

MINUTES of the Annual Council Meeting of Melksham Without Parish Council held on Monday 17 May 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 Alan Baines, Terry Chivers, Mark Harris, Shona Holt, David Pafford (Vice Chair of Council), Stefano Patacchiola, Mary Pile, Robert Shea-Simonds and Richard Wood

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

In attendance: Councillor Glover via Zoom (until 7.15pm) and 1 member of the public present

1/21 Welcome, Announcements & Housekeeping

Councillor Wood welcomed everyone to the first meeting of the new council and introduced newly elected Members, Councillors Holt (Berryfield Ward) and Harris (Bowerhill Ward).

The Clerk explained the various Covid health and safety measures in place to protect those present.

a) To note outcome of Wiltshire Council Unitary elections for the Melksham Community Area & Area Board meeting 18 May for election of Chair & Vice Chair online at 11am

Following the elections on 6 May, Members noted the following Councillors had been elected as Unitary Councillors for the Melksham Without Parish Council area:

Bowerhill Division: Councillor Nick Holder

Melksham Without North & Shurnhold Division: Councillor Phil Alford

Melksham Without West & Rural Division: Councillor Jonathon Seed

Councillor Wood explained to Members that he was stepping down as Chairman of the Council and wished to thank everyone for their support over the years having become a Councillor in 2006. In 2007, he was appointed Vice Chairman until 2013, when he became the Chairman and had attended every Committee and Full Council meeting, as the Chair and Vice Chair of the Council, since 2007.

2/21 Appointment of Chair

Councillor Wood invited nominations for the Chair for 2021/22 and explained Councillor Glover had expressed an interest in becoming Chairman, however with the caveat that he would be absent for quite a few meetings.

The Clerk explained Councillor Glover was on holiday, but had joined the meeting via Zoom, therefore would not be able to take part in the meeting or vote on any agenda items but asked Council if they wished to hear from him.

Members invited Councillor Glover to speak to this item.

Councillor Glover explained he was willing to stand as Chairman and had recently received notification that a planned 3-month trip had been postponed until next year, so he would not be away from the council for 3 months this year as originally thought and wished to make members aware he still had holidays

booked between now and September, but was willing to stand if Members were willing to except this proviso.

Councillor Wood nominated Councillor Glover as Chair, no further nominations were received, therefore it was.

Unanimously Resolved: Councillor Glover be duly elected as Chair of the Council for the ensuing year.

3/21 To receive the Chair's Declaration of Acceptance of Office

Councillor Glover to sign his Declaration of Acceptance of Office as Chair on his return.

4/21 Appointment of Vice Chair

Councillor Wood invited nominations for the Vice Chair for 2021/22. Councillor Shea-Simonds nominated Councillor Pafford, which was seconded by Councillor Wood.

There were no further nominations, therefore it was:

Unanimously Resolved: Councillor Pafford be duly elected as Council Vice Chair for the ensuing year.

In the absence of Councillor Glover as Chair, Councillor Pafford proceeded to chair the meeting.

Councillor Pafford gave a vote of thanks to Councillor Wood for chairing the Council the last few years.

Councillor Glover left the meeting.

5/21 To receive Apologies and approval of reasons given

Apologies of absence were received from Councillor Glover who was on holiday.

Resolved: To note and accept Councillor Glover's reasons for absence.

6/21 To consider holding items in Committee due to confidential nature

There were no confidential items to be discussed.

7/21 Standing Orders: To note Melksham Without Parish Council Standing Orders and consider if any updates are required (*amendments to stand adjourned for adoption at June Full Council meeting*)

A copy of the current Standing Orders had been circulated prior to the meeting.

Councillor Chivers stated he felt the Council should go through the Standing Orders page by page, possibly at a later date, as he had looked through them and although he did not have a problem with accepting members apologies, he could not see any mention of this in the Standing Orders. Councillor Chivers also stated he had spoken to Wiltshire Council regarding the calling notice period for a meeting and understood this had been changed from 3 to 5 days.

The Clerk explained Standing Orders circulated were based on the National Association of Local Councils (NALC) model and were last published in 2018. With regards to Members having to accept apologies, the Clerk explained this was for the 6-month rule, whereby if a Councillor is absent from a Council meeting for 6 consecutive months, they automatically lose office, but if reasons for absence have been accepted by Members this does not count against this rule.

Councillor Wood sought clarification on the days required to issue an agenda from the Clerk.

The Clerk clarified the calling notice period for meetings was still 3 days and advised the day the agenda was sent out and the day of the meeting could not be included within the 3 days, Saturdays can be counted, but was contradicted in one of the documents circulated, with Sundays, bank holidays and national days of mourning not being counted. With regard to the Annual Parish meeting a council had to give 7 clear days' notice.

The Clerk drew to Members' attention a few previous amendments made to the Standing Orders and stated if there were any amendments that evening, the minutes would have to stand down until approval at the next Full Council meeting:

Page 27 Co-option: It was explained this was in line with the latest NALC guidance on 'secret ballots', which were no longer lawful, therefore it had

already been agreed by Full Council in September 2020 (Min: 78/20d) to vote with a show of hands.

Page 23 Procurement: The Clerk also wished for Members to note, although the United Kingdom was no longer in the European Union the procurement thresholds were still current.

Resolved: To approve the Standing Orders as circulated.

8/21 Code of Conduct: To adopt the Code of Conduct and review and adopt Protocol for Member Officer Relationship

Various examples of the Code of Conduct, including the Council's currently Code of Conduct had been circulated within the agenda packs.

Councillor Holt felt there needed to be some extra headings added into the current Code of Conduct to explain what the purpose of the document was and needed more clarity to make it easier to follow and having reviewed various examples that had been circulated in the agenda pack, felt if some of the points in those documents could be combined together in the Council's current Code of Conduct this would provide more clarity to the document. Councillor Shea-Simonds also support this view.

Councillor Pafford queried whether this item could be deferred to the next Full Council meeting with the Clerk advising it could be brought back to the next Full Council for approval, but sought clarity on what Members wished to be added into the Code of Conduct.

Councillor Holt clarified an introduction and some definitions about the Code of Conduct would make the document more user friendly and advised that she would be happy to liaise with the Clerk on this.

Members also reviewed the Protocol for Members/Officer Relationship, with the Clerk explaining the policy had previously been adopted by the Council and was a useful document to have in place in case anything arose in the future.

Resolved 1: Councillor Holt to liaise with the Clerk on revising the Code of Conduct to a more user-friendly version and for it to be brought back to the next Full Council meeting for approval.

Resolved 2: To adopt the Protocol for Member Officer Relationship for 2021/22.

9/21 Declarations of Interest

a) To note requirement under the Code of Conduct for Register of Interests to be displayed online (Melksham Without Parish Council & Wiltshire Council website) & Guide for Awarding Dispensations

The Clerk explained whilst it was Members' responsibility to update their Register of Interests, it was done online by officers on Wiltshire Council's website, following instruction by Members and advised it was given back to members at every Annual Council meeting as a reminder to advise of any updates.

Members present had previously handed in their completed documents for officers to update.

b) To consider dispensations for term of new Council (2021-2025)

Information from the Clerk and various forms regarding dispensation had been circulated with the agenda papers for Members' information.

The Clerk explained for anyone living in the parish they would need to declare an interest as they had a pecuniary (financial) interest in setting of the Council's precept and therefore required a dispensation in order to discuss and set the precept. The council as a whole would be also well advised to declare an interest in the various planning applications within the parish from which the Council would benefit from financially via Section 106 or Community Infrastructure Levy (i.e. contribution to village hall or for a play area) and therefore had filled in the necessary forms to lodge with Wiltshire Council.

Resolved: The Parish Council adopt dispensations for both setting of the precept and for the various planning applications, which the Council would benefit from financial via Section 106 or Community Infrastructure Levy (i.e. contribution to village hall or for a play area) in the parish to be lodged with Wiltshire Council.

c) To receive declarations of interest

There were no declarations of interest.

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

None were received.

10/21 Public Participation & Invited Guests

- Wiltshire Councillor Nick Holder, Bowerhill
- Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
- Wiltshire Councillor Jonathan Seed, Melksham Without West & Rural

The Clerk explained apologies had been received from Councillors Holder, Seed and Alford. Councillor Alford was attending the Town Council meeting and hoped to arrive later.

One member of the public present who did not wish to speak.

11/21 Virtual Meetings

a) To note latest High Court Judgement regarding remote/virtual meetings and subsequent National Association of Local Council (NALC) advice and confirm the parish council is adhering to latest guidance

Members noted the outcome of the latest High Court Judgement meaning councils could no longer hold remote/virtual meetings and the subsequent advice from NALC.

The Clerk asked members to note the latest guidance and confirm that the risk assessment for the meeting space agreed at the April meeting meant that the Council was adhering to the latest guidance.

Resolved: To confirm the Parish Council was adhering to the latest guidance.

b) To submit comments to Government's "Call for Evidence" re virtual meetings

The Clerk explained in order to allow hybrid type meetings, there needed to be a change in legislation, therefore, the Government were calling for evidence from town/parish councils to prove why councils wanted to hold them and noted some Members had already responded individually, but had taken the liberty to complete the tick box form based on feedback she had received and sought a steer from Members whether they wished to submit comments as the parish council, as individuals or both.

Members agreed they were happy to submit the form as a Council, however Councillor Baines asked for an amendment to question 5, stating the point should be made, when holding a meeting virtually, some Members found it difficult to read documents online. It was also more difficult to chair meetings in an orderly fashion, as it was often difficult to see who wished to speak when using Zoom.

Councillor Patacchiola queried whether there was another box to make additional comments on the form and highlighted question 8, with regards

to circumstances where local authorities could have the option to hold remote meetings. Whilst he agreed with the answer the Clerk had ticked regarding holding meetings in extenuating circumstances where a meeting could not be held face to face, wondered whether it could be suggested that in certain circumstances if a councilor was unable to attend the meeting face to face, due for example travel issues, they could access it remotely.

The Clerk queried whether Councillor Patacchiola felt this should be a Council decision on whether this was appropriate, which Councillor Patacchiola felt it was.

Resolved: The Council to submit evidence as a parish council including the amendments suggested above and to highlight the need for flexibility and the ability of councils to hold hybrid meetings wherever possible.

12/21 Parish Council Objectives

a) To note Melksham Community Area Joint Strategic Needs Assessment (JSA) (2020)

Councillor Pafford explained the map provided was in black and white which made it difficult to decipher the various graphs etc. and asked if a colour copy could be provided for the next meeting.

Councillor Baines highlighted the document was dated 2017, therefore was out of date which needed to be taken into consideration, for example Melksham Community Area included Seend and Atworth which were no longer in the Melksham Community Area. With regards to the list of major employers, suggested the list needed to be updated to include Knorr Bremse and Herman Miller.

The Clerk explained the JSA document was last published in February 2020, unfortunately the annual JSA event was cancelled last year due to Covid, but hopefully will take place again later this year.

With regards to more up to date information, the Clerk explained the outcome of the Census would be circulated in due course and usually

provided a breakdown of useful information for both the town and parish, for comparison to each other and with Wiltshire.

Resolved: To accept the information contained with the Joint Strategic Needs Assessment.

b) To review Objectives for 2019/20 & 2020/21 and set Parish Council Objectives for 2021/22 and Priorities for Term of Council (2021-2025)

The Clerk explained previous objectives set in 2019/20 and 2020/21 had been circulated with the agenda papers for Members' information along with, suggested short term and long-term objectives over the next 4 years, which was useful for officers in order to prioritize workload.

Councillor Baines asked if the following could be included as long term objectives:

- To obtain mains drainage for Beanacre
- To achieve the best outcome as a whole for the A350 by-pass

Resolved 1: To adopt the following objectives for 2021/22:

- Neighbourhood Plan
 - To achieve a successful Referendum result
 - Implementation, monitor and use of policies
 - Review of Plan
- To input and influence the Local Plan Review and Statement of Common Ground with Wiltshire Council and Melksham Town Council.
- To influence and lobby Central Government to change the new NPPF (National Planning Policy Framework) legislation for Neighbourhood Plans protected to a 3-year land supply, to hold for more than 2 years, working with the Wiltshire Area Localism & Planning Alliance (WALPA).
- Water refill points – post Covid to look at installing water refill points at Shaw & Bowerhill sports fields.
- To support Covid recovery in the parish and wider community.
- To review the Emergency Plan (reflect on learning from Covid).
- To engage with stakeholders and contractors to ensure a smooth transition for staff, councillors and parishioners during the Parish Council's move into new office and meeting space accommodation at the Campus in Autumn 2022.
- Construction of Berryfield Village Hall.
- Bowerhill Sports Field enhancement project – teen shelter/gym equipment.
- Shurnhold Fields car park and improved entrance project.
- To continue to maintain a good working relationship with Wiltshire Council, the Area Board and all the neighbouring parishes who abut Melksham Without.

To adopt the following long-term objectives and priorities for the four-year term of office 2021-2025:

- To use less paper/become more climate friendly (in line with Wiltshire Council's goal of being Carbon Neutral by 2030).
- Work towards obtaining Quality Gold Award <https://www.nalc.gov.uk/our-work/local-council-award-scheme>
- To provide enhanced access to council meetings via remote technology to improve community engagement.
- To obtain mains drainage for Beanacre.
- To achieve best outcome for the parish as a whole, for the A350 Bypass.

13/21 To resolve that the parish council meets eligibility criteria to use the General Power of Competence

The Clerk explained the criteria which was to have a qualified Clerk and two thirds of the council elected. The members were delighted that their ratio of 10 elected councillors, of a total 13, meant that they met this element.

The Clerk had obtained her CiLCA (Certificate in Local Council Administration) qualification at the beginning of 2012, this included The Power of Wellbeing and not the General Power of Competence element which came in afterwards, therefore, the Council currently did not meet the eligible criteria as the Clerk's CiLCA qualification needed updating. Therefore, she had signed up to a course costing £30 being held in the next few days, to enable her to then go on and complete this element of the CiLCA qualification and would place this item on a future agenda once passed.

14/21 Appointment of Committees & Working Parties 2021/22

Councillor Pafford explained there were 3 seats to be filled by co-option shortly and asked if Members wished to defer this item until co-option had taken place.

Members felt it appropriate to appoint Members to each committee at this meeting and to arrange to fill any vacancies, once co-option had taken place.

Councillor Pafford noted the Chair and Vice Chair were ex-officio of each committee, but felt if during the term of office either the Chair or Vice Chair, found this task onerous, the Council should review.

Resolved: The following committees and working groups were appointed for 2021/22, with the Chair and Vice Chair Ex-Officio of all committees:

a) Asset Management Committee

Councillors Alan Baines, Terry Chivers, John Glover, Shona Holt, David Pafford + 2 vacancies.

b) Finance Committee

Councillors Alan Baines, Shona Holt, John Glover, David Pafford, Robert Shea-Simonds & Richard Wood + 1 vacancy

(Councillor Stefano Patacchiola + 1 vacancy once a quarter to verify bank reconciliations as two non-Finance Committee members)

c) Highways & Streetscene Committee

Councillors Alan Baines, Terry Chivers, John Glover, Mark Harris, David Pafford, Stefano Patacchiola & Robert-Shea-Simonds

d) Planning Committee

Councillors Alan Baines, Terry Chivers, John Glover, Mark Harris, Mary Pile, David Pafford & Richard Wood

e) Staffing Committee

Councillors Alan Baines, John Glover, Shona Holt, David Pafford, Stefano Patacchiola, Robert Shea-Simonds + 1 vacancy

f) Working Parties

Community Resilience Working Party

Councillors Alan Baines; John Glover, David Pafford, Mary Pile, Richard Wood + 1 vacancy

Shurnhold Fields Joint Working Party (with Melksham Town Council)

Councillors John Glover; David Pafford & Stefano Patacchiola + 1 reserve (vacancy)

Office Relocation Project Working Party

Councillors John Glover, Mark Harris, David Pafford, Stefano Patacchiola & Robert Shea-Simonds, Richard Wood

(Councillor Stefano Patacchiola as IT rep for this project)

New Berryfield Village Hall Working Party

Councillors John Glover, Shona Holt, David Pafford & Richard Wood

IT & Data Protection Working Party (amalgamation of IT Working Party and Data Protection Working Parties)

Councillors Terry Chivers, John Glover, Mark Harris, Shona Holt, David Pafford & Stefano Patacchiola

CIL Sharing Working Party (with Melksham Town Council)

Councillors Alan Baines, John Glover & David Pafford

15/21 To review and adopt revised “Committee Structure & Terms of Reference”

The Terms of Reference and Scheme of Delegation were circulated with the agenda packs.

The Clerk explained for those on Asset Management, officers had received several booking requests for events at the Bowerhill Sports Field, but given the meeting timetable had been unable to put these before the Asset Management Committee prior to the date requested for a recommendation to Full Council. Therefore, asked if delegated powers could be given to the Committee to make booking decisions and how much to charge or if a Bookings Sub Group was a way forward.

Resolved 1: To adopt the Committee Structure, Terms of Reference and Scheme of Delegation as circulated with the agenda papers.

Resolved 2: Officers to have delegated powers to accept new bookings for the Bowerhill Sports Field and arrange suitable charges and for the Clerk to consult with the Chair and Vice Chair of the Asset Management Committee if necessary.

16/21 Appointment of Organisation Representatives 2021/22

Organisations:

Several Members explained they had been representatives on various groups, but had not received any contact from them.

Resolved: To appoint the following Council representatives to the following organisations for 2021/22.

Age Friendly Melksham

Berryfield & Semington Road Action Group (BASRAG)

Berryfield Village Hall

Bowerhill Residents Action Group (BRAG)

Bowerhill Hall Management Trust

CCTV Working Group (Town Council)

Climate Friendly (NEW)

Community Action Whitley & Shaw (CAWS)

VACANCY

Richard Wood

Shona Holt

Mark Harris

Mark Harris

Stefano Patacchiola

VACANCY

Mary Pile

CPRE (Wiltshire Branch)	VACANCY
Dementia Action Alliance	R Shea-Simonds
Market Place Toilet Joint Venture	A Baines & J Glover
Melksham Area Board	J Glover & D Pafford
Melksham ATC	VACANCY
Melksham Chamber (previously Chamber of Commerce)	VACANCY
Melksham Charities	R Shea-Simonds & Pat Nicol*
Melksham Community Area Transport Group	Alan Baines
Melksham Hospital & Community	R Shea-Simonds
Melksham Joint Health Forum	John Glover
Melksham Joint Neighbourhood Plan Steering Group	R Wood**, J Glover & D Pafford (2 with voting rights (A Baines – reserve)
Melksham Oak Community School Governor	David Pafford
Melksham Rail User Group	Mark Harris
Operational Flooding Working Group	Alan Baines
Parish Highways & Street Scene Rep	Parish Officer – L McRandle
PCSO Liaison	Officers
Press Representative	Clerk – T Strange
Shaw Hall Management Committee	Terry Chivers
Shurnhold Fields (Friends of)	(1 of 3 from Shurnhold Working Group Reps)
Whitley Reading Rooms	VACANCY
Wilts & Berks Canal Partnership	Mark Harris
WALC (Wiltshire Association of Local Councils)	VACANCY

Footpath Representatives:

Beanacre	Terry Chivers
Berryfield	Richard Wood
Bowerhill, Redstocks and The Spa	J Glover & VACANCY
Sandridge & Blackmore	Alan Baines
Shaw & Whitley	S Patacchiola & T Chivers

*Pat Nicol as an ex-Councillor had advised she was happy to continue representing the residents of the parish.

**Councillor Wood indicated he would like to serve on this committee until at least the Neighbourhood Plan had passed its Referendum in July and subsequently had been adopted.

17/21 To approve dates of meetings for 2021/22

At a previous meeting it had been raised whether the Council wished to adopt a different schedule of meetings in order not to clash with the Town Council's Full Council meetings, therefore, the Clerk had proposed the following options for consideration:

Option One: Schedule using Monday evenings

Option Two: Schedule using Monday evenings but avoiding clash with Melksham Town Council Full Council meetings

Option Three: As option One, but on a Tuesday evening

The Clerk explained the Town Council were also considering their list of meeting dates that evening and as their council was virtually a whole new council, there was potential for a change in meeting dates, therefore, asked if Members wished to defer a decision on this item.

Councillor Pafford, as Chair suggested a decision on the meeting schedule be deferred until the Town Council had confirmed their meeting schedule, but in the interim to approve the list of meeting dates as circulated which Members agreed.

18/21 To approve the Minutes of the Full Council meeting held on 26 April 2021

The Clerk explained Councillor Harris had forwarded several suggested amendments to the minutes, but unfortunately was unable to print these off and asked if Members were happy to approve the minutes with these amendments, which were only minor typos/grammar changes and did not change the context of decisions made.

Resolved: To approve the Full Council minutes of 26 April 2021 with the suggested amendments and for the Vice Chair to sign in due course.

19/21 Planning

a) To approve the Minutes of the Planning Committee meeting held on 4 May 2021

Resolved: To approve and for the Vice Chair to sign the Planning Committee minutes of 4 May 2021.

b) To formally approve Planning Committee Recommendations of 4 May 2021

With regard to Min 410c/20 the Clerk explained the Highways Officer had since asked for support in asking that the temporary traffic lights outside Oakfield Stadium remain during construction of the adjacent development to protect pedestrians to and from the stadium.

The Clerk stated the Assembly Hall had been booked for the next Neighbourhood Plan Steering Group meeting (Min 411b/20), as a much bigger meeting space, and asked if Members were happy with this, given meetings were having to be held in person, albeit, the consultants who pre Covid had to travel some distance, could join the meeting via Zoom.

Resolved: To formally approve the recommendations of the Planning Committee meeting of 4 May 2021.

To support the Highways Officer in seeking the retention of the temporary traffic lights on the entrance to Oakfields Stadium whilst construction work takes place on the adjacent development.

To approve Neighbourhood Plan Steering Group meetings being held in person.

20/21 IT Working Party

a) To approve recommendations of the IT Working Party held 22 March

The Clerk explained unfortunately Members had not resolved to approve the recommendations of the IT Working Party at the Full Council meeting held on 26 April 2021, therefore, these had been placed on the agenda for approval.

Resolved: To approve the recommendations of the IT Working Party meeting held on 22 March 2021.

b) To note electronic versions of this agenda pack

The Clerk explained electronic versions of agenda packs were work in progress, with various versions being trialed and asked Members to inform officers of any issues.

Councillor Patacchiola explained he had used the links on the electronic version of the agenda, which seemed to be working fine.

c) To receive update and consider any actions required further to Campus meeting re: technology requirements

The Clerk explained there had been a meeting to discuss the Council's IT requirements at the Campus.

Councillor Patacchiola explained the Campus Team were happy for the Council's IT requirements to be housed in the shared Comms Room, however, there were still issues regarding who had access to this and security issues to clarified.

21/21 Finance

a) To note Income/Expenditure reports for April

The Clerk explained that since the issuing of the agenda packs, 25% of the £500,000 (£125,000 index linked to £136,500) S106 funding for Berryfield Village Hall had been received and to note Officers had undertaken due diligence checks to ensure the Council's Insurance Fidelity (Employee Dishonesty) cover was high enough, given the amount received and the 50% share of Precept also due.

Resolved: To note the Income and Expenditure reports for April.

b) To appoint cheque signatories/online authority for April payments

Resolved: To appoint Councillors Baines and Wood as cheque signatories/online authority for April payments.

c) To approve delegated powers for the Finance Committee (Monday 24 May) to review and approve the cover, and authorise the payment for the parish council's insurance cover before 1 June deadline

The Clerk explained as the Council's Financial Regulations (4.1) stated prior approval was required for expenditure on revenue items up to £5000, that she sought delegated powers for the Finance Committee meeting on 24 May to approve the Council's insurance cover which exceeded this amount.

Resolved: To approve delegated powers for the Finance Committee on 24 May to review and approve the cover and authorise payment of the Parish Council's insurance cover before the 1 June 2021 deadline. £7,897.19 for the council's general insurance and £319.20 for Cyber insurance.

- d) **To approve the setting up of new Finance Committee members on the bank mandate for authorising online payments and signing cheques, (following Agenda Item 14b)**

Resolved: To add Councillors Holt, Pafford and Shea-Simonds (as new Members of the Finance Committee) to the Bank Mandate.

22/21 New Berryfield Village Hall project

- a) **To note “Guidance for Town and Parish Councils on receiving and use of CIL (Community Infrastructure Levy)**

Members noted the above guidance and that CIL could be used to build a village hall.

- b) **To note current funding streams and timescales for Berryfield Village Hall project**

The Clerk had produced a report highlighting the various funding streams and timescales for the Berryfield Village Hall project.

- c) **To note tender process undertaken for Berryfield Village Hall project and cost indication**

The Clerk explained due diligence had been undertaken on the four lowest bids and more information sought from the Project Manager’s recommended contractor, with tenders going to the Finance Committee on 14 June for consideration.

- d) **To note guidance and template application form for Public Works Loan**

Members noted the guidance and template application form for a Public Works Loan.

- e) **To consider in principle decision to consult residents on use of Public Works Loan for new Berryfield Village Hall construction this year, to enable decision at June Full Council meeting**

The Clerk explained the £500,000 funding for the village hall would be coming from the Section 106 agreement from Bowood View, with approximately £90,000+ coming from CIL (Community Infrastructure Levy) payments from this development. Since the project commenced, approval of another 144 houses on an adjacent site had been given which would generate approximately £90,000-£100,000 in CIL funding.

The Clerk further explained that at the design stage plans for the hall had been drawn-up to come within budget, however it was only at tender stage that the council could see what a contractor was prepared to build it for, rather than the cost prepared by the council’s Cost Consultant. The

council would be making a decision on this tender in June.

The funding was dependent on the house building and occupation at the Bowood View housing development and therefore very hard to predict when they would be occupied and when the houses on the adjacent site would be built and occupied which would trigger CIL funding being released to help contribute towards the costs of the hall. Therefore, the Council had discussed the possibility of applying for a Public Works Loan now, while the tenders, planning permission, and building regulations were still current, rather than wait until residents had moved in and then start building works. All of this was dependent on Bellway transferring the land in a timely manner and agreeing that the Council can have access across their roads (prior to transfer to Wiltshire Council) to build the hall and to access utility services.

The Clerk explained the Finance Committee would be making a recommendation on who to award the tender to shortly and the exact costs involved in the build would be known at this point. In order to keep elements of the build current a decision on applying for a Public Works Loan would need to be made by the end of June in order to submit an application to the Secretary of State. As part of the application would be to prove public consultation had taken place with residents to ascertain if they were willing to contribute towards the Public Works Loan repayment costs through the Precept, the Clerk sought permission from Members to place a paid advert in the Melksham News, with alternative arrangements being made for those residents who did not receive it.

The Clerk further explained if the Council precept were to be increased, they had to confirm the amount and percentage of the planned increase related to the loan and if possible, how much increase for householders within a Band D property. Therefore, as an aid noted on a loan of £100,000 would mean an increase of £37.50 per household in the parish. However, CIL was available from the Pathfinder Way development in Bowerhill, with £150,000 of CIL already being transferred into the Berryfield Village Hall Reserve, which could be used to help contribute towards the build, to reduce costs.

The Clerk clarified she was seeking approval to:

- Consult residents of the whole parish on whether they would be happy to contribute towards a Public Works Loan through the Precept.
- How much each Band D household should contribute? Should the CIL funding from Pathfinder Place be used for the hall project?

Members felt it was important the hall was built as soon as possible, rather than once building work at Bowood View had been completed and noted whilst the current village hall was very popular was too small and not fit for purpose.

Members suggested the wording of the consultation needed to highlight the importance of the hall, not just to Berryfield residents, but to the whole parish and how the Council in realising the importance of village halls to their respective communities had supported them over a number of years via grants.

Unanimously Resolved: To consult residents of the whole parish on applying for a Public Works Loan.

A working group (Berryfield Village Hall Group, plus the Chair and Vice Chair) to look at the costs and how much each resident would contribute towards a Public Works Loan, once the Finance Committee had met and made a recommendation who to award the tender for the village hall build to.

f) To note Notes form Berryfield Village Hall art project steering group meeting to approve concept design

Resolved: To note the Notes of the Berryfield Village Hall Art Project Steering Group meeting held on 15 April 2021.

23/24 Highways

a) Temporary Traffic Regulation Order. To note temporary closure of Woodrow Road (part) from its junction with Woodcombe for a distance of approx. 130 metres in a southerly direction from 31 May 2021 until 12 July to enable Wessex Water to carry out new sewer construction and associated works.

Councillor Baines explained whilst the Temporary Traffic Order was for 31 May-12 July, residents along Woodrow Road had been given information from Wessex Water stating the works would take 13 weeks to complete, which went beyond 12 July.

Councillor Baines also noted Forest Road was due to be closed for a further 12 weeks, which would be beyond the Temporary Traffic Order.

Resolved: To contact Wiltshire Council to seek clarification and reassurances on the exact timeframe and extent of works.

24/25 Community projects/partnership organisations

a) To note updates on new ownership of the Toast Office and plans from the Whitley Hub and local landowner re shop proposals

Members noted there were new owners of the Toast Office and that they were talking to Whitley Hub regarding the possibility of a shop being included, alongside their business, a bicycle repair shop.

Councillor Chivers explained he had met with the new owners who were

quite keen to work with the community.

b) To note update from Melksham Information & Community Hub meeting (13 May)

The Clerk explained unfortunately she was not able to attend the last meeting, but understood Councillor Harris had attended.

Councillor Harris explained he had received information that day which he was happy to circulate to everyone and explained at the meeting it was noted there was a possibility of 3 hubs in Melksham (Town Hall, The Campus and potentially the Arthouse Café) and whether this would create a lot of duplication. There had also been talk of groups providing leaflets as not everyone had access to the internet, but it was noted that these had to be kept up to date in order to be valid.

Meeting finished at 9.09pm

Signed
By the Chair, Full Council, 28 June 2021

Date: 06/05/2021

Melksham without Parish Council Current Year

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		859,649.49					859,649.49	
V1264-BG Banked: 07/04/2021		3.09						
V1264-BG British Girlguiding		3.09			1130	110	3.09	Inv.220- Photocopying
V1265-WC Banked: 14/04/2021		201.81						
V1265-WC Wiltshire Council		201.81			1420	350	201.81	CIL-19/10143-Semington RD
V1266-PILO Banked: 21/04/2021		138.00						
V1266-PILOFC Pilot		138.00			1210	210	46.00	Inv. 222-4th April match
					1210	210	46.00	Inv.222-18th April Match
					1210	210	46.00	Inv.222-25th April match
V1267-HMRC Banked: 23/04/2021		4,676.74						
V1267-HMRCHM Revenue & Customs		4,676.74			105		4,676.74	VAT Refund-1.1.21-31.3.21
V1268-PREC Banked: 26/04/2021		108,988.53						
V1268-PREC Wiltshire Council		108,988.53			1076	110	108,988.53	Parish Precept-1 of 2
500158-CHQ Banked: 26/04/2021		1,764.56						
V1270-CHQ Melksham Town Council		1,580.56			4680	170	1,555.56	In.216Share of NHP plan review
					4825	142	25.00	218-Share of artwork- info boa
V1271-CHQ AFC Melksham		92.00			1210	210	46.00	Inv.221-4th April pitch hire
					1210	210	46.00	Inv.221-11th April pitch hire
V1272-CHQ AFC Melksham		92.00			1210	210	46.00	Inv.224-18th April pitch hire
					1210	210	46.00	Inv.224-25th April pitch hire
Total Receipts for Month		115,772.73	0.00	0.00			115,772.73	
Cashbook Totals		975,422.22	0.00	0.00			975,422.22	

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Payments for Month 1			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>
01/04/2021	Grist Environmental	V1263-DD	44.88		7.48	4770	220	37.40	Inv.345788-B'hill waste away
26/04/2021	Eon	V1269-DD	134.24		6.39	4312	220	127.85	Inv.1F3-Pavilion Gas
30/04/2021	Eon	V2173-DD	143.29		6.82	4302	220	136.47	Inv.26B-Pavilion Electricity
Total Payments for Month			322.41	0.00	20.69			301.72	
Balance Carried Fwd			975,099.81						
Cashbook Totals			<u>975,422.22</u>	<u>0.00</u>	<u>20.69</u>			<u>975,401.53</u>	

Date: 06/05/2021

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Cashbook 2

User: MR

Unity Bank

For Month No: 1

Receipts for Month 1

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 :		163,656.07					163,656.07	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>163,656.07</u>	<u>0.00</u>	<u>0.00</u>			<u>163,656.07</u>	

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Payments for Month 1

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>
28/03/2021	Wilts Assoc of Local Councils	V2137-BACS	1,319.47		219.91	4650	170	1,099.56	Inv.21/22-Annual Subscription
28/03/2021	Wilts Assoc of Local Councils	V2137-BACS	-1,319.47		-219.91	4650	170	-1,099.56	Annual subscription-ERROR
09/04/2021	Sirus Telecom	V2134-BACS	1,977.31		329.55	4190	120	1,647.76	Inv.5455-Order cancellation ch
20/04/2021	Unity Trust Bank	V2161-DD	132.96		15.54	4120	120	9.15	Finance Committee agenda packs
						4120	120	7.17	IT Working party packs &NHP re
						4175	120	68.40	Office 365 subscription
						4250	120	6.00	Beanacre Field land search
						4200	120	14.39	Meeting Subscription
						4490	142	9.31	Heavy duty sacks for Allotment
						4140	120	3.00	Monthly fee
23/04/2021	Teresa Strange	V2162-S/O	5.30		0.88	4190	120	4.42	Out of hours mobile April 21
28/04/2021	JH Jones & Sons	V2135-BACS	1,604.65		267.44	4402	320	60.15	Allotment Grass cutting
						4400	142	221.90	Play Area grass cutting
						4780	142	52.50	Play Area bin emptying
						4781	220	79.58	JSF Bin emptying
						4401	220	692.17	JSF Grasscutting & Line markin
						4400	142	34.66	Kestrel Court shrub maintenanc
						4409	142	163.33	Hornchurch Open Space grass cu
						4820	142	32.92	Shurnhold Fields cut
28/04/2021	Wiltshire Publication	V2136-BACS	594.00		99.00	4240	120	495.00	Inv. 61639- Spring newsletter
28/04/2021	Arthur Williams Consulting Ltd	V2139-BACS	4,200.00		700.00	4582	142	3,500.00	Inv.442- Consultancy services
28/04/2021	BTA Architects	V2140-BACS	430.00		52.17	4582	142	240.00	Inv.1936-BYF Architect service
						4582	142	117.00	Application fee-building amend
						4582	142	20.83	Planning portal admin fee
28/04/2021	TDP Ltd	V2141-BACS	4,185.74		697.62	4590	142	3,488.12	Inv.97170-Benches & Picnic tab
28/04/2021	Bowerhill Village Hall	V2142-BACS	25.00			4200	120	25.00	Inv.1763- Annual Parish meetin
28/04/2021	Vita Play Ltd	V2143-BACS	3,516.00		586.00	4385	142	2,930.00	Inv.2853-Safety Surfacing clea
28/04/2021	Vita Play Ltd	V2144-BACS	816.00		136.00	4575	142	440.00	Shaw Multi unit repair
						4575	142	240.00	Beanacre Rope climber repair
28/04/2021	Vita Play Ltd	V2145-BACS	8,438.40		1,406.40	4575	142	1,920.00	Kestrel Court P/A Edge Repair
						4575	142	2,232.00	Berryfield P/A Edge Repair
						4575	142	2,880.00	Beanacre P/A Edge Repair
28/04/2021	JH Jones & Sons	V2146-BACS	1,604.65		267.44	4402	320	60.15	Allotment Grass cutting
						4400	142	221.90	Play Area grass cutting
						4780	142	52.50	Play Area bin emptying
						4781	220	79.58	JSF Bin emptying

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Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4401	220	692.17	JSF Grass cutting & Line marki
						4400	142	34.66	Kestrel Court Shrub
						4409	142	163.33	Hornchurch Open Space Grass
						4820	142	32.92	Shurnhold Fields grass cutting
28/04/2021	Agilico	V2149-BACS	142.02		23.67	4130	120	118.35	Inv.906-Office photocopying
28/04/2021	Roy Dobson	V2150-BACS	23.77		3.96	4820	142	19.81	Mower petrol reimburse
						347	0	-19.81	Mower petrol reimburse
						6000	142	19.81	Mower petrol reimburse
28/04/2021	Id Verde	V2151-BACS	306.00		51.00	4575	142	255.00	Inv.699-Beanacre P/A Swing rep
28/04/2021	JH Jones & Sons	V2152-BACS	72.00		12.00	4490	142	60.00	13617- Hornchurch bottle clear
28/04/2021	CPRE	V2153-BACS	36.00			4650	170	36.00	Annual Subscription-21/22
28/04/2021	HM Revenue & Customs	V2154-BACS	1,978.72			4041	130	643.53	Period 1-April 2021
						4000	130	345.40	Period 1-April 2021-T
						4000	130	261.81	Period 1-April 2021-NI
						4020	130	125.00	Period 1-April 2021-T
						4020	130	117.58	Period 1-April 2021-NI
						4010	130	122.80	Period 1-April 2021-T
						4010	130	116.00	Period 1-April 2021-NI
						4460	142	218.20	Period 1-April 2021-T
						4800	320	28.60	Period 1-April 2021-T
28/04/2021	Wiltshire Pension Fund	V2155-BACS	1,692.20			4000	130	202.56	Period 1-April 2021
						4020	130	103.06	Period 1-April 2021
						4010	130	102.29	Period 1-April 2021
						4045	130	1,284.29	Period 1-April 2021
28/04/2021	Teresa Strange	V2156-BACS	████████	Total Salaries	1.33	4000	130	████████	April 2021 Salary
						4190	120	6.67	Out of hours Mob reimburse Feb
28/04/2021	Lorraine McRandle	V2157-BACS	████████	£5,963.96		4020	130	████████	April 2021 Salary
28/04/2021	Marianne Rossi	V2158-BACS	████████		4010	130	████████	April 2021 Salary	
28/04/2021	Terry Cole	V2159-BACS	████████		4050	142	47.50	Travel Allowance	
					4460	142	████████	April 2021 Salary	
28/04/2021	David Cole	V2160-BACS	████████			4051	142	33.30	Mileage x74 miles
						4800	320	████████	April 2021 Salary
						4051	142	11.25	Mileage x25 miles
28/04/2021	Wilts Assoc of Local Councils	V2137-BACS	1,319.47		219.91	4650	170	1,099.56	Annual subscription 21/22
Total Payments for Month			39,164.20	0.00	4,869.91			34,294.29	
Balance Carried Fwd			124,491.87						
Cashbook Totals			163,656.07	0.00	4,869.91			158,786.16	

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Cashbook 3

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Fixed Term Deposit

For Month No: 1

Receipts for Month 1

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 1

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	