

**MINUTES of the Full Council of Melksham Without Parish Council held on
Monday 15 November 2021 at 1 Swift Way, Bowerhill at 7.00pm**

**DUE TO THE LIFTING OF COVID RESTRICTIONS, THIS MEETING WAS HELD
FACE TO FACE. HOWEVER, DUE TO THE LIMITED NUMBER OF PEOPLE
ABLE TO BE ACCOMMODATED IN THE MEETING SPACE FOLLOWING A RISK
ASSESSMENT, MEMBERS OF PUBLIC WERE ENCOURAGED TO ATTEND THE
MEETING REMOTELY VIA ZOOM. THE MEETING WAS ALSO MADE
AVAILABLE VIA YOUTUBE**

Present: Councillors John Glover, Alan Baines, Terry Chivers, John Doel,
Mark Harris, Shona Holt, David Pafford, Stefano Patacchiola JP, Robert Shea-
Simonds, Andy Russell and Richard Wood

In attendance via Zoom: Wiltshire Councillors Nick Holder (Bowerhill) and
Jonathon Seed (Melksham Without West & Rural) (part of the meeting)

In attendance: Teresa Strange, Clerk and Lorraine McRandle, Parish Officer

302/21 Welcome, Announcements & Housekeeping

- a) To note consultation drop-in session by Wilts & Berks Canal Trust
on Thurs 18 November 10am to 7pm at existing temporary
Berryfield Village Hall**

Members were reminded the Wilts & Berks consultation drop-in session was due to take place on Thursday, 18 November, between 10.00am and 7.00pm at the current portacabin Berryfield Village Hall. The session was to seek the views of Berryfield residents on the proposed route of the Melksham Link canal restoration project, with some alternative routes proposed; and the proposal for using enabling development to fund the project.

- b) To note next Area Board meeting is on Weds 8 December at 7pm
(online – to be confirmed)**

Members were informed that the next Wiltshire Council Area Board meeting was due to take place on 8 December at 7.00pm, with the agenda to be formally agreed.

303/21 a) To receive Apologies and consider approval of reasons given.

Apologies for absence were received from Councillor Hoyle due to work commitments and Councillor Pile for health reasons.

Resolved: To accept and approve the reasons for apology.

b) To approve a Leave of Absence for Councillor Mary Pile

The Clerk explained that Councillor Pile had requested a leave of absence for health reasons.

Resolved: To grant Councillor Pile a leave of absence to the end of February 2022 and to send the Council's best wishes.

304/21 Invited Guests:

a) Wiltshire Councillor Nick Holder (Bowerhill)

Councillor Holder provided the following updates:

Wiltshire Council Cabinet

Cabinet was due to meet on 30 November at County Hall and were due to receive the business case for the upgrade to the A350 Melksham Bypass project.

Area Board

The next Area Board meeting was due to take place on 8 December, however, the venue was still to be confirmed. The business case for the A350 upgrade would be presented at this meeting.

Dowding Way, Bowerhill

Several residents were asking for improved signage, to help with signposting visitors who often got lost due to the numbering system on housing on Dowding Way, which would be raised at the next Community Area Transport Meeting (CATG) meeting.

Campus

An update was provided on the parish council's planned accommodation within the new Campus complex.

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

Councillor Alford was not in attendance.

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

Councillor Seed explained he had taken part in the recent site visit to the Campus, organised by Wiltshire Council, and was impressed with progress so far and how great a facility it will be for the local community.

Concerns from several residents and landowners had been received regarding proposals for the Melksham Link project of the Wilts & Berks Canal through Berryfield.

305/21 a) To receive Declarations of Interests

There were no declarations of interest.

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

None received.

306/21 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 9a, 11a,b,c 14i, 14j and 15) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Councillor Glover proposed the following items to be held in closed session:

9a: Shaw Village Hall (reason: contractual)

11a, b & c: Office Accommodation (reason: contractual)

14i: First time Sewerage in Beanacre (reason: third party information not yet in the public domain)

14j: To receive verbal update following meeting with Wiltshire Wildlife (reason: protected species)

15: Clerk's appraisal (reason: staffing issue)

Resolved: Agenda items 9a, 11a, b & c, 14i, 14j and 15 be held in closed session for the reasons given.

307/21 Public Participation

No members of public were present.

308/21 To approve the Minutes of the Full Council Meeting held on 18 October 2021 and confidential notes to accompany these minutes.

Councillor Baines requested the following amendments be made:

Min 275/21 Invited Guest: Reference to **Caranation** Lane be amended to **Carnation** Lane.

Min 288/21(b) To consider inviting Michelle Donelan MP to meet with Parish Council: National Planning Policy **Frame** to read National Planning Policy **Framework**.

289(a) Market Place Toilets: Community **Developer** Officer to read

Community **Development** Officer

Resolved: To approve with the above amendments, and for the Chair to sign the minutes of the Full Council Meeting held on 18 October 2021 and the Confidential Notes to accompany these minutes.

309/21 Planning:

- a) **To approve the Minutes of the Planning Committee meeting held on 1 November 2021 and confidential notes to accompany these minutes**

Councillor Harris suggested the following amendment to:

Min 299/21: Planning Enforcement:

Councillor **Harris** asked if a response..... to read **Councillor Baines asked** if a response..... and include the following sentence:

Councillor Harris asked if a response had been received to the legalities of instead of as well the legalities of

Councillor Glover noted there was an action for the Clerk which should have been a recommendation on page 5 Min 301a(i).

Resolved: To approve with the amendments detailed above, and for the Chair to sign the Planning Committee meeting minutes of 1 November 2021 and the confidential notes to accompany these minutes.

- b) **To formally approve Planning Committee Recommendations of 1 November 2021**

Resolved: To formally approve the recommendations contained within the Planning minutes of 1 November 2021

- c) **To compile list of councillors interested in Planning & Neighbourhood Plan Training**

The Clerk explained a joint training session with Melksham Town Councillors on planning and neighbourhood planning issues was being arranged and asked if Members would be interested in taking part. The Clerks of both councils had recently made an application for Locality funding for the review of the Melksham Neighbourhood Plan and there was the opportunity to apply for grant funding for training.

Resolved: Councillors Pafford, Holt, Shea-Simonds and Russell to undertake training on both planning and neighbourhood planning issues with a recommendation the training take place in the evening.

310/21 Asset Management:

a)C To receive verbal update from Clerk on latest structural works at Shaw Village Hall and note Minutes of AGM Mon 1 November

The minutes of the Shaw Village Hall AGM held on 1 November had been circulated to Members prior to the meeting.

The Clerk explained the supporting scaffolding to the end rear wall of the hall had now been installed. The Village Hall Committee were seeking a second opinion on the condition of the wall as it was unclear if the damage to the wall was due to subsidence as well.

Councillor Chivers, as the Council's representative on Shaw Village Hall Committee, explained that it was unsure whether the hall's insurance would cover subsidence and therefore the Committee could be looking to Melksham Without Parish Council for help.

Members felt the insurance would not be an issue, as the insurance was renewed without the Trustees being aware of potential subsidence and therefore had not raised this when renewing the insurance, which would have been a requirement.

The Clerk explained that the Structural Engineer had explained that if the building was built in current times, it would be with trusses in the roof, which was not the case when the hall was built in the 1970s. It had only come to light these were not present when the roof space was entered to access the water tank.

It was noted that a new Chairman and Secretary were now in place following the recent AGM. It was understood the next meeting of the Village Hall Committee would take place on 3 December.

b) To receive verbal update from Clerk on project status for Shurnhold Fields car park project

The Clerk explained the project was progressing and the contractor appointed, however, the Environment Agency were yet to give permission for the car park project, as bunds were proposed in the scheme, which had been put in to alleviate local flooding at the request of the Principal Drainage Engineer at Wiltshire Council. The officers were working closely with Wiltshire Council Land Drainage Team on this issue who were also seeking funding from the Environment Agency for a wider flood prevention scheme at Shurnhold Fields to protect houses in Dunch Lane from future flooding.

c) Bowerhill Sports Field & Pavilion:

i) To consider request for potential Fields in Trust permission for a 3G pitch

A request had been received from Future of Football for a 3G pitch to be installed at Bowerhill Sports Field.

Concern was raised by several Members as to the size of pitch being requested and whether access by other users would be restricted.

Councillor Glover informed the meeting he understood a full-size pitch was being requested and that the FA had funding available for such a pitch in this area.

Councillor Wood asked if the pitch would be fenced off, given the field was regularly used by dog walkers and other users.

Councillor Glover explained installing a 3G pitch would require the permission of Fields in Trust and an application made to their Trustees to consider and as other things required permission from Fields in Trust, such as installing advertising hoardings, extending temporary permission to use the pavilion as an office and use of the field being limited to only football use and not public open space; and sought a steer from Members whether to include this request with the other matters in one application as there was a cost implication for numerous applications.

Resolved:

1. To make one application to Fields in Trust to ascertain if it would be possible to install a 3G pitch on Bowerhill Sports Field, as well as extending temporary permission to use the pavilion as an office, whether advertising hoardings can be installed advertising around the field and if the field could be limited to football use only and not public open space.
2. To suggest to Future of Football they may wish to contribute towards the costs of the application and to seek clarification on the size of pitch required. To also make it clear any support from the Parish Council was on condition such a pitch can be used by all.

ii) To approve revised quotation for installation of drinking water fountain

The Clerk asked if this item could be deferred to an Asset Management meeting which she proposed to hold the following Monday, after the scheduled Planning Committee meeting (22 November) as further information was awaited.

Councillor Glover noted that following advice, the water supply would need to come from the mains and not the outside boot wash tap, as this was not considered drinking water. The water supply for the boot wash was direct from the tank and would need to be treated as 'portable water' and therefore, regular sampling would be required.

d) To note recommendations and any actions already taken, following receipt of the RoSPA annual independent play area reports and ID Verde quarterly inspection reports

It was explained the reports had been sent out to all members, as some councillors were relatively new to the council, to enable them to see the scope of the play areas, their inspection and how well the play areas were looked after. However, in future it was envisaged the reports would only be sent out electronically with agenda items for actions only.

The Clerk explained an Asset Management meeting had been called for the following week to cover any outstanding actions from the reports.

Councillor Doel noted a comment made in the Shurnhold Fields inspection report with regard to the entrance gate.

The Clerk explained the gate would be replaced as part of the highway access and car park improvements, but would ask the Town Council maintenance team to investigate.

Councillor Wood provided an update on progress with regard to the Whitworth play area in Berryfield.

Resolved:

- To accept the proposals put forward within the reports.
- For the Clerk to arrange a site visit of the Whitworth Play area in due course for Councillors Glover, Holt, Pafford and Wood.
- For the Clerk to ask the Town Council maintenance team to investigate the condition of the gate on Shurnhold Fields.

311/21 New Berryfield Village Hall project

a) To note update on land transfer

Councillor Glover confirmed the land transfer was finally completed on 27 October.

With regard to the additional piece of land outside the hall that the Council wished to acquire for a small terrace/patio, the Clerk explained she had now instructed the Council's solicitors to retry

obtaining the land from the developer or its management company; this had been left off the main transfer to avoid any delays.

The Clerk had now put the Bellway Site Manager in touch with the building contractor and architect.

The Clerk reported the disappointing news that the roads had been topped already, despite the parish council's best efforts to get this held off until utility services for the new hall were connected. Bellway had explained that they felt there may be a potential conflict of demarcation if different parties were accessing the services at different times and so insisted that they topped the pavements and roads before giving access to the parish council's contractors.

b) To note revised start date on site

The Clerk informed Members the new start date to build the hall was 4 January and Kerry Lemon who was undertaking the artwork on the hall had been made aware of the new start date.

c) To note newsletter delivered to Berryfield Ward residents

A newsletter which included information on the village hall proposals, the public art scheme on the hall, plus the Wilts & Berks Canal consultation session had been delivered to approx. 550 dwellings.

Thanks were extended to Councillor Holt and the Clerk for formatting the informative leaflet and Councillor Wood, Councillor Holt and Gill Arbery from BASRAG (Berryfield & Semington Road Action Group) for delivering the leaflets.

312/21C Parish Council office and meeting room accommodation at Melksham Campus

a) To approve the Notes from the Office Relocation Working Party held on 2 November & 9 November

Councillor Glover noted on the minutes of 2 November on page 3, it should read: ...therefore, the parish council **would** still not be classed

Resolved: To approve with the above amendment and for the Chair to sign the Office Relocation Working Party notes of 2 and 9 November (including the spreadsheet circulated with the notes).

b) To formally note Strategic Partner application to Wiltshire Council (sent under delegated powers)

Resolved: To note the Strategic Partner application had been

submitted to Wiltshire Council under delegated powers.

- c) To note response from Wiltshire Council regarding Strategic Partner application and consider a way forward.**

Members noted, as yet, no formal response had been received.

313/21 Finance:

- a) To note Receipt & Payments reports for October**

Resolved: To note the Receipt & Payments reports for October.

- b) To seek cheque signatories/online authority for November Payments**

Resolved: For Councillors Shea-Simonds and Pafford to be cheque signatories/online authority for November payments.

- c) Interim Internal Auditor Report. To consider reports following interim visit (20 October)**

Councillor Glover explained officers had made their own comments on the report received from the auditors, which would be returned to the auditors in due course and informed Members it was a statutory requirement of Full Council to have sight of the reports.

Resolved: To formally accept the Interim Internal Auditor report and officers' comments in response to the report.

- i) To note response of insurance broker following auditor query on Employee Dishonesty cover**

Following a query from the auditor on the level of Employee Dishonesty Cover, the Council's Insurance Brokers had been contacted and they had clarified the first £1.5m of loss would be covered.

Resolved: To note the clarification from the Council's insurance brokers on the level of Employee Dishonesty cover.

- d) To note information and timeline for precept setting and draft taxbase**

Members noted the Council's draft tax base for 2022/2023 was 2782.41, with Parish/Town Councils having to return their precept requests to Wiltshire Council by 18 January 2022.

Councillor Baines noted Wiltshire Council had put a deadline on receiving precept requests a week before the Parish Council's

January meeting and that it was not a requirement of parish councils to make their requests until the end of January.

Councillor Baines also noted the Tax base figure had gone up due to recent new developments to 128.4 extra average band D properties, which was equivalent to an extra approx. £10,000.

Councillor Glover noted legally town/parish councils had until the end of January to make their precept submissions to Wiltshire Council.

Standing Orders were suspended to allow Councillor Holder to speak to this item.

Councillor Holder reminded Members that in the future Wiltshire Council would not be funding town/parish council by-elections.

Standing Orders were reinstated.

Councillor Glover reminded Members that monies had already been set aside in an earmarked Reserve for possible by-elections.

The Clerk explained the Parish Council did not make Budget recommendations and approve their Precept until January, as recently the final tax base figure issued at the beginning of December was significantly different to the draft one issued in early November, and therefore it had previously been agreed not to draw-up a final budget until after the tax base figure had been confirmed in early December.

e) To note budget planning underway and to inform the Clerk of any requests for budget consideration by the end of November

It was asked if there were any requests for budget consideration, to inform the Clerk by the end of November in time for budget setting.

314/21 Emergency Planning

a) To note update following two Emergency Plan meetings with Melksham Town Council and Age Friendly Melksham (re Melksham Community Response),

The Clerk explained two meetings had taken place. One with representatives from both Councils and Age Friendly Melksham, who now ran Melksham Community Support. It had proved a useful meeting and had recognised the value in having one contact telephone number/infrastructure for emergencies, particularly when there was a need for volunteers.

The second meeting included representatives from both councils who had looked at what was included in an Emergency Plan and who

would be best to deal with various emergencies; a brain storming exercise.

The Clerk explained herself, along with the Community Development Officer from the Town Council, were now working on a draft emergency plan, as it was recognised both councils would rely on each other in an emergency. The plan would be brought before both councils as a joint plan in January for approval and may include cost elements which would need to be considered at budget setting.

The Clerk sought a steer from Members if they wished the Community Resilience Working Group to look at the Emergency Plan in the first instance.

During this item both Wiltshire Councillors Holder and Seed left the meeting (7.44pm and 7.46pm respectively).

Resolved: The Joint Emergency Plan be submitted to Full Council in January for approval.

b) To note DEFRA Bird Flu prevention zone declared

Members noted DEFRA had declared a Bird Flu prevention zone for the whole Country.

c) To consider relaxation of Risk Assessment for public meetings to allow for the provision of refreshments

Given the colder weather, it was asked whether Members wished to relax the meeting covid risk assessment to allow for Members and staff to make a hot drink.

The Clerk reminded Members it was usual practice to have mince pies and mulled wine after the last Full Council meeting in December and sought a steer from Members if they wished to do the same this year under the circumstances.

Resolved: To relax the meeting risk assessment to allow Members and officers to make hot drinks and to have mulled wine and mince pies after the December Full Council meeting.

d) To consider if community access defibrillators should be suitable for use on children

Following a request for child pads to be available for use with the Bowerhill Village Hall defibrillator, information from the Community Heartbeat Trust had been circulated to members for their information.

Within the information circulated it stated that the role of using defibrillators on children was confusing, with children in respect to

defibrillators referring to any person under 25Kg in weight, which typically meant 7 years and under in the UK. It also noted cardiac arrest was very rare in children.

Councillor Russell explained he had attended a recent Bowerhill Village Hall meeting when the issue of child pads not being available in their defibrillator had been raised, particularly as the hall was regularly used by children's groups and was accessible by Bowerhill Primary School.

Councillor Glover asked if the matter of why child pads were not included as a matter of course in defibrillators needed to be investigated in the first instance and noted the pads would cost between £70-£80 each per defib, and had a 2-year expiration date.

Councillor Patacchiola explained child pads were not usually supplied with defibrillators, only adult ones. Child pads needed to be located on different parts of a young child's body to an adult and most AED defibrillators only had instructions for use on adults and therefore different instructions would need to be supplied, as well as signage. The pads would also have to be marked clearly in order to be identified correctly in very difficult circumstances and was aware of other places who had installed a separate defibrillator for children.

The Clerk explained she had spoken to a representative of Community Heartbeat Trust earlier that day, who explained 1:300,000 children would have a cardiac arrest. For anyone over the age of 8, adult pads could be used, it was recommended to keep adult pads connected and to have child pads available separately and clearly labelled if these were purchased.

The Clerk was reassured following the conversation, that the type of community defibrillators provided by the parish council were one of the best available of their type. However, moving forward was advised there was a new defibrillator to the market called 'Zoll' which cost around £1400 and could detect if an adult or a child by using an algorithm and deliver the correct level of defibrillation required, without having to attach different pads. This type of defibrillator could be purchased when the current models needed to be replaced and would only need one set of pads replaced every two years, as opposed to two lots of pads when comparing costs against the current defibrillators erected by the Parish Council of approx. £1,100 replacement cost. The current defibrillators, which typically have 8 years of life were 6 years old and due to be replaced in two years' time.

Following discussion, it was:

Resolved: To install child pads in all community defibrillators installed by the Parish Council, with a view to replacing the

defibrillators in the next two years to a model which could be used on both adults and children.

315/21 Community projects/partnership organisations:

a) Market Place Toilets. To note, notes of meeting held on 13 October and work that has taken place to date

Councillor Glover explained since the Market Place Toilet meeting on 13 October, the Town Hall CCTV was now working. Unfortunately, the ceiling/roof of the toilets had collapsed and whilst two toilets had been fixed, one was still to be fixed and re-opened.

The Clerk explained whilst a verbal update on the meeting had been provided at the previous Full Council meeting and approved, the notes had been presented at this meeting for information.

Resolved: To formally note the notes of the Market Place Toilet meeting held on 13 October.

b) Community Action Whitley & Shaw (CAWS). To note minutes of meeting held on 19 October 2021.

Members noted the minutes of the CAWS meeting held on 19 October 2021.

c) To consider update on BRAG (Bowerhill Residents Action Group) following AGM on 2 November and to approve Gardener Licence template

Councillor Glover explained the Gardeners Licence template had been received from Wiltshire Council which would enable BRAG to plant bulbs and shrubs at Brabazon Way. The Licence had a number of stipulations, including the licence holder being responsible for the whole area and not just the items planted by BRAG; this would mean the parish council being responsible for all the trees, shrubs and grass and their maintenance.

The Clerk informed the meeting she had circulated the Licence to BRAG for their information and to make them aware of their responsibility, but had not received a response as yet.

The Clerk noted the Licence would be with the Parish Council, similar to a Section 96 Licence for roundabouts and if the Licence were to be revoked, just like a Section 96 Licence, the planting would have to be removed and reverted back to its original state i.e., grass.

The Clerk explained she had suggested the Licence be for at least 5-6 years and noted Wiltshire Council had requested no trees be planted, as they were currently reviewing their Tree Planting Policy.

Following the BRAG AGM on 2 November, Councillor Pafford explained there had been a proposal to change the name of BRAG and a new constitution presented. However, given only 4 committee members were present along with only one or two members of public, Councillor Nick Holder, as Wiltshire Councillor for Bowerhill and himself; concerns had been expressed that this had been allowed to take place, especially as it was understood the current constitution required five BRAG Committee members for any decisions to be made.

Councillor Pafford explained he had raised this matter informally with the current Chair of BRAG and noted that since the meeting, a previous member of BRAG had also been in touch with the current Chair and it was understood another meeting was due to be called in due course and hopefully the items raised at the AGM revisited.

Councillor Harris explained he understood if any group ceased to exist and had received grant funding from the Parish Council that they were required to return the funding, in order for the Council to redistribute the funding to the Bowerhill community.

Councillor Russell left the meeting briefly during this discussion at 8.16pm and did not vote.

Resolved: To defer a decision on the Gardeners' Licence until clarity with BRAG had been resolved.

d) The Melksham Almshouses Charities. To seek a new Council representative and to record thanks to Pat Nicol for having represented the parish council on this organisation

Councillor Glover explained Pat Nicol had stepped down from the group as Melksham Without's representative, for health reasons, therefore a new Council representative was sought.

The Clerk explained Pat Nicol had previously been a councillor, but had ceased being one some time ago, but had agreed to continue being the council's representative on this group.

Councillor Russell returned to the meeting at 8.18pm.

Resolved: Councillor Doel be appointed as the Council's second representative on Melksham Almshouses Charity and for a letter of thanks to be sent to Pat Nicol.

e) Wilts & Berks Canal Trust. To note minutes of meeting of Wiltshire Swindon Oxfordshire Canal Partnership (30 Sept) & Oct Branch report with update on Melksham Link project

Members noted the minutes of the meeting held on 30 September

and the October Branch report.

f) Melksham Town Council's Environment & Climate Working Group. To appoint 1 or 2 representatives to join this group. Date of next meeting 9 December.

An invitation had been received from Melksham Town Council for one or two representatives to join the Town Council's Environment & Climate Working Group.

Councillor Glover noted the Melksham Neighbourhood Plan Steering Group had wished to include several policies on climate change and whilst it had some, were told they could not include others which were quite ambitious and therefore questioned whether there was any merit in having such a group, given the limited scope both Councils had in influencing climate change.

Councillor Holt suggested the group should have a wider remit and include the whole of the Melksham Community Area and whether such a group would better sit better with the Area Board.

The Clerk explained that both herself and Councillor Doel were attending the Wiltshire Climate Action Day for councils the following day, which would hopefully provide some information on what could be done at town/parish level.

Several Members felt there were other organisations undertaking similar work locally who were possibly better placed to take action and had concerns this work could be a duplication of the work they were already undertaking.

Resolved:

- To decline the invitation from the Town Council, noting various other groups already existed covering climate change issues, with a suggestion the Area Board might be a better vehicle for such a working group.
- Following the Wiltshire Climate Action Day meeting on 16 November for the Clerk and Councillor Doel to report back to a future meeting.

g) Age Friendly Baseline Survey Meeting. Update from the Clerk & Cllr John Doel

The Clerk explained that both herself and Councillor Doel had attended an Age Friendly Baseline Survey Meeting, which included a guest speaker from the national Age Friendly organisation. It was noted in order to continue being eligible as an Age Friendly Town a baseline survey was required which was currently being undertaken. The results so far had been circulated to Members for their information.

The Clerk explained not many responses had been received so far, particularly from the Melksham Without area and therefore various ways to distribute the survey in the Melksham Without area were discussed.

The Clerk explained the results of the survey would be a useful evidence base for various reasons, including applying for grants, to inform the parish council and the Neighbourhood Plan.

Councillor Doel explained it had been a useful meeting, very professional, and welcomed the input of the guest speaker in particular.

h) To receive verbal update following Campus visit of councillors on Friday 12 November

Councillor Glover left the meeting briefly at this point and asked the Clerk to update Members on the site visit which had taken place the previous week.

The Clerk explained as well as herself, several Members had undertaken a site visit, along with representatives of the Town Council, and Wiltshire Council.

Those who attended were encouraged by the visit and progress made so far.

It was understood it was envisaged the building work would finish by Summer 2022 and then would be fitted out ready for an Autumn occupation.

The Clerk explained that during the visit she had asked if exercise classes would be taking place elsewhere in town, to be informed they would not, despite them being held previously in the Assembly Hall on the closure of Christie Miller, pre Covid.

The Clerk explained the Campus Team were currently working on policies for bookings, particularly block bookings for clubs, which would be fair to everyone.

Councillor Glover returned to the meeting and resumed chairing the meeting and provided an update on the office space within the campus.

i)C To note update on first time sewerage for Beanacre

It was noted ground investigations were currently taking place and residents had been made aware.

j)C To receive verbal update following meeting with Wiltshire Wildlife Trust

The members noted that the council were working on a project to provide nesting boxes for owls in the parish.

The Clerk explained Wiltshire Wildlife had conducted their bat survey in the large old Oak tree on Bowerhill Sports Field (at the boundary with Great Bear) which did have signs of possible roosting sites for bats. Therefore the Wildlife Officer had offered to be on site when the tree work was undertaken to offer advice in real time, dependent on what was found. It was noted that the crown was being reduced and that the tree was not being removed completely.

316/21C Staffing

To receive verbal report following Clerk's appraisal (Fri 12 Nov).

The Clerk left the meeting during this item.

Councillor Baines, as Chair of Staffing explained both himself and Councillor Glover had undertaken the Clerk's annual appraisal on 12 November and was pleased to report on the successful outcome of the appraisal at which various objectives had been set for the year, which mainly included those set by the Council as a whole earlier in the year.

Meeting closed at 9.10pm

Signed
Chair, Full Council, 6 December 2021

Date: 03/11/2021

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Time: 09:57

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		995,405.38					995,405.38	
V2387-BS32	Banked: 01/10/2021	30.00						
V2387-BS32	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 32 rent
V2388-BS17	Banked: 01/10/2021	30.00						
V2388-BS17	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 17 rent
V2389-BY7B	Banked: 01/10/2021	30.00						
V2389-BY7B	Allotment Holder	30.00			1310	310	30.00	Berryfield 7B rent
V2390-ALLO	Banked: 01/10/2021	60.00						
V2390-ALL	Allotment Holder	60.00			1320	310	30.00	Briansfield 29 rent
					1320	310	30.00	Briansfield 31 rent
V2391-BACS	Banked: 01/10/2021	60.00						
	BYF 15A Allotment Holder	60.00			1310	310	60.00	Berryfield 15a allotment rent
V2392-BACS	Banked: 04/10/2021	30.00						
V2392-BACS	Allotment Holder	30.00			1310	310	30.00	Allotmenr 18B Berryfield rent
V2393-BACS	Banked: 04/10/2021	30.00						
	BSF 22 Allotment Holder	30.00			1320	310	30.00	Briansfield plot 22 rent
V2394-BACS	Banked: 04/10/2021	22.50						
	BYF 1SM Allotment Holder	22.50			1310	310	22.50	Berryfield 1sm rent
V2395-BACS	Banked: 04/10/2021	30.00						
	BYF 18A Allotment Holder	30.00			1310	310	30.00	Berryfield 18a allotment rent
C2396-BACS	Banked: 04/10/2021	30.00						
	BYF 10B Allotment Holder	30.00			1310	310	30.00	Berryfield 10B rent
V2397-BACS	Banked: 04/10/2021	30.00						
	BSF 7 Allotment Holder	30.00			1320	310	30.00	Briansfield plot 7 rent
V2398-BACS	Banked: 04/10/2021	30.00						
	BYF 1A Allotment Holder	30.00			1310	310	30.00	Berryfield plot 1A rent
V2399-BACS	Banked: 04/10/2021	30.00						
	BSF 8 Allotment Holder	30.00			1320	310	30.00	Briansfield plot 8 rent
V2400-BACS	Banked: 04/10/2021	60.00						
	BYF 7A Allotment Holder	60.00			1310	310	60.00	Berryfield plot 7a rent
V2401-BACS	Banked: 04/10/2021	30.00						
	BSF 13 Allotment Holder	30.00			1320	310	30.00	Briansfield plot 13 rent
V2402-BACS	Banked: 04/10/2021	60.00						
V2402-BACS	Staverton Rangers (Sunday)	60.00			1210	210	60.00	3rd October 2021 match fee
V2403-BACS	Banked: 04/10/2021	30.00						
	BSF 1 Allotment Holder	30.00			1320	310	30.00	Briansfield plot 1 rent
V2404-DEP	Banked: 04/10/2021	30.00						

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Current Account & Instant Acc

For Month No: 7

Receipts for Month 7

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>
	BYF 3A Allotment Holder	30.00			1310	310	30.00	Berryfield 3a allotment rent
V2405-BACS Banked: 04/10/2021		30.00						
	BYF 6A Allotment Holder	30.00			1310	310	30.00	Berryfield 6a allotment rent
V2406-BACS Banked: 04/10/2021		60.00						
V2406-BACS Allotment Holder		60.00			1320	310	30.00	Briansfield plots 23 rent
					1320	310	30.00	Briansfield plots 24 rent
V2407-BACS Banked: 04/10/2021		30.00						
	BYF 4B Allotment Holder	30.00			1310	310	30.00	Berryfield 4B allotment rent
V2408-BACS Banked: 04/10/2021		30.00						
	byf 9a Allotment Holder	30.00			1310	310	30.00	Berryfield 9a allotment rent
V2409-BACS Banked: 06/10/2021		15.00						
	BSF 17A Allotment Holder	15.00			1320	310	15.00	Briansfield 17a allotment rent
V2410-BACS Banked: 06/10/2021		30.00						
	BYF 9B Allotment Holder	30.00			1310	310	30.00	Berryfield 9B Allotment rent
V2411-BACS Banked: 06/10/2021		60.00						
V2411-BACS Allotment Holder		60.00			1310	310	30.00	Berryfield 11a rent
					1310	310	30.00	Berryfield 16b rent
V2412-BACS Banked: 07/10/2021		30.00						
	BYF 4A Allotment Holder	30.00			1310	310	30.00	Berryfield plot 4a rent
V2413-BACS Banked: 07/10/2021		60.00						
V2413-BACS Allotment Holder		60.00			1320	310	60.00	Briansfield plot 18 rent
V2414-BACS Banked: 11/10/2021		30.00						
V2414-BACS Allotment Holder		30.00			1320	310	30.00	Briansfield plot 21 rent
V2448-BACS Banked: 11/10/2021		30.00						
V2448-BACS Allotment Holder		30.00			1310	310	30.00	Berryfield 8A allotment rent
V2449-BACS Banked: 12/10/2021		60.00						
V2449-BACS Allotment Holder		60.00			1310	310	60.00	Plot 10a Berryfield rent
V2455-CASH Banked: 13/10/2021		30.00						
500162-039 Allotment Holder		30.00			1320	310	30.00	Plot 3 Briansfield
500162-CHQ Banked: 13/10/2021		674.82						
V2450-241 Melksham Town Council		29.00			1440	142	29.00	Inv.241- Share of SHF tende ad
V2451 Allotment Holder		120.00			1310	310	60.00	Berryfield 1B rent
					1310	310	60.00	Berryfield 2B rent
V2452-CHQ Allotment Holder		60.00			1310	310	60.00	Berryfield 2a Allotment rent
V2453-CHQ Allotment Holder		30.00			1310	310	30.00	Berryfield 16a Allotment rent
V2454-CHQ Melksham Town Council		435.82			1440	142	392.50	Inv.249- share of entrance info
					1480	170	43.32	Inv.240-Share of NHP website f
V2456-BACS Banked: 15/10/2021		30.00						

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Melksham without Parish Council Current Year

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Current Account & Instant Acc

For Month No: 7

Receipts for Month 7		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V2456-BACS	Allotment Holder	30.00			1320	310	30.00	Plot 25 Briansfield rent
V2457-BACS	Banked: 15/10/2021	60.00						
V2457-BACS	Staverton Rangers (Sunday)	60.00			1210	210	60.00	Part of inv251-10.10.21 match
V2458-VAT	Banked: 18/10/2021	6,343.18						
V2458-VAT	HM Revenue & Customs	6,343.18			105		6,343.18	VAT Return-QTR2-01.07.21-30.09
V2459-BACS	Banked: 19/10/2021	30.00						
V2459-BACS	Allotment Holder	30.00			1320	310	30.00	Briansfield pot 30 rent
V2460-BACS	Banked: 19/10/2021	60.00						
V2460-BACS	Allotment Holder	60.00			1320	310	60.00	Briansfield 27 rent
V2461-BACS	Banked: 19/10/2021	15.00						
V2461-BACS	Allotment Holder	15.00			1320	310	15.00	Briansfield plot 1a rent
V2465-BACS	Banked: 22/10/2021	30.00						
V2465-BACS	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 14
V2466-BACS	Banked: 22/10/2021	30.00						
V2466-BACS	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 20 rent
V2467-BACS	Banked: 25/10/2021	30.00						
V2467-BACS	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 4 rent
V2468-BACS	Banked: 25/10/2021	60.00						
V2468-BACS	Staverton Rangers (Sun)	60.00			1210	210	60.00	Inv.251- 24th Oct match fee
V2469-BACS	Banked: 29/10/2021	30.00						
V2469-BACS	Allotment Holder	30.00			1320	310	30.00	Plot 9 on Briansfield rent
Total Receipts for Month		8,540.50	0.00	0.00			8,540.50	
Cashbook Totals		1,003,945.88	0.00	0.00			1,003,945.88	

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Cashbook 1

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Current Account & Instant Acc

For Month No: 7

Payments for Month 7

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>
01/10/2021	Grist Environmental	V2386-DD	49.58		8.27	4770	220	41.31	Inv.P28452- B'Hill waste away
21/10/2021	Sirus Telecom	V2462-DD	224.82		37.47	4190	120	187.35	Inv.56545-Office phone charges
22/10/2021	Eon	V2463-BACS	36.18		1.72	4312	220	34.46	Inv.32E-Pavilion gas
22/10/2021	Eon	V2464-BACS	142.83		6.80	4302	220	136.03	Inv.EBC-Pavilion electricity
Total Payments for Month			453.41	0.00	54.26			399.15	
Balance Carried Fwd			1,003,492.47						
Cashbook Totals			<u>1,003,945.88</u>	<u>0.00</u>	<u>54.26</u>			<u>1,003,891.62</u>	

Receipts for Month 7

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 :		722,372.68					722,372.68	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>722,372.68</u>	<u>0.00</u>	<u>0.00</u>			<u>722,372.68</u>	

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Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
08/10/2021	Teresa Strange	V2450-BACS	5.30		0.88	4190	120	4.42	Reimburse for October 21 phone
18/10/2021	Unity Trust Bank	V2415-DD	597.81		87.80	4721	220	28.16	Sweeping brushes for 4x changi
						4250	120	6.00	Land registry search re: SHF
						4120	120	4.78	SHF Agenda packs
						4055	130	30.00	Appraisal Techniques training
						4351	120	16.66	Keyboard and mouse
						4721	220	21.64	Dustpan and brush x4- Changing
						4370	120	3.75	Washing up liquid
						4150	120	5.07	Pink paper
						4370	120	0.82	Bleach
						4150	120	52.00	Gusseted Envelopes
						4120	120	29.70	Full Council agenda packs
						4250	120	6.00	Land Registry
						4120	120	9.88	Planning committee agenda pack
						4175	120	94.80	Office 365 Licence
						4175	120	72.20	Office 365 subscription
						4200	120	11.99	Zomm meeting subscription
						4210	120	7.32	Office first aid kit
						4150	120	16.23	A4 Paper
						4150	120	16.23	A4 Paper
						4150	120	16.23	A4 Paper
						4150	120	16.23	A4 Paper
						4210	120	7.32	First Aid kit meeting room
						4210	120	14.98	First Aid kit allotment warden
						4150	120	7.07	Magnets for noticeboards
						4120	120	11.95	Staffing Committee agenda pack
						4140	120	3.00	Monthly fee
27/10/2021	Agilico	V2416-BACS	208.99		34.83	4130	120	174.16	Inv.0962925- Office photocopyi
27/10/2021	Jens Cleaning	V2417-BACS	438.98		0.66	4380	120	42.00	Inv.1060a-Office clean 18 Aug
						4381	220	382.00	Inv.1060a-Aug & Sept cleaning
						4370	120	14.32	Inv.1060a-Cleaning materials
27/10/2021	Id Verde	V2418-BACS	470.66		78.44	4575	142	48.19	Removal- Chicken mesh- Kestrel
						4575	142	252.84	Sand & Paint gate @ BYF Play a
						4575	142	91.19	Secure bench at Shaw Play Area
27/10/2021	JH Jones & Sons	V2419-BACS	240.00		40.00	4490	142	200.00	Shaw bus shelter repair Bath s
27/10/2021	JH Jones & Sons	V2420-BACS	820.80		136.80	4490	142	684.00	Inv.13779-Shaw bus shelter rep
27/10/2021	RBS Business Solutions	V2421-BACS	312.00		52.00	4185	120	260.00	Inv.302- Annual Support 21/22
27/10/2021	Trade UK	V2422-BACS	53.35		3.87	4721	220	49.48	Inv.518- Caretaker items

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Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/10/2021	MIW Water Cooler Experts	V2423-BACS	3,705.89		617.65	4576	142	3,088.24	Drinking water station-Pavilio
27/10/2021	GB Sport & Leisure	V2424-BACS	108.72		18.12	4490	142	90.60	Inv.8394- Caretaker spares
27/10/2021	Tollgate Security Ltd	V2425-BACS	756.00		126.00	4212	220	630.00	Inv.47699-Annual Alarm mainten
27/10/2021	BSS Group PLC	V2426-BACS	413.42		68.90	4721	220	344.52	Inv.676-Cold water pumps servi
27/10/2021	JH Jones & Sons	V2427-BACS	1,604.65		267.44	4402	320	60.15	In13788-Allotment Grasscutting
						4400	142	221.90	In13788-Play Area Grasscutting
						4780	142	52.50	In13788-Play area bin emptying
						4781	220	79.58	In13788-JSF Bin emptying
						4401	220	692.17	In13788-JSF Grass Cutting
						4400	142	34.66	In13788-Kestrel Court shrub
						4409	142	163.33	In13788-Hornchurch Cut
						4820	142	32.92	In13788-Shurnhold Fields cut
						347	0	-32.92	In13788-Shurnhold Fields cut
						6000	142	32.92	In13788-Shurnhold Fields cut
27/10/2021	ROSPA Play Safety	V2428-BACS	283.20		47.20	4410	142	236.00	Inv.58978- Shaw field post ins
27/10/2021	Whitley Reading Rooms	V2429-BACS	211.20		35.20	4560	142	176.00	Phone costs for-CAWS CEG
27/10/2021	Whitley Reading Rooms	V2430-BACS	105.60		17.60	4560	142	88.00	Phone charges-CAWS CEG
27/10/2021	Complete Weed Control	V2431-BACS	1,646.40		274.40	4500	142	1,372.00	Inv.14322-2nd weedspraying
27/10/2021	Martin Pickard	V2432-BACS	200.00			4582	142	200.00	Services up to preparation ten
27/10/2021	Mr Sparkles Melksham Ltd	V2433-BACS	190.00			4600	142	150.00	Bus shelter clean x10 £15 each
						4750	220	40.00	Pavilion roof clean
27/10/2021	ROSPA Play Safety	V2434-BACS	682.80		113.80	4820	142	68.50	Shurnhold Fields inspection
						347	0	-68.50	Shurnhold Fields inspection
						6000	142	68.50	Shurnhold Fields inspection
						4410	142	500.50	Play Area inspections
27/10/2021	Solagen	V2435-BACS	2,400.00		400.00	4540	142	2,000.00	Inv.5888-Replacement SID
27/10/2021	HM Revenue & Customs	V2436-BACS	2,010.33			4041	130	643.11	Period 7- October 2021
						4000	130	345.60	Period 7- October 2021-T
						4000	130	261.81	Period 7- October 2021-NI
						4020	130	154.80	Period 7- October 2021-T
						4020	130	136.53	Period 7- October 2021-NI
						4010	130	157.80	Period 7- October 2021-T
						4010	130	138.48	Period 7- October 2021-NI
						4460	142	148.60	Period 7- October 2021-T
						4800	320	23.60	Period 7- October 2021-T
27/10/2021	Wiltshire Pension Fund	V2437-BACS	1,780.22			4045	130	1,352.29	Period 7- October 2021
						4000	130	202.56	Period 7- October 2021
						4020	130	112.21	Period 7- October 2021
						4010	130	113.16	Period 7- October 2021
27/10/2021	Melksham Town Council	V2438-BACS	336.96		56.16	4820	142	280.80	SHF Caretaking-1st Apr-30 June
						347	0	-280.80	SHF Caretaking-1st Apr-30 June

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Payments for Month 7

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>
							6000 142	280.80	SHF Caretaking-1st Apr-30 June
27/10/2021	Melksham Town Council	V2439-BACS	336.96		56.16	4820 142		280.80	Caretaking SHF- 1 July-30 Sept
27/10/2021	BTA Architects	V2440-BACS	600.00		100.00	4582 142		500.00	1st-Supervison- contract
27/10/2021	Aquasafe Environmental Ltd	V2441-BACS	276.00		46.00	4212 220		230.00	Inv.211004-Sep&Oct PPM Visit
27/10/2021	Ministry of Play	V2447-BACS	816.00		136.00	4575 142		680.00	In.224-Swing patch repair Shaw
28/10/2021	Teresa Strange	V2442-BACS	████████			4000 130		████████	October 2021 Salary
						4120 120		151.00	Postage-1st&2nd stamps
28/10/2021	Lorraine McRandle	V2443-BACS	████████			4020 130		████████	October 2021 Salary
28/10/2021	Marianne Rossi	V2444-BACS	████████			4010 130		████████	October 2021 Salary
28/10/2021	Terry Cole	V2445-BACS	████████			4460 142		████████	October 2021 Salary
						4050 142		47.50	October Travel Allowance
						4051 142		30.15	Mileage x67 miles
28/10/2021	David Cole	V2446-BACS	████████			4800 320		████████	October 2021 Salary
						4051 142		5.40	Mileage x12
Total Payments for Month			27,729.66	0.00	2,815.91			24,913.75	
Balance Carried Fwd			694,643.02						
Cashbook Totals			722,372.68	0.00	2,815.91			719,556.77	

Total Salaries
for October 2021
£5,883.37

Receipts for Month 7

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 7

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	