2003 (power to borrow money).

Resolved: To note the relevant legal powers for the construction of the new village hall.

b) To note update from solicitors on land transfer

The Clerk explained the Council's solicitors were making progress on this issue and were keeping up the pressure on Bellway's solicitors and would seek a licence if not ready in time. Following the recent site meeting, it was felt even though there were no longer patio doors as part of the scheme, the extra bit of land for a patio would give some open space for users and keep the maintenance company's mowers away from the fabric of the building.

Resolved: For the Clerk to continue liaising with the Council's Solicitors on this matter.

c) To note approval of the Public Works Loan application

Members noted the Public Works Loan application of £495,000 had been approved.

d) To approve the Council drawing down the Public Works Loan for £495,000 for 5 years at fixed interest rate

The Clerk reminded Members the fixed rate interest rates were published twice a day, so therefore could not confirm what the interest rate would be, however, looking up the rates earlier in the morning it was 1.25% for EIP.

The Clerk explained the repayments could be paid as an Annuity or EIP (Equal Installment of Principal) and with the example provided meant a difference of £145 in overall interest, therefore, following a discussion with the Chair had opted for EIP, the most cost-effective option.

The Clerk sought clarification as to which bank account Members wished the loan to be deposited in, suggesting Unity would be the best option to deposit the loan as had online banking facilities for the regular payments to the building contractor. The Clerk reminded Members that if Unity Bank were to go under, the Council would only be covered for £85,000 through the FSCS (Financial Services Compensation Scheme), however, it was hoped the village hall would be built within a year and hopefully in this short timeframe the money would be safe.

Resolved: For the Chair and Clerk to sign the loan application for £495,000.00 for 5 years and to draw down the loan at a fixed rate using EIP repayments and for the loan to be deposited in Unity Bank.

e) To approve half yearly repayment and interest payments to be paid by direct debit

The Clerk explained that under the council's Financial Regulations that once a contract had been approved the payments were considered as approved and therefore just needed reporting retrospectively to the Full Council. The direct debit payments by the council were approved annually and already had been done this financial year. For clarity, and due to the size of the loan repayments, she sought a separate resolution to repay the loan repayments by direct debit.

With regard to this public works loan the repayments will be paid twice a year by direct debit from Unity Bank on the last day of April and September. It was noted that the Precept was paid to the council on these months and therefore there would be the highest levels of cash flow in the Council's account at that time.

Resolved: To approve half yearly payments to cover the repayment of the public works loan of £495,000 over 5 years; by direct debit from the Unity Bank account on the last day of April and September. Each payment will be £52,445.25 which will give a total repayment of £511,199.88.

f) To receive update following Pre-Contract meeting (9 Sept) and any resulting actions

The Clerk explained that the Minutes would be produced by the Architect, but within the late papers circulated there was a report from the Clerk on actions arising from that meeting, which required consideration by the council.

- **Contract Signing:** At present, the Parish Council do not yet have legal transfer of land – or licence to access. Therefore, it is at the Council's risk if they sign the contract without this in place. Rigg were asked if they would hold the Council to the contract signing date of 20 September 2021 and it was agreed this would be discussed and reviewed 15 September.

Therefore, the Council are being asked to consider giving delegated powers to the New Berryfield Village Hall working party to negotiate a new contract signing deadline date if Rigg are willing to do this.

The Full Council have previously resolved that the Clerk and Chair are able to sign the contract on the Council's behalf, but can they also consider resolving that this can be done as soon as the land transfer or licence is in place, so that it does not have to come back to another meeting.

The Clerk asked if Members were happy if the Chair was unavailable to sign the lease that the Vice Chair be able to sign in their absence.

Resolved: To give delegated powers to the New Berryfield Village Hall Working Party to negotiate a new contract signing deadline date with Rigg Construction (Southern) Ltd.

That the Chair or Vice Chair, with the Clerk, sign the contract as soon as the Land Transfer or Licence is in place.

- **Decision Making:** There will be a need for decisions to be made throughout the process for things such as colour/finish choice, where electrical sockets should be provided etc, but not necessarily of a monetary value. Working Parties cannot have delegated powers to spend/authorise spend of money, but committees can. Decisions will need to be made in a timely manner to ease flow of the project.

Therefore, the Full Council are asked to consider giving delegated powers to the New Berryfield Village Hall Working Group for these types of decisions, but to set up a user group with perhaps membership from BASRAG (Berryfield and Semington Road Action Group) and members of the public with the aim of encouraging local engagement with a view to the formation of the volunteer management committee that will be set up as a trust to run the hall, leased from the parish council. This user group could meet and feedback choices on these types of things to the working party.

The Full Council are also being asked to consider giving delegated powers to either the Finance Committee or Asset Management Committee on making decisions re contract variations/additional spend and set a maximum spend limit perhaps?

Resolved: The Working Group be giving delegated powers (as drawn-up by the Clerk) to make decisions which are not of a monetary value.

The Clerk sought guidance on what group would decide if CCTV, defibrillator, external tap etc. needed to be fitted. It was confirmed the hall will be fitted with cabling/services for these, but not with them.

Confirmation was sought if Wifi had already been considered. The Clerk agreed to investigate this.

Resolved: For the Berryfield Village Hall Working Group to decide if these are required and to put forward to the Finance Committee for consideration at budget setting.

- **Payment Process:** There will be a series of payments due against valuations.

The Full Council are asked to approve the payment process. That as an approved contract value, the authorisation is already in place for the invoices to be paid but for clarity and due to the size of the contract, a separate resolution is sought. The valuations against the contract for staged payments are required to be paid within 5 days of receipt of the valuation, which will have been recommended by the Cost Consultant Martin Pickard. This will most likely be outside of the usual monthly payment run and would therefore be easiest done online by BACS payment from the Unity bank account, as the Lloyds account only operates by cheque.

Two Finance Members would approve the payments as is usual for payments made.

Resolved: To approve the payment process as suggested.

- **Community Engagement:** Given the need to keep local residents updated on progress and to engage members of the public to come forward to eventually form the Management Committee, there is a need to increase community engagement using various methods, including a community engagement newsletter

Resolved: to endorse plans for increased community engagement as suggested in the Clerk's report.

- **Removal and disposal of old temporary portacabin village hall:** The Parish Council have an earmarked reserve of £5,000 for the removal and then making good the site.

The Council need to consider whose cost this is, bearing in mind BASRAG run the existing village hall and own it.

Resolved: The Parish Council make arrangements for the removal and disposal of the current temporary village hall by Rigg at a cost of £5,000 as previously quoted (under a separate contract) and make good the site.

g) To approve signing of the Contract with Rigg Construction for £719,796 (ex VAT)

Resolved: To approve the signing of the Contract with Rigg Construction for £719,796 (ex VAT).

213/21 Finance

a) To note Income/Expenditure reports for July and August

Resolved: To note the Income/Expenditure reports for July and August.

b) To seek cheque signatories/online authority for September payments

Resolved: That Councillors Shea-Simonds and David Pafford (or Councillor Glover if Councillor Pafford unavailable) are cheque signatories/online authority for September payments.

214/21 a) To consider response to Wiltshire Council's Draft Climate Strategy

Members supported the proposals within the report and suggested Members make their own individual comments if they wished.

Resolved: To write to Wiltshire Council supporting the proposals within the document.

b) To consider response to Wiltshire Council's Green & Blue Infrastructure Strategy

Resolved: To place this report on the Planning Committee agenda of 11 October and to give the Planning Committee delegated powers to submit a response prior to the deadline of 17th October.

215/21 Emergency Plan

a) To note contact details have been checked in August

It was noted the various contact details had been checked and updated where necessary.

b) To consider principle of utilizing Melksham Community Response (Age Friendly) as part of review of Emergency Plan (Full Council 23.11.20 Min 190e/20), working with Melksham Town Council

The Clerk explained that she could see the benefit of having one phone number and list of volunteers which already exists via Melksham Community Response and therefore sought a steer from Members if they were happy to utilize Melksham Community Response as part of the review, as well as hold discussions with Melksham Town Council in order to work together, given both councils would rely on each other in an emergency.

Resolved: To invite Melksham Town Council and Age Friendly Melksham to a meeting to discuss potential for a joined up approach to emergency planning and utilising those practices learnt through Melksham Community Response to the pandemic/lockdown in supporting those in need within the community.

216/21 To note Councillor Induction Training recently undertaken

Members noted the following training had been undertaken by Members:

Councillor Fundamentals Course

Councillor Patacchiola
Councillor Harris
Councillor Holt
Councillor Doel
Councillor Russell

Councillor Hoyle was awaiting alternative training dates.

Planning Briefing Course booked (14 October):

Councillor Harris
Councillor Doel

217/21 Community projects/partnership organisations:

a) Community Action Whitley & Shaw (CAWS). To note minutes of meeting held on 20 July

Members noted the minutes of the CAWS meeting held on 20 July 2021.

b) Bowerhill Residents Action Group (BRAG)

i) To appoint new Council Representative

Following the resignation of Councillor Harris, a new Council representative for this group was sought.

Resolved: To appoint Councillor Rob Hoyle as the Council's representative on Bowerhill Residents Action Group (BRAG) with Councillor Andy Russell as substitute.

ii) To note minutes of meeting held on 24 August

Whilst noting the minutes of 24 August, Members noted the group were looking to change their name to Bowerhill Community Group formerly at their next AGM.

iii) To note update on land at Heritage Turbine, Bowerhill and consider suggested way forward

The Clerk explained the bulbs planted a few years ago by BRAG around the Heritage Turbine had been destroyed following building works undertaken by the neighbouring business. A Wiltshire Council Officer (as landowner) had undertaken an impromptu site visit and invited the Clerk to attend to discuss the reinstatement plan. The business owner was planning on reseeding with grass and wildflower seeds, but the Clerk had asked him to hold off until bulbs had been replanted and the business owner had offered to fund some bulbs to the value of £100.

The Clerk asked if Members were happy for her to approach BRAG to see if they wished to replant the area with bulbs, if not to approach another group who may wish to do this, with Members agreeing to the Clerk's suggestion. If BRAG moved this forward, then it could be added to the planned Gardeners Licence.

iv) To approve 'Gardeners Licence' following Bowerhill Residents Action Group (BRAG's) request for wildflower area at Brabazon Way "hammer head" areas

The Clerk explained unfortunately, the template agreement had not been received as yet.

c) Whitley Community Hub. To note shop now open

Members noted Whitley Community Hub had recently opened their shop.

d) To note launch of survey 'How Age Friendly is Melksham'

Members noted a survey had been launched on 'How Age Friendly Melksham is'.

e) Melksham Transport User Group. To note minutes of meeting held on 14 July

Members noted the minutes of the Melksham Transport User Group meeting held on 14 July with the next meeting due to take place on 15 September.

f) Beanacre First Time Sewerage. To note update from Wessex Water

Correspondence had been received from the Sewerage Planning Engineer, Wessex Water informing the Parish Council that investigative work in Westlands Lane had gone well with sufficient information obtained to proceed with an optioneering design, which was currently

being finalised and then submitted for technical approval. An update to both residents and the Council will be provided once technical approval has been granted.

g) Queen's Platinum Jubilee. To consider taking part in lighting a beacon on 2 June 2022 to mark the Queen's Platinum Jubilee

It was felt there were no suitable locations to have a beacon within the parish in order to take part in this initiative. However, other ways to celebrate the Queen's Platinum Jubilee had been considered by the Council such as planting trees in various locations around the parish.

h) To note Needs Analysis for Wiltshire & Swindon

Members noted the information contained within the Needs Analysis for Wiltshire & Swindon which the Clerk noted contained a lot of useful information relating to the area.

Meeting closed at 21.56pm

Signed
Chair, Full Council, 18 October 2021

Date: 03/09/2021

Melksham without Parish Council Current Year

Page: 1

Time: 11:40

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 4

Receipts for Month 4 - July 2021

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 :		1,115,689.37					1,115,689.37	
V2249-BACS Banked: 08/07/2021		30.00						
2249-BY14B Allotment Holder		30.00			1310	310	30.00	Allotment plot 14B rent-RELET
V2250-BACS Banked: 13/07/2021		1,170.00						
V2250-FoF Future of Football		1,170.00			1210	210	570.00	Inv.231- For May training
					1210	210	600.00	Inv.234 for June training
V2274-HMRC Banked: 26/07/2021		9,857.06						
V2274-HMRC HM Revenue & Customs		9,857.06			105		9,857.06	VAT Refund-01.4.21-30.6.21
Total Receipts for Month		11,057.06	0.00	0.00			11,057.06	
Cashbook Totals		1,126,746.43	0.00	0.00			1,126,746.43	

Continued on Page 2

Payments for Month 4				Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail
01/07/2021	Grist Environmental	V2247-DD	53.66		8.95	4770 220	44.71 Inv.P16446-B'hill waste away
01/07/2021	WATER2BUSINESS	V2248-DD	138.29			4322 220	138.29 Inv.898-Water service- Pavilio
09/07/2021	Unity Bank	V2251-6048	250,000.00			220	250,000.00 To top up Unity Trust Bank
20/07/2021	Sirus Telecom	V2272-DD	236.56		39.43	4190 120	197.13 Inv.54802-Phone charges
23/07/2021	Eon	V2273-DD	41.83		1.99	4312 220	39.84 Inv.5EE- Pavilion Gas
28/07/2021	Berryfield Village Hall	V2267-6049	500.00			4620 170	500.00 S133 Grant award
28/07/2021	BASRAG	V2268-6050	500.00			4610 170	500.00 S137 Grant award
28/07/2021	Community Emergency Group CAWS	V2269-6051	160.00			4610 170	160.00 S137 Grant award
28/07/2021	Melksham PHAB Club	V2270-6052	250.00			4610 170	250.00 S137 Grant Award
28/07/2021	Shaw & Whitley Garden Club	V2271-6053	150.00			4610 170	150.00 S137 Grant Award
29/07/2021	Eon	V2275-DD	150.61		7.17	4302 220	143.44 Inv.3E6- Pavilion Electricity
Total Payments for Month			252,180.95	0.00	57.54		252,123.41
Balance Carried Fwd			874,565.48				
Cashbook Totals			1,126,746.43	0.00	57.54		1,126,688.89

Date: 03/09/2021

Melksham without Parish Council Current Year

Page: 1

Time: 11:40

Cashbook 2

User: MR

Unity Bank

For Month No: 4

Receipts for Month 4 - July 2021

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 :	77,753.94					77,753.94	
	Banked: 09/07/2021	250,000.00						
V2251-6048	Current Account & Instant Acc	250,000.00			200		250,000.00	To top up Unity Trust Bank
Total Receipts for Month		250,000.00	0.00	0.00			250,000.00	
Cashbook Totals		<u>327,753.94</u>	<u>0.00</u>	<u>0.00</u>			<u>327,753.94</u>	

Continued on Page 2

Date: 03/09/2021

Melksham without Parish Council Current Year

Page: 2

Time: 11:40

Cashbook 2

User: MR

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
06/07/2021	Wilts & Berks Canal Trust	V2219-BACS	25.00			4650	170	25.00	Inv.WBCT87-Annual subscription
06/07/2021	Avon IT Systems	V2220-BACS	2,262.00		377.00	4351	120	417.00	Laptop for Cllr Chivers
						4351	120	417.00	Laptop for Cllr Wood
						4351	120	417.00	Laptop for Cllr Holt
						4351	120	417.00	Laptop for Cllr Pile
						4351	120	92.00	Set up and shipping
						4080	120	125.00	IT training for Cllrs
06/07/2021	Agilico	V2221-BACS	187.60		31.26	4130	120	156.34	Inv. 0931986-Office photocopyi
06/07/2021	Jens Cleaning	V2222-BACS	175.00			4381	220	175.00	Inv.1058- Toilet clean-Apr&May
06/07/2021	JH Jones & Sons	V2223-BACS	1,604.65		267.44	4402	320	60.15	Inv.13666-Allotment grass cut
						4400	142	221.90	Inv.13666-Play area grass cut
						4780	142	52.50	Play area bin empty
						4781	220	79.58	Inv.13666-JSF Bin emptying
						4401	220	692.17	Inv.13666-JSF Grass Cutting
						4400	142	34.66	Inv.13666-Kestrel Shrub maint
						4409	142	163.33	Inv.13666-Hornchurch cut
						4820	142	32.92	Inv.13666-Shurnhold Field cut
						347	0	-32.92	Inv.13666-Shurnhold Field cut
						6000	142	32.92	Inv.13666-Shurnhold Field cut
06/07/2021	JH Jones & Sons	V2224-BACS	1,296.00		216.00	4590	142	1,080.00	Inv.13674-Installation of benc
06/07/2021	Wiltshire Publication	V2225-BACS	375.84		62.64	4230	120	69.60	Annual Parish meeting advert
						4230	120	121.80	Cllr Co-Option advert
						4230	120	121.80	2nd Cllr Co-Option advert
06/07/2021	Melksham Town Council	V2226-BACS	505.44		84.24	4820	142	421.20	Caretaking SHF-1.1.21-31.3.21
						347	0	-421.20	Caretaking SHF-1.1.21-31.3.21
						6000	142	421.20	Caretaking SHF-1.1.21-31.3.21
06/07/2021	Rialtas Business Solutions Ltd	V2227-BACS	672.00		112.00	4185	120	560.00	28923-Year end closedown 20/21
06/07/2021	IAC Audit & Consultancy Ltd	V2228-BACS	390.00		65.00	4100	120	325.00	Inv.1223-2nd Internal Audit
06/07/2021	Place Studio Ltd	V2229-BACS	420.00		70.00	4680	170	350.00	Inv.5933-NHP Mini guide
06/07/2021	Wiltshire Publication	V2230-BACS	1,782.00		297.00	4680	170	495.00	NHP referendum advert- first
						4680	170	495.00	NHP referendum advert-second
						4582	142	495.00	BYF V Hall public work loan ad
06/07/2021	Wiltshire Publication	V2231-BACS	571.20		95.20	4680	170	476.00	Inv.62957-NHP Leaflet delivery
06/07/2021	Roy Dobson	V2232-BACS	36.84		6.14	4820	142	30.70	Reimburse for mower petrol
						347	0	-30.70	Reimburse for mower petrol
						6000	142	30.70	Reimburse for mower petrol
06/07/2021	HM Revenue & Customs	V2233-BACS	1,936.93			4000	130	345.60	Period 3-June 2021-T
						4000	130	261.81	Period 3-June 2021-NI

Continued on Page 3

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4020	130	130.40	Period 3-June 2021-T
						4020	130	120.90	Period 3-June 2021-NI
						4010	130	157.00	Period 3-June 2021-T
						4010	130	137.82	Period 3-June 2021-NI
						4460	142	148.80	Period 3-June 2021-T
						4800	320	10.20	Period 3-June 2021-T
						4041	130	624.40	Period 3-June 2021
06/07/2021	Wiltshire Pension Fund	V2234-BACS	1,745.63			4045	130	1,325.57	Period 3-June 2021
						4000	130	202.56	Period 3-June 2021
						4020	130	104.66	Period 3-June 2021
						4010	130	112.84	Period 3-June 2021
06/07/2021	Teresa Strange	V2235-BACS			198.26	4000	130		June 2021 Salary
						4721	220	450.00	Investigation into water pump
						4680	170	749.00	NHP Leaflet Printing
						4721	220	528.00	Expansion Tank replacement
						4190	120	6.67	April21 out of hour Mob extra
						4190	120	6.67	May21 Out of hours Mob extra M
				£5,743.75					
06/07/2021	Lorraine McRandle	V2236-BACS				4020	130		June 2021 Salary
06/07/2021	Marianne Rossi	V2237-BACS				4010	130		June 2021 Salary
						4120	120	8.36	Asset Management agenda postag
06/07/2021	Terry Cole	V2238-BACS				4050	142	47.50	Travel Allowance
						4051	142	42.30	Mileage x 94 miles
						4460	142		June 2021 Salary
06/07/2021	David Cole	V2239-BACS				4800	320		June 2021 Salary
06/07/2021	Mr Sparkles Melksham Ltd	V2240-BACS	150.00			4600	142	150.00	Bus shelter maintenance x10
06/07/2021	Place Studio Ltd	V2241-BACS	680.58		113.43	4680	170	567.15	Inv.5914- NHP Support
06/07/2021	TF Slade	V2242-BACS	62.00			4220	120	62.00	Inv.4682-New entry-Chairmans b
06/07/2021	Glasdon U.K Limited	V2243-BACS	1,406.51		234.41	4785	142	390.70	Replacement bin-Littleworth La
						4785	142	390.70	Replacement bin-Semington Road
						4785	142	390.70	Replacement bin-Holbrook Vale
06/07/2021	Melksham Town Council	V2226-BACS	-505.44		-84.24	4820	142	-421.20	Caretaking SHF-1.1.21-31.3.2
						347	0	421.20	Caretaking SHF-1.1.21-31.3.2
						6000	142	-421.20	Caretaking SHF-1.1.21-31.3.2
06/07/2021	Melksham Town Council	V2226-BACS	505.44		84.24	4820	142	421.20	Caretaking SHF-1.1.21-31.3.21
16/07/2021	Unity Trust Bank	V2276-DD	522.98		66.55	4582	142	32.50	BYF V Hall leaflet to Bowood V
						4250	120	6.00	Land registry search-Berryfield
						4055	130	50.00	CILCA Top up training-Parish O
						4175	120	72.20	Office 365 Subscription
						4120	120	1.83	Forms set to Cllr Chivers

Continued on Page 4

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4370	120	36.31	Toilet paper for changing room
						4370	120	36.31	Toilet paper for changing room
						4150	120	14.17	Paper
						4150	120	14.17	Paper
						4150	120	14.17	Paper
						4150	120	14.17	Paper
						4150	120	7.49	Ear phones
						4680	170	61.88	NHP Website
						4120	120	54.70	Full Council agenda packs
						4120	120	4.25	Notices & Posters
						4200	120	11.99	Meeting subscription
						4120	120	2.39	NHP Documents sent to resident
						4120	120	6.24	Notices and posters
						4120	120	12.66	Agenda packs Asset & Planning
						4140	120	3.00	Monthly fee
16/07/2021	Teresa Strange	V2277-S/O	5.30		0.88	4190	120	4.42	July 2021 out of hours mobile
29/07/2021	Aquasafe Environmental Ltd	V2252-BACS	348.00		58.00	4212	220	115.00	Inv.210605-June 21 PPM Visit
						4212	220	175.00	Inv.210605-Service of TMVs
29/07/2021	Aquasafe Environmental Ltd	V2253-BACS	612.00		102.00	4212	220	115.00	Inv.210702-July 21 PPM Visit
						4212	220	395.00	Inv.210702-Clean & Chlorinatio
29/07/2021	Agilico	V2254-BACS	196.78		32.80	4130	120	163.98	Inv.0939618-Office photocopyin
29/07/2021	Bowerhill Village Hall	V2255-BACS	30.00			4200	120	30.00	Inv.1787-Annual Parish room hi
29/07/2021	Complete Weed Control	V2256-BACS	1,646.40		274.40	4500	142	1,372.00	Inv.14012-Parish Weedspraying
29/07/2021	Wiltshire Publication	V2257-BACS	69.60		11.60	4825	142	58.00	In63161-SHF car park tender ad
29/07/2021	Id Verde	V2258-BACS	236.29		39.38	4721	220	196.91	298-BSF Unauth encamp Clean up
29/07/2021	Roy Dobson	V2259-BACS	38.80		6.46	4820	142	32.34	Mower petrol-SHF Reimburse
						347	0	-32.34	Mower petrol-SHF Reimburse
						6000	142	32.34	Mower petrol-SHF Reimburse
29/07/2021	HM Revenue & Customs	V2260-BACS	1,932.80			4041	130	623.79	Period 4- July 2021
						4000	130	261.81	Period 4- July 2021-NI
						4000	130	345.60	Period 4- July 2021-T
						4020	130	143.51	Period 4- July 2021-NI
						4020	130	165.80	Period 4- July 2021-T
						4010	130	114.69	Period 4- July 2021-NI
						4010	130	120.60	Period 4- July 2021-T
						4460	142	148.80	Period 4- July 2021-T
						4800	320	8.20	Period 4- July 2021-T
29/07/2021	Wiltshire Pension Fund	V2261-BACS	1,744.52			4045	130	1,324.71	Period 4- July 2021
						4000	130	202.56	Period 4- July 2021
						4020	130	115.59	Period 4- July 2021

Continued on Page 5

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
29/07/2021	Teresa Strange	V2262-BACS	████████	} Total Salaries for July £5,732.88	2.97	4010	130	101.66	Period 4- July 2021
						4000	130	████████	July 2021 Salary
						4190	120	14.88	Phone charges July 21
						4120	120	1.83	Bypass pack to resident
						4048	130	27.68	Mileage x61.5- Fire Warden tra
29/07/2021	Lorraine McRandle	V2263-BACS	████████			4020	130	████████	July 2021 Salary
29/07/2021	Marianne Rossi	V2264-BACS	████████			4010	130	████████	July 2021 Salary
29/07/2021	Terry Cole	V2265-BACS	████████			4460	142	████████	July 2021 Salary
						4050	142	47.50	Travel Allowance July 21
						4051	142	41.40	Mileage x92 miles
29/07/2021	David Cole	V2266-BACS	32.76			4800	320	████████	July 2021 Salary
Total Payments for Month			37,318.34	0.00	2,825.06			34,493.28	
Balance Carried Fwd			290,435.60						
Cashbook Totals			327,753.94	0.00	2,825.06			324,928.88	

Date: 03/09/2021

Melksham without Parish Council Current Year

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 4

Receipts for Month 4 -July 2021

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>
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

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Melksham without Parish Council Current Year
Cashbook 3
Fixed Term Deposit

Page: 2
User: MR
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>
			0.00					
	Total Payments for Month		0.00	0.00	0.00		0.00	
	Balance Carried Fwd		0.00					
	Cashbook Totals		0.00	0.00	0.00		0.00	

Date: 03/09/2021

Melksham without Parish Council Current Year

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 5

Receipts for Month 5 - August 2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		874,565.48					874,565.48	
V2310-FOF Banked: 03/08/2021		400.00						
V2310-FOF Future of Football		400.00			1210	210	400.00	Pitch hire for May 2021 matche
V2311-CIL Banked: 09/08/2021		5,418.03						
V2311-CIL Wiltshire Council		5,418.03			1420	350	4,222.48	CIL- 18/07286-489a Semingto RD
					1420	350	519.31	CIL 20/04037- 17 Blenheim Park
					1420	350	676.24	CIL 21/01601- Shaw Count House
V2312-BS21 Banked: 09/08/2021		30.00						
V2312-BS21 Allotment Holder		30.00			1320	310	30.00	Briansfield 21 Relet
V2313-236 Banked: 16/08/2021		20.27						
V2313-236 J Glover		20.27			1130	110	20.27	In.236- Girlguiding newsletter
500161-CHQ Banked: 20/08/2021		2,482.50						
V2314-MTC Melksham Town Council		50.00			4825	142	50.00	Inv.233-Share of SHF Info boar
V2315-CHQ Melksham Town Council		2,192.50			4680	170	2,192.50	Inv.235-70%share of NHP Ref
V2316-CHQ AFC Melksham		120.00			1210	210	60.00	Inv.239-Sunday 22nd August 21
					1210	210	60.00	Inv.239-Sunday 29th August 21
V2317-CHQ AFC Melksham		120.00			1210	210	60.00	Sunday 12th September 21 match
					1210	210	60.00	Sunday 26th September 21 match
Total Receipts for Month		8,350.80	0.00	0.00			8,350.80	
Cashbook Totals		882,916.28	0.00	0.00			882,916.28	

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Date: 03/09/2021

Melksham without Parish Council Current Year

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Cashbook 1

User: MR

Current Account & 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
02/08/2021	Grist Environmental	V2307-DD	82.70		13.78	4770	220	68.92	Inv. P21235- JSF Waste away
02/08/2021	WATER2BUSINESS-2377554201	V2308-DD	82.83			4323	320	82.83	Inv.884-BSF Allotments water
02/08/2021	WATER2BUSINESS-1049945401	V2309-BACS	111.75			4323	320	111.75	Inv. 515-BYF Allotment water
23/08/2021	Sirus Telecom	V2318-DD	225.10		37.52	4190	120	187.58	Inv. 55386- Office phone charg
31/08/2021	Eon	V2343-DD	32.25		1.54	4312	220	30.71	Inv.0001-Pavilion Gas
31/08/2021	Eon	V2344-DD	51.95		2.47	4302	220	49.48	Inv.EBC-Pavilion electricity
Total Payments for Month			586.58	0.00	55.31			531.27	
Balance Carried Fwd			882,329.70						
Cashbook Totals			<u>882,916.28</u>	0.00	<u>55.31</u>			<u>882,860.97</u>	

Receipts for Month 5 - August 2021

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 :	290,435.60					290,435.60	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>290,435.60</u>	<u>0.00</u>	<u>0.00</u>			<u>290,435.60</u>	

Continued on Page 113

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/08/2021	Bowerhill Village Hall	V2278-BACS	3,000.00			4620	170	3,000.00	Section 133 grant
03/08/2021	Shaw Village Hall	V2279-BACS	4,000.00			4620	170	4,000.00	Section 133 Grant
03/08/2021	Whitley Reading Rooms	V2282-BACS	1,500.00			4620	170	1,500.00	Section 133 grant
03/08/2021	The Rachel Fowler Centre	V2281-BACS	250.00			4620	170	250.00	Section 133 grant
03/08/2021	BRAG	V2280-BACS	450.00			4610	170	450.00	Section 137 grant
03/08/2021	4 Youth (South West)	V2283-BAVS	2,500.00			4451	170	2,500.00	Section 137 grant
03/08/2021	2385 (Melksham) Squadron ATC	V2284-BACS	350.00			4610	170	350.00	Section 137 grant
03/08/2021	Group Five	V2285-BACS	400.00			4610	170	400.00	Section 137 grant
03/08/2021	Relate Mid Wiltshire	V2286-BACS	500.00			4610	170	500.00	Section 137 grant
03/08/2021	Read Easy Melksham	V2287-BACS	200.00			4610	170	200.00	Section 137 grant
03/08/2021	Wiltshire Mind	V2288-BACS	500.00			4610	170	500.00	Section 137 grant
03/08/2021	Wiltshire Sight	V2289-BACS	350.00			4610	170	350.00	Section 137 grant
03/08/2021	Wiltshire Air Ambulance	V2290-BACS	500.00			4610	170	500.00	Section 137 grant
03/08/2021	HELP Counselling Services	V2291-BACS	200.00			4610	170	200.00	Section 137 grant
03/08/2021	Life Education Centre Wiltshir	V2292-BACS	300.00			4610	170	300.00	Section 137 grant
03/08/2021	Melksham Community Money Advic	V2293-BACS	200.00			4610	170	200.00	Section 137 grant
03/08/2021	Age Friendly Melksham CIC	V2294-BACS	1,000.00			4610	170	1,000.00	Section 137 grant
03/08/2021	Whitley Community Hub	V2295-BACS	750.00			4610	170	750.00	Section 137 grant
03/08/2021	Shaw & Whitley Connect	V2296-BACS	250.00			4610	170	250.00	Section 137 grant
03/08/2021	Melksham Rail User Group	V2297-BACS	350.00			4610	170	350.00	Section 137 grant
03/08/2021	TransWilts CIC	V2298-BACS	3,000.00			4690	180	3,000.00	Section 137 grant
03/08/2021	AFC Melksham Disabled	V2299-BACS	250.00			4610	170	250.00	Section 137 grant
03/08/2021	Melksham Gardeners Society	V2300-BACS	200.00			4610	170	200.00	Section 137 grant
03/08/2021	Melksham Amateur Swimming	V2301-BACS	340.00			4610	170	340.00	Section 137 grant
03/08/2021	Shaw & Whitley Friendship Club	V2302-BACS	400.00			4610	170	400.00	Section 137 grant
03/08/2021	Melksham Messy Church	V2303-BACS	150.00			4610	170	150.00	Section 137 grant
03/08/2021	Melksham Rugby Club	V2304-BACS	500.00			4610	170	500.00	Section 137 grant
03/08/2021	Melksham Tourist Info Centre	V2305-BACS	600.00			4630	170	600.00	Section 144 grant
13/08/2021	Teresa Strange	V2319-S/O	5.30		0.88	4190	120	4.42	Reimburse- August emergenc Mob
16/08/2021	Unity Trust Bank	V2306-DD	383.45		48.32	4120	120	9.90	Highway Committee agenda packs
						4351	120	8.32	Wireless mouse
						4351	120	9.35	Laptop bag
						4150	120	5.41	Pens for office
						4175	120	72.20	Office 365 subscription
						4250	120	6.00	Land registry search
						4120	120	19.80	Full Council agenda packs
						4120	120	1.83	Pack sent to resident
						4120	120	23.10	Planning Committee agenda pack
						4150	120	16.62	A3 Paper
						4150	120	33.32	Storage box
						4150	120	15.00	A4 Paper
						4150	120	15.00	A4 Paper
						4150	120	15.00	A4 Paper
						4150	120	15.00	A4 Paper
						4150	120	11.64	Sticky notes

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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
						4150	120	29.99	USB Stick for meetings
						4150	120	12.66	A4 Notepad
						4200	120	11.99	Meeting subscripion
						4140	120	3.00	Monthly fee
31/08/2021	Arien Signs and Graphics	V2320-BACS	66.60		11.10	4490	142	55.50	Inv.6874- Perspec for NB Whitt
31/08/2021	Avon IT Systems	V2321-BACS	1,774.80		295.80	4351	120	445.00	Laptop for Cllr. Russell
						4351	120	445.00	Laptop for Cllr Doel
						4351	120	445.00	Laptop for Cllr Hoyle
						4351	120	60.00	Set up costs
						4351	120	9.00	Shipping
						4080	120	75.00	Cllr IT Training new Cllrs
31/08/2021	Community Heartbeat Trust	V2322-BACS	907.20		151.20	1190	142	756.00	Inv.9277-Annual support-YR 6
31/08/2021	Agilico	V2323-BACS	214.51		35.75	4130	120	178.76	Inv.169-Office photocopying
31/08/2021	JH Jones & Sons	V2324-BACS	4,950.00		825.00	4721	220	4,125.00	Inv.2436-Hardstanding-Pavilion
31/08/2021	Jens Cleaning	V2325-BACS	154.50			4381	220	154.50	Inv.1059-June & July Cleaning
31/08/2021	JH Jones & Sons	V2326-BACS	1,604.65		267.44	4402	320	60.15	Inv.13681-Allotment grass cut
						4400	142	221.90	Inv.13681-Play Area grass cut
						4780	142	52.50	Inv.13681-Play area bin empty
						4781	220	79.58	Inv.13681-JSF Bin empty
						4401	220	692.17	Inv.13681-JSF Pitch maintenanc
						4400	142	34.66	Inv.13681-Kestrel Court Shrub
						4409	142	163.33	Inv.13681-Hornchurch cut
						4820	142	32.92	Inv.13681-Shurnhold Fields cut
						347	0	-32.92	Inv.13681-Shurnhold Fields cut
						6000	142	32.92	Inv.13681-Shurnhold Fields cut
31/08/2021	JH Jones & Sons	V2327-BACS	1,604.65		267.44	4402	320	60.15	Inv13717-Allotment grass cut
						4400	142	221.90	Inv13717-Play Area grass cut
						4780	142	52.50	Inv13717-Play Area bin empty
						4781	220	79.58	Inv13717-JSF Bin empty
						4401	220	692.17	Inv13717-JSF pitch maintenance
						4400	142	34.66	Inv13717-Kestrel Court shrub
						4409	142	163.33	Inv13717-Hornchurch cut
						4820	142	32.92	Inv13717-Shurnhold Fields cut
						347	0	-32.92	Inv13717-Shurnhold Fields cut
						6000	142	32.92	Inv13717-Shurnhold Fields cut

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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>
31/08/2021	Shelly Signs	V2328-BACS	942.00		157.00	4825	142	785.00	Inv.24968-Entrance info board
31/08/2021	Wilts Assoc of Local Councils	V2329-BACS	36.00		6.00	4080	120	30.00	Inv.2198- Cllr Doel-Cllr train
31/08/2021	Wilts Assoc of Local Councils	V2330-BACS	36.00		6.00	4080	120	30.00	Inv.2195-Cllr Russell- Cllr tr
31/08/2021	Wilts Assoc of Local Councils	V2331-BACS	36.00		6.00	4080	120	30.00	Inv.2200- Cllr Hoyle-Cllr trai
31/08/2021	Atkinson Bookbinders Ltd	V2332-BACS	410.00			4160	120	410.00	Inv.16181-Minute book binding
31/08/2021	EFA Training	V2333-BACS	144.00		24.00	4055	130	120.00	Inv.6547-First Aid training
31/08/2021	Wilts Assoc of Local Councils	V2334-BACS	60.00		10.00	4080	120	50.00	Inv.2273- Cllr Planning traini
31/08/2021	Aquasafe Environmental Ltd	V2335-BACS	138.00		23.00	4212	220	115.00	Inv.210804-AUG PPM Visit
31/08/2021	HM Revenue & Customs	V2336-BACS	1,917.45			4041	130	619.11	Period 5- August 2021
						4000	130	345.60	Period 5- August 2021-T
						4000	130	261.81	Period 5- August 2021-NI
						4020	130	153.20	Period 5- August 2021-T
						4020	130	135.53	Period 5- August 2021-NI
						4010	130	126.60	Period 5- August 2021-T
						4010	130	118.60	Period 5- August 2021-NI
						4460	142	148.80	Period 5- August 2021-T
						4800	320	8.20	Period 5- August 2021-T
31/08/2021	Wiltshire Pension Fund	V2337-BACS	1,735.87			4045	130	1,318.03	Period 5- August 2021
						4000	130	202.56	Period 5- August 2021
						4020	130	111.73	Period 5- August 2021
						4010	130	103.55	Period 5- August 2021
31/08/2021	Teresa Strange	V2338-BACS	██████████			4000	130	██████████	August 2021 Salary
31/08/2021	Lorraine McRandle	V2339-BACS	██████████			4020	130	██████████	August 2021 Salary
31/08/2021	Marianne Rossi	V2340-BACS	██████████			4010	130	██████████	August 2021 Salary
						4250	120	3.00	Land registry search-tree
31/08/2021	Terry Cole	V2341-BACS	██████████	£5,711.62		4050	142	47.50	Travel Allowance Aug 21
						4051	142	45.90	Mileage x102 miles
						4460	142	██████████	August 2021 Salary
31/08/2021	David Cole	V2342-BACS	██████████			4800	320	██████████	August 2021 Salary
Total Payments for Month			45,919.00	0.00	2,134.93			43,784.07	
Balance Carried Fwd			244,516.60						
Cashbook Totals			<u>290,435.60</u>	<u>0.00</u>	<u>2,134.93</u>			<u>288,300.67</u>	

Receipts for Month 5 - August 2021

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>
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

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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>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	