

**MINUTES of the Full Council of Melksham Without Parish Council held on
Monday 25 January 2021**

**(DUE TO THE ON-GOING COVID 19 PUBLIC HEALTH CRISIS THIS MEETING
WAS HELD VIRTUALLY VIA ZOOM AND ALSO LIVE STREAMED VIA YOUTUBE
FOR MEMBERS OF THE PUBLIC TO WATCH)**

Present: Councillors Richard Wood (Chair), John Glover (Vice Chair), Alan Baines, Paul Carter; Terry Chivers, Greg Coombes, Nick Holder, David Pafford, Stefano Patacchiola, Mary Pile and Robert Shea-Simonds & Paul Taylor

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

In attendance: No members of public present

2777/20 Welcome, Announcements & Housekeeping

The Clerk reminded those present the meeting was being recorded for to aid the preparation of the minutes and was also being live streamed via YouTube. Both recordings to be deleted once the minutes had been approved, with the YouTube staying live until then.

The Chair informed the meeting, as some would already be aware, Brian Warwick, Chair of Melksham Seniors and a prominent member of the community had sadly passed away before Christmas and asked those present to join him for a minute's silence.

It was understood a memorial service was being planned and details of this would be forwarded to Members once confirmation had been received.

The Chair informed the meeting that the planning application for 144 dwellings on Semington Road was due to be considered at a Strategic Planning Committee on 27 January. The Parish Council had registered to speak in objection to this application with Councillor Wood agreeing to represent the Parish Council at the meeting. Councillor Holder would also be attending the meeting as Wiltshire Councillor for Melksham Without South.

It was understood the Planning Officer was recommending approval of the application.

The Clerk informed the meeting residents who had previously contacted the Parish Council had been informed of the meeting and those who had contacted Wiltshire Council direct had also been informed.

Councillor Taylor joined the meeting at 7.04pm

It was noted the Clerk was collating a report of all the concerns the parish council had previously raised regarding this application and it was felt important by those present that if Wiltshire Council were minded to approve the application, they needed to be aware of any community gains to mitigate this application, such as a contribution to secondary education and a contribution to the new Berryfield Village Hall for example.

278/10 To receive Apologies and consider approval of reasons given

No apologies were received.

279/20 Invited Guests:

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

Councillor Holder explained Councillor Alford had tendered his apologies as he was attending a Town Council meeting.

Giving a councillor update, Councillor Holder explained that the Wiltshire Council budget proposals for the next financial year were currently being consulted upon and would be going to Full Council on 26 February for approval.

Wiltshire Council, despite a difficult year, were forecasting to balance the books this financial year and will be able to put financial contingencies in place regarding Covid fall-out. There will be no cutting back of services, they are also looking to bring outsourced services such as leisure, back 'in-house'.

The proposed increase in the precept will be 1.9% which will allow all services currently provided to continue. Councils are allowed to ring fence an amount for adult social care which is capped at 3%, with a recommendation going to Full Council that this continues for another year.

Councillor Holder explained as yet he did not have the figures proposed by the Police and Crime Commissioner regarding the precept for Policing in Wiltshire.

280/20 a) To receive Declarations of Interests

There were no declarations of interest from Members. However, officers declared an interest in item 16a relating to approval of the Staffing minutes of 18 January 2021 as it referred to staff leave.

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

None.

- c) **To note Councillors living in the Parish have a dispensation for precept setting**

To note.

281/20 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 (Items 9a, 9c)i), 12d, 16a and 16c) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Clerk explained item 16 referred to staffing matters, 10a referred to quotes, items 9a, 9c)i) and 12b if Members veered into discussions regarding negotiations, should be held in closed session.

Resolved: Items 16, 9c)i) and 10a be discussed in closed session and items 9a, and 13b if Members wished to veer into discussing negotiations:

282/20 Public Participation

No members of public were present.

283/20 Response to Covid restrictions under national Lockdown #3

- a) **To note delegated decisions made by the Clerk (following consultation with councillors) due to lockdown:**

- i) **Allotments still being let to new tenants**

It was noted the National Allotment Society had made various suggestions during the current pandemic, which allotment holders were aware of.

It was also noted plots were currently still being let and Covid restrictions borne in mind by the Allotment Warden when showing new/perspective tenants their plots.

- ii) **The closing of football facilities (To note play areas remain open in line with Government) NB: Staffing changes detailed in Staffing minutes (agenda item 16)**

It was noted all football matches had been stopped and the goalposts removed. During this time maintenance work could take place.

284/20 a) To approve the Minutes of the Full Council meeting held on 14 December 2020

A few minor amendments were suggested.

Councillor Carter asked to comment on the minutes.

The Chair clarified if Councillor Carter was querying the accuracy of the minutes.

Councillor Carter stated he wished to speak to the item referring to Shurnhold Fields, but was happy the minutes were a true record of the Full Council meeting.

Therefore, the Chair stated if Councillor Carter accepted the minutes were a true record then needed to move on with the meeting.

Resolved: Following the amendments suggested, to approve the minutes of the Full Council meeting held on 14 December 2020 and for the Chair to sign in due course.

b) To approve the Confidential Notes relating to Min 219/20

Resolved: To approve and for the Chair to sign in due course the Confidential Notes relating to Min 219/20 of the Full Council minutes of 14 December 2020.

7.18pm Councillor Glover left the meeting for a short period due to technical difficulties with his laptop.

285/20 Planning

a) To approve the Minutes of the Planning Committee meeting held on 30 November 2020 and Confidential Notes relating to Minute 208d – To Note Contact with Developers (deferred from Full Council 14.12.20) and meetings held on 21 December 2020 and 18 January 2021

Resolved: With amendments suggested, the minutes of the Planning Committee meetings held on 30 November (along with

the Confidential notes relating to MIN 208/20d of these minutes), 21 December 2020 and 18 January 2021 were approved and for the Chair to sign at a later date.

7.22pm Councillor Glover rejoined the meeting.

b) To formally approve the recommendations contained within the minutes of 21 December 2020 and 18 January 2021.

The Clerk reminded Members the recommendations from the minutes of 30 November had already been actioned as they were time sensitive.

Resolved: To approve the recommendations contained within the Planning minutes of 21 December 2020 and 18 January 2021.

c) Neighbourhood Plan:

i) To receive update on discussions with Melksham Town Council on review of Terms of Reference and split of costs (Thurs 21 Jan) and approve any proposal from that meeting

The Clerk explained Councillors Wood and Baines and herself had met with Councillors Westbrook and Aves from Melksham Town Council to review the Terms of Reference of the Neighbourhood Plan Steering Group, with only a few minor amendments suggested, which would be put before the Steering Group later this week for discussion/approval.

It was noted the Town Council would still be the lead council.

As mandated, the proposal of a 70/30 split between both councils respectively had been put forward by Members of the parish council, unfortunately, the representatives of the Town Council had no mandate to discuss the funding split between both councils and this was due to be discussed at a Full Council meeting of the Town Council in two weeks.

286/20

Highways & Streetscene

a)C To consider revised bus shelter quotes for bus shelter in Falcon Way, Bowerhill (deferred from Full Council meeting on 14 December (Min 220c/20) and information received from Wiltshire Council.

This item to be held in closed session as agreed by Members earlier in the meeting.

Resolved: To approve Ace Shelters quotation of £5,100

+VAT for a 3-bay green shelter with Real Time Information capabilities and include solid lower panels with timetable casing.

It was suggested that the Melksham Without Parish Council logo should be included on the shelter, if at a reasonable cost.

b) To consider erecting the Speed Indicator Device (SID) during lockdown

The Clerk asked Members if they wished the SID to be deployed, during the current lockdown.

Councillor Baines informed the meeting a revised schedule had been drawn up.

The Clerk explained ID Verde had not been able to locate the post as listed on the schedule in Corsham Road and proposed 3 alternative sites which would be forwarded to Councillor Baines for his suggestion in due course.

It was noted Community Speed Watch also operates in Corsham Road and to be aware of this when operating at the same time as the SID. It was suggested Community Speed Watch may want to position themselves at an alternative location away from the SID (bearing in mind Police advise on safety and approved locations).

Resolved: To start to deploy the SID and reconvene the installation schedule.

287/20

Finance

As Chair of the Finance Committee, Councillor Glover took over this part of the meeting.

a) To approve the Finance Committee Meeting Minutes of 11 January 2021

Resolved: With suggested amendments, to approve and sign the Finance minutes of 11 January 2021 and for the Chair to sign in due course.

7.39pm Councillor Chivers left the meeting briefly during this item.

b) To formally approve the recommendations contained within the minutes of 11 January 2021 (except for the Budget and Precept)

Councillor Taylor left the meeting temporarily during voting on recommendation 4 under item 244/20 of the minutes.

Resolved: To formally approve the recommendations contained with the Finance minutes of 11 January 2021 (except for the Budget and Precept)

c) To formally approve the Budget for 2021/22

Unanimously Resolved: To formally approve the Budget for 2021/22 as reflected in the Finance Minutes of 11 January 2021.

Councillor Carter thanked the staff for producing the comprehensive minutes and supporting documentation for the budget/precept setting.

d) To formally approve legal powers for new projects

The Clerk explained that the Council needed be sure that they were acting lawfully and that at budget setting time the officers review the various legal powers associated with the working of the Council. As Berryfield Village Hall (including the demolishing of the current Village Hall) was a new project the council needed to note the legal powers associated with this: Section 133 & Section 111 of the Local Government Act 1972

Resolved: To approve the legal powers for the Berryfield Village Hall project (including demolition of the current hall): Section 111 & Section 133 of the Local Government Act 1972.

e) To formally approve the Precept for 2021/22

Unanimously Resolved: To formally approve the recommendation detailed in Min 248/20c: The Parish Council set the Precept for 2021/22 at £217,97705 against a tax base of 2,654.78. A decrease of £3,256.95 (-1.5%) on last year's Precept. An average Band D household contributing £82.11 for the year, an additional £1.78 on last year, which is a rise of 2.21%

f) To consider Press Release on Precept and Budget Proposals

The Clerk sought a steer from Members on the headlines to be included in a press release.

During discussion, it was felt the message should say something along the lines of; despite losing houses following the transfer of 100 houses on Sandridge Park and 450 at Hunters Meadow/The Acorns to Melksham Town Council following the outcome of the recent Governance Review, and the uncertain economic climate, the parish council have managed to retain services without increasing the budget.

It was agreed to keep the explanation simple and to reiterate only an increase of £1.78 per year.

Councillor Glover handed the Chair back to Councillor Wood at this point of the meeting.

g) To note information to be provided for Council Tax leaflet

The Clerk showed Members the information to be included within the Council Tax leaflet, which unfortunately looked high expenditure, however, this reflected the CIL (Community Infrastructure Levy) monies from Hunters Wood etc. transferring to the Town Council as agreed.

h) To note Income/Expenditure reports for December

Members noted the Income/Expenditure reports for December which showed the prompt payments by Melksham Town Council and Age Friendly Melksham regarding Melksham Community Response expenditure.

i) Quarterly Reports for Qtr. 3 (Oct, Nov, Dec)

i) To note Budget vs Actual

Resolved: To note report provided by the Finance & Amenities Officer

ii) To note Bank Reconciliation

Resolved: To note £612,178.19 in the Lloyds Account and £225,154.39 in the Unity Account.

iii) To note VAT reclaim submitted

This was currently awaiting sign off by the Clerk.

j) To agree two finance councillors to authorise monthly payments for January

Resolved: Councillors Taylor and Glover to authorise monthly payments for January.

k) To formally note receipt of Internal Audit interim Review held on 11 & 12 January 2021

The Clerk informed the meeting a few small items had been raised following the review, which were being addressed as part of this meeting.

With regard to the Risk Register an outstanding action was to undertake a formal review of the Risk Register (using a new style RAG rating (Red, Amber, Green) system). The Finance Committee had looked at the Risk Register changes due to Covid last year and needed to review the Risk Register in its entirety this financial year (8th March meeting) but felt that the more in-depth analysis and RAG rating would be a good exercise for new councillors to undertaken in June following the elections in May. The RAG rating was not a requirement of the Internal Audit, but something that the Finance Committee had recommended to make the Risk Register more robust.

It was noted the Council received a 97.78% score for the interim audit review.

The officers had arranged the removal of Cllr Stuart Wood from the bank mandate following his resignation (with authorizing signatures from the Chair and Vice Chair) but the Internal Audit stated that this should have had the resolution of the Full Council. Councillor Holder asked if it was worth changing Standing Orders to give delegated authority to officers to remove councillors from banking mandates if they leave the Council.

The Clerk stated that if this was done, it would still require formal approval of the Full Council afterwards. It was noted that officers could not be given delegated powers to add a councillor to any banking mandate.

Resolved: Members noted receipt of the Internal Audit Interim Review held on 11 & 12 January 2021.

To amend Standing Orders to give delegated authority for officers to remove councillors from any banking mandates and to inform Members at the first available Full Council meeting in order to formally note action taken and approve.

l) To note Councillor Stuart Wood has been removed from the bank mandates as no longer a councillor (authorised by Councillors Richard Wood & John Glover)

As raised by the recent Internal Auditors, the Clerk asked for Members to formally note Councillor Stuart Wood had been removed from the bank mandates.

Resolved: To formally note Councillor Stuart Wood has been removed from the Council Bank Mandates.

Community Infrastructure Levy (CIL)**a) To note recent CIL receipts received**

Information on recent CIL receipts deposited in the Council's bank account had been circulated to members prior to the meeting for their information.

Resolved: To note £233,306.99 had been received in CIL payments relating to Pathfinder Place (£93,133.80) and Hunters Wood (£140,173.19).

b) To consider proposal on future CIL Sharing from meeting with Melksham Town Council on 14 January

The Clerk informed the meeting that herself, Councillors Wood and Glover and met with Town Councillors Hubbard and Westbrook, as well as the Town Clerk to discuss proposals for Community Infrastructure (CIL) sharing.

At the meeting the following resolution for both councils to approve had

been suggested:

'To form a joint Working Group comprising X members to advise members of Melksham Town Council and Melksham Without Parish Council regarding potential projects that the additional 10% CIL funding received jointly, as a result of the Neighbourhood Plan, could be spent on/for the benefit of residents of the Neighbourhood Plan area. Any decisions regarding expenditure on projects will be subject to ratification by both councils.'

The Clerk suggested as Town Council meetings did not take place every month, that Members may wish to consider adding "in a timely manner" to the resolution and also needed to give consideration to how many representatives from each council would sit on this working group, suggesting a rotating chair, with no casting vote and a quorum of 3 but with both councils represented (similar to the Shurnhold Fields Working Group).

Resolved: To approve the above resolution with an addendum that meetings to ratify any decisions take place within a month.

It was agreed 3 members for each council make up this working group, with a rotating chair between both councils (with no casting vote) and a quorum of 3 (with a mix representing both councils).

c) To note progress on proposals for an East of Melksham Community Centre and to consider any requests from Melksham Town Council regarding this project

Unfortunately, there was no update on progress, as it had been difficult to contact the developers of the proposed site, however, it was understood that the Clerk of Melksham Town Council had ideas on a way forward.

d) To consider heads of terms for legal agreement for development East of Melksham transferring to Melksham Town Council (arising from Min 196/20 Full Council 23.11.20)

The Clerk informed the meeting in November the Council had agreed all Community Infrastructure Levy (CIL) from the East of Melksham developments (Hunters Wood/The Acorns) would transfer to the Town Council following the outcome of the recent Community Governance Review.

It had been calculated Wiltshire Council will receive £3M in CIL from this development, with the parish 15% element equating to £451,020.78. So far, the Parish Council had received in total £315,079.94 with some more to come of approximately £136,000 which could come before 31 March or after when this area transfers to the Town, under the Community Governance Review, in which instance the monies would go direct to the Town Council.

The Clerk explained councils have a legal responsibility to inform Wiltshire Council what the CIL money has been spent on. On speaking to Wiltshire Council on the parish's proposal to transfer the CIL funding to the Town Council, Wiltshire Council have advised a legal agreement be drawn-up with the Town Council with 'Heads of Terms' covering what funding would be transferred and any conditions.

The Clerk also explained that when making an "in principle" decision to transfer this CIL funding to the Town Council a decision had not yet been made to tie this funding to the building of the East of Melksham community Centre or not and therefore asked Members for their thoughts on this.

Councillor Glover stated the Parish Council had originally wanted to have a Community Centre East of Melksham and the CIL funding from this development would have been used for this, therefore these monies should be linked to this when transferred to the Town Council.

Councillor Baines supported this proposal and stated if the Community Governance Review had not taken place, the Parish Council would be looking to provide a Community Centre East of

Melksham with the CIL funding received; which other members echoed.

Councillor Carter sought clarification on the legalities of making a condition to the funds being handed over to the Town Council.

The Clerk clarified there had been several conversations with Wiltshire Council and the legalities confirmed and reminded members the Parish Council were under no obligation legally to hand over the monies, but morally felt it was the right thing to do and it was Wiltshire Council who were seeking a legal agreement between both councils which clearly set out what the funding was for.

The Clerk reminded Members there was £500,000 in Section 106 funding tied to the provision of a Community Centre East of Melksham and bearing in mind the costs associated with the new Berryfield Village Hall of approximately £700,000, whether Members wished to consider stipulating that only some of the CIL funding to be transferred should be used to facilitate a Community Centre East of Melksham, if they wished to add a condition.

Several councillors supported a condition be placed on the CIL funding, whereas others did not agree with this approach.

It was noted that any condition would relate to the CIL from this development already received and if the £136,000 left to come after 31 March 2021, this would be up to the Town Council to decide how this funding should be spent.

The Clerk clarified she would need some advice on what should be included in any Heads of Terms Agreement with Lawyers being appointed to draw this up.

Councillor Carter proposed the CIL funding received from the East of Melksham development be handed over to the Town Council without any conditions, which was seconded by Councillor Taylor.

Clarification was sought on the need for a Heads of Terms Agreement with the Town Council or whether the funding could be handed over without one.

The Clerk stated if the Council wished to hand over the funding without any conditions then yes, this could be done and the Parish Council would have discharged their duty, as long as Wiltshire Council were made aware and it would be up to the Town Council then to make Wiltshire Council aware what they use this CIL funding for. From initial discussions though, it would require some form of written agreement between the two parties.

Clarification was sought to see if the Town Council were aware it had been agreed to hand over the CIL from the East of Melksham development and that there could be a possible tie to use this funding to contribute towards an East of Melksham community centre.

The Clerk confirmed conversations had taken place with officers of the Town Council and members would have been made aware of a potential tie to the provision of a hall.

Following a vote this motion fell with 3 for and 8 against and 1 abstention.

Following a proposal by Councillor Pafford, seconded by Councillor Glover it was:

Resolved: To transfer the CIL monies received so far, and any received prior to 31 March 2021, (from the Hunters Wood/The Acorns development) to Melksham Town Council, with a condition that this funding be used to build a Community Centre East of Melksham. Any CIL funding left over following the build be used as the Town Council wishes.

It was noted that any transfer would take place after the Community Governance Review came into force, from 1st April 2021, and subject to the legal agreement.

290/20 Asset Management

a) New Berryfield Village Hall project

i) To consider response from Bellway on request for additional land

The Clerk explained she had recently been successful in contacting the Land Director of Bellway and hoped a response to the Parish Council's request would be received shortly.

ii) To receive update on non-material amendment to planning permission being sought to overcome acoustic issues

The Clerk explained that unfortunately there was a need to remove the patio doors from the plans due to the potential for sound impact on adjacent properties, following an acoustic rating commissioned by the architect.

The colour of the windows would also change to allow cohesion with the proposed public art.

These were non material changes to the plans, that had been discussed with the architect and the Clerk, Cllr Wood, Cllr Carter and Cllr Glover on 12th January.

b) Shurnhold Fields

i) To receive the notes of the meeting held on 14 January 2021

Members noted the draft minutes of the Shurnhold Fields meetings held on 14 January 2021.

ii) To consider the recommendations of the Working Party from their meeting on 21 January and decide on the way forward

At a meeting held on 21 January 2021 the Working Group considered revised quotes received for works to Shurnhold Fields, and funding. Given the high costs involved at the meeting it was felt both councils needed to be appraised of both the amount needed in their proposed budgets for the capital works of approximately £4,500 but also the sizeable reduction in the Open Space Maintenance Fund of approximately £21,000 to contribute towards the costs and it had been agreed:

‘To recommend to both councils at their budget setting meetings on Monday, 25 January that provision be made in the respective budgets for the cost of the capital works, whilst seeking approval regarding the use of Open Space Maintenance Fund for the entrance works.’

Councillor Carter updated Members on the works required and explained there had been an increase in costs associated with the works, since the original quotes had been received in November due to increasing the amount of work required, including the provision of drop kerbs on the entrance to the car park and an increase in materials for various reasons.

Councillor Carter explained at a previous meeting it had been asked if the Friends of Shurnhold Fields Committee could apply for grant funding to help contribute towards the costs, however, the committee did not want to go for grant funding for capital costs at this stage as it would be a further wait, in an already long delay. Therefore, how the shortfall in funds would be sought was discussed at length.

Councillor Wood explained the Parish Council's share of the relatively small shortfall would be covered by earmarked reserves; however, it was understood from representatives of the Town Council that it would be unlikely that any further funding, other than that already earmarked, would be forthcoming.

The Clerk explained the various changes and reason for the high costs of creating the access to the car park mainly due to the uneven surface which required digging out, levelling, filling with a hard-core level and more robust grass matting than on the level grassed area for the car park.

The Clerk also explained the £20,000+ costs associated with creating the entrance way would be coming from the open space maintenance fund following the advice of the Section 106 officer at Wiltshire Council who had advised if having to improve the entrance way to enable maintenance vehicles to access the site then this funding could be used to cover the costs associated with improving it. However, that was when the quote was at a much lower level, more like £8,000 with half of that proposed to come from the George Ward Gardens s106 highway funding for Dunch Lane; this was at a much higher level now, which raised concerns.

It was felt the quotes were now at a level that meant having to go out to tender and the Government Contract Finder, therefore both councils needed to consider the budget, sit down with Highways and make any changes to the drawings and sign off on them prior to going out to tender.

The Clerk clarified £2,500 was required from both councils to cover the shortfall in costs associated with the car park/entrance works with gravel (which was cheaper) and information boards, plus the Town Council needed to find the costs for their share of installing the information boards.

Councillor Wood, along with other councillors, expressed concern with having gravel as this could create pooling and only be a short-term solution and queried the costs of providing grid force instead, as originally suggested to provide a long-term solution and whether this could come from the maintenance fund.

The Clerk clarified grid force would cost approximately £20,000 and if the costs were not taken from the

maintenance fund, both councils would have to fund £25,000 each to cover the costs.

The Clerk explained there was some Highway Improvement Section 106 funding from the George Ward Gardens development to help with the costs of improving the access from the highway, however, it was understood some of this money had been diverted to fund another project on Dunch Lane to make safety improvements to the railway bridge, therefore there was now an additional draw on this funding.

Councillor Glover, as Chair of the Finance Committee, stated he could not recommend funding is taken from the maintenance fund to provide capital works for the car park, but agreed the maintenance fund could be used to pay for the access works.

Councillor Carter stated that in order to get a good job done, it would be best to go for the higher specification with grid force, otherwise it would not be worth doing.

The Clerk felt there needed to be discussions with Highways, given the number of vehicles coming off the highway over the pavement in order to ascertain if any additional works were required to satisfy any concerns they had.

The Clerk explained as the Responsible Finance Officer the Council needed to go out to 3 contractors via tender given the high costs involved; in line with the council's Financial Regulations.

After lengthy debate, it was:

Resolved: To support the recommendation made at the Shurnhold Fields Steering Group meeting on 21 January as stated in these minutes with a gravel solution, with a caveat that this recommendation is only approved if supported by the Town Council and they make allowances in their budget for their share of the increased costs of the car park works.

iii) **To approve the revised Terms of Reference for the Group**

The proposed revised Terms of References (including those originally approved in 2018) had been circulated prior to the meeting:

- The Clerks of both the Town and Parish Council are given delegated powers to act on the wishes of the working group.
- The membership to remain at 3 councillors from each council.
- Capital costs split 50/50.
- The quorum for the working group will be 3 councillors with representation from both councils.
- The Chair to rotate between both councils and will not have a casting vote.
- The delegated spend for the Friends of Shurnhold Fields would be a maximum of £500 per year of the Open Space Maintenance Fund
- The Working Group a total of £5,000 per year for Capital Expense.
- The Friends of Shurnhold Fields are to be strongly encouraged to apply for grant funding in their own right.
- Administration of the working group, including preparation of agendas, drafting minutes and undertaking actions is to be shared by officers of both Melksham Town Council and Melksham Without Parish Council.

Resolved: To approve the revised Terms of Reference.

291/20

Elections

a) Latest Government advice that Elections still proceeding 6 May

The Clerk explained she had attended a Clerk's briefing meeting with WALC (Wiltshire Association of Local Councils) and whilst the feeling was that the local elections may not take place, at a subsequent Wiltshire Council briefing late the same date Terence Herbert, Chief Executive and Returning Officer at Wiltshire Council had confirmed the elections would take place on 6 May as anticipated.

The Clerk explained she had therefore submitted a question to the Wiltshire Council public Covid briefing event to ask how election nomination papers will be signed by the necessary electors and dropped off in person, particularly by those who are, or who could be, shielding or self-isolating due to the ongoing pandemic. The Clerk had also raised the issue of a delay in the payment of the additional 10% of CIL if there was a delay in Neighbourhood Plan referendums and WALC asked for details of this to pass on to their NALC (National Association of Local Councils) colleagues.

It was noted that residents were to be strongly encouraged to apply for postal votes and that a review of polling stations, bearing in mind restrictions in place at the time, will be carried out.

The Clerk asked if Councillor Holder could clarify Wiltshire Council's position on costs for elections following a recent newsletter from Wiltshire Council which suggested Wiltshire Council were looking to recharge town/parish council costs for parish and town council elections with a decision being made at their February meeting.

Councillor Holder explained at present in the 4-yearly cycle of unitary/town/parish council and Police & Crime Commissioner elections, Wiltshire Council covered the costs of all the elections to date, which was not in line with other local authorities and therefore there was a proposal that Wiltshire Council would charge back an element of the election costs associated with town/parish councils. However, any cross charge for this year's elections would not be made until the following financial year. Any costs for by-elections would remain the full cost to the parish/town council.

A question was asked of Terence Herbert at a recent Clerks meeting regarding referendum costs for Neighbourhood Plans and whether these would be wholly covered by Wiltshire Council and he was unclear on this issue.

b) To consider polling station advice given by Clerk to Elections team at Wiltshire Council

The Clerk informed the meeting she had been asked for local knowledge regarding potential polling stations in the area, which she had passed on to Electoral Services but wished to make Members aware that on this advice several halls were currently being booked as polling stations and explained the sites were suggested due to them being central to the electorate in particular wards.

She had suggested the existing Berryfield Village Hall, which whilst small, Wiltshire Council still thought would be suitable given the small number of electorate. In addition, the football and/or rugby club at Oakfields for the Blackmore ward; and as a potential for town council wards to the east of Melksham too.

It was understood several polling stations may now not be suitable for elections due to the need for social distancing, but Wiltshire Council were looking into suitable venues.

- c) **To note Wiltshire Council Briefing Note: 20-39 – Management of Council Business and Publicity during the pre-election period.**

Resolved: To note the information contained within the above Briefing Note from Wiltshire Council.

292/20

Community projects/partnership organisations

- a) **To note latest update from Shaw & Whitley Community Hub Team meeting 19 Jan 2021 and consider any requests from that meeting**

Members noted the information contained within the latest update from Shaw & Whitley Community Hub Team including information in the pledge leaflet.

- b) **To received BRAG Update following meeting held on 16 December.**

Councillor Pafford explained he had chaired the meeting but was disappointed only 8 people turned up, with 4 of those being members of the Parish Council.

It was explained, despite the Chair, Secretary and Treasurer stepping down from their roles, they were still active members of the group, but had not turned up at the meeting in case they were possibly persuaded to be co-opted back into those roles again.

At the meeting, Mark Harris was asked to be interim lead for BRAG. It was understood several people had come forward since the meeting interested in joining the group.

It was understood Mark was in touch with the Clerk to help with facilitating another Zoom meeting at which it was hoped elected officers would be appointed and the group run on its own as previously.

- c) **To note information from Gigaclear regarding roll out of ultra fast full fibre broadband in Beanacre and consider way forward.**

The Clerk asked if Members wished to invite a representative of Gigaclear to a future meeting to discuss their proposals.

Residents of Beanacre would also be made aware, in case they wished to attend and listen to proposals.

Resolved: To invite a representative of Gigaclear to the next appropriate meeting to discuss their proposals.

d) To consider correspondence about Dorset & Wiltshire Fire Authority removing Technical Rescue Units from Trowbridge and Chippenham

Correspondence had been received from a Wiltshire resident concerned that Dorset & Wiltshire Fire Authority were proposing to remove technical rescue units from Trowbridge and Chippenham and sought support to lobby them to not approve this recommendation at an upcoming meeting.

It was noted Michelle Donelan MP had also been written to and had subsequently written to Dorset & Wiltshire Fire Authority concerned at the proposals.

It was noted in 2014 there had been more flooding in Wiltshire than the Somerset Levels which received a lot of press coverage; however, flooding was more widespread.

Resolved: To write to Dorset & Wiltshire Fire Service stating that whilst they understand the need to look at rationalising services, this should be either at Chippenham or Trowbridge, not both.

293/20C Staffing

a) To approve the Staffing Minutes of 18 January 2021

Resolved: To approve the Staffing Minutes and confidential notes of 18 January 2021.

b) To note additional information received

Information from ACAS and National Joint Council had been circulated to Members prior to the meeting confirming those who are clinically extremely vulnerable and cannot work from home, should receive full pay. Government guidance stated employers must be allowed to carry over holiday entitlement if they had been unable to take it this financial year.

Resolved: To note the advice contained within the ACAS and National Joint Council information received with regard to clinically extremely vulnerable employees being entitled to full pay and to note Government guidance with regard to carrying over holiday entitlement.

c) To formally approve the recommendations contained within the minutes of 18 January 2021

Resolved: To formally approve the recommendations contained within the minutes of 18 January 2021.

Meeting finished at 9.54pm

Signed
By the Chair, 1 March 2021

Date: 18/01/2021

Melksham without Parish Council Current Year

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Time: 11:39

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		611,037.59					611,037.59	
V2023-DM	Banked: 09/12/2020	46.00						
V2023-DM	Dilton Marsh	46.00			1220	210	46.00	Inv.208-Pitch hire 5th Dec
500154 Banked: 10/12/2020		1,998.50						
V2024	Allotment Holder	60.00			1310	310	60.00	Berryfield 2a rent
V2025	Melksham Town Council	555.56			4680	170	555.56	Inv.194-NHP
V2026	Melksham Town Council	851.39			4680	170	851.39	Inv.198-News ad share- NHP
V2027	AFC Melksham	46.00			1210	210	46.00	Inv.200-1st Nov pitch hire
V2028	Wessex Water	230.00			1430	110	230.00	Compensation-Allotments
V2029	Melksham Town Council	116.67			4680	170	116.67	Inv.205-NHP Website share
V2030	Melksham Town Council	138.88			4680	170	138.88	Inv.204-NHP Share
V2032 Banked: 17/12/2020		50.00						
V2032-FC	D FC Devizes United	50.00			1220	210	50.00	Inv.209-6th Dec pitch hire
500155 Banked: 23/12/2020		403.40						
V2035-CHQ	AFC Melksham	92.00			1210	210	92.00	Pitch hire for Jan 20 fixtures
V2036-CHQ	Age Friendly Melksham CIC	311.40			4685	170	311.40	Share of MCS Costs to Oct 20
V2037-BGC Banked: 29/12/2020		160.46						
V2037-BGC	Eon	160.46		7.64	4302	220	152.82	Payment taken too early
Total Receipts for Month		2,658.36	0.00	7.64			2,650.72	
Cashbook Totals		613,695.95	0.00	7.64			613,688.31	

Continued on Page 133

Payments for Month 9

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>
01/12/2020	Grist Environmental	V1200-DD	53.78		8.96	4770	220	44.82	Inv.332169-B'hill Waste away
01/12/2020	Grist Environmental	V1200-DD	-53.78		-8.96	4770	220	-44.82	Inv.332169-Waste away V ERROR
01/12/2020	Grist Environmental	V2000-DD	53.78		8.96	4770	220	44.82	Inv.332169-B'hill Waste away
02/12/2020	Survey Monkey	V2022-DD	675.00			4150	120	675.00	Annual survey subscription 1 y
14/12/2020	EE Limited	V2031-DD	13.63		2.27	4195	120	11.36	Inv.577-Wifi for meetings
18/12/2020	Eon	V2033-DD	188.11		0.79	4312	220	187.32	Inv.9B8-Pavilion Gas
18/12/2020	Sirus Telecom	V2034-DD	266.32		44.39	4190	120	221.93	Inv.51086-Office phone charges
24/12/2020	Eon	V2037-DD	160.46		7.64	4302	220	152.82	Inv.736-Pavilion Electricity
31/12/2020	Eon	V2037-DD	160.46		7.64	4302	220	152.82	Pavilion Electricity-
Total Payments for Month			1,517.76	0.00	71.69			1,446.07	
Balance Carried Fwd			612,178.19						
Cashbook Totals			<u>613,695.95</u>	0.00	71.69			<u>613,624.26</u>	

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amt 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 :		242,393.63					242,393.63	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>242,393.63</u>	<u>0.00</u>	<u>0.00</u>			<u>242,393.63</u>	

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/12/2020	BTA Architects	V2001-BACS	618.18		103.03	4825	142	515.15	Inv.1867-Architect drawings
16/12/2020	Unity Trust Bank	V2039-DD	254.81		34.30	4120	120	14.14	Planning agenda packs
						4120	120	4.58	Sign for agenda pack
						4150	120	64.84	4x A4 Paper
						4150	120	21.66	Printer ink
						4120	120	12.84	Full Council agenda packs
						4175	120	68.40	Office 365
						4490	142	16.66	RHS Weedkiller
						4200	120	14.39	Meeting subscription
						4140	120	3.00	Monthly fee
18/12/2020	GB Sport & Leisure	V2002-BACS	96.00		16.00	4575	142	80.00	Inv.6431-Seat for Beanacre P/A
18/12/2020	Condor Office Solutions Ltd	V2003-BACS	246.59		41.10	4130	120	205.49	Inv.581-Office photocopying
18/12/2020	JH Jones & Sons	V2004-BACS	1,604.65		267.44	4401	220	1,337.21	Inv.13518-Parish Maint Nov 202
18/12/2020	PKF Littlejohn LLP	V2005-BACS	1,560.00		260.00	4100	120	1,300.00	Inv.0162-External Audit 19/20
18/12/2020	TDP Ltd	V2006-BACS	444.29		74.05	4590	142	370.24	Inv.478-Replace bench Falcon W
18/12/2020	Stephen Penfold Associates	V2007-BACS	360.00		60.00	4582	142	300.00	Inv.5229-NBS Spec BYF Hall
18/12/2020	Melksham Town Council	V2008-BACS	17.00			4070	120	17.00	Inv.15-Remembrance Wreath
18/12/2020	Aquasafe Environmental Ltd	V2009-BACS	138.00		23.00	4212	220	115.00	Inv.201104-Nov PPM Visit
18/12/2020	Glasdon U.K Limited	V2010-BACS	893.02		148.82	4590	142	372.10	Replacement Kestrel Court bin
						4820	142	372.10	Bin for Shurmhold Fields
						347	0	-372.10	Bin for Shurmhold Fields
						6000	142	372.10	Bin for Shurmhold Fields
18/12/2020	Ecolibrium	V2011-BACS	600.00		100.00	4820	142	500.00	Inv.326-SHF Trees works
						347	0	-500.00	Inv.326-SHF Trees works
						6000	142	500.00	Inv.326-SHF Trees works
18/12/2020	Roy Dobson	V2012-BACS	32.58		5.43	4820	142	27.15	Reimburse for Mower petrol
						347	0	-27.15	Reimburse for Mower petrol
						6000	142	27.15	Reimburse for Mower petrol
18/12/2020	Wiltshire Pension Fund	V2013-BACS	1,848.63		4045	130		1,426.16	Period 9-December 2020
						4000	130	212.34	Period 9-December 2020
						4020	130	113.02	Period 9-December 2020
						4010	130	97.11	Period 9-December 2020
18/12/2020	HM Revenue & Customs	V2014-BACS	2,064.99		4041	130		649.35	Period 9- December 2020
						4000	130	402.40	Period 9- December 2020-T
						4000	130	296.97	Period 9- December 2020-NI
						4020	130	158.60	Period 9- December 2020-T
						4020	130	138.79	Period 9- December 2020-NI
						4010	130	107.00	Period 9- December 2020-T
						4010	130	105.88	Period 9- December 2020-NI
						4460	142	148.80	Period 9- December 2020-T
						4800	320	7.20	Period 9- December 2020-T
18/12/2020	Teresa Strange	V2015-BACS			5.00	4070	120	50.00	Period 9- December 2020-T
						4000	130		December 2020 Salary
						4150	120	25.00	Xmas cards
						4120	120	162.75	Stamps

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Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
18/12/2020	Lorraine McRandle	V2016-BACS	[REDACTED]			4150	120	4.95	Xmas card Delivery
18/12/2020	Marianne Rossi	V2017-BACS	[REDACTED]			4020	130	[REDACTED]	December 2020 Salary
						4010	130	[REDACTED]	December 2020 Salary
						4250	120	3.00	Land Search- Falcon Way B/sheil
18/12/2020	Terry Cole	V2018-BACS	[REDACTED]			4460	142	[REDACTED]	December 2020 Salary
						4050	142	47.50	Travel Allowance
						4051	142	39.15	Mileage x87 miles
18/12/2020	David Cole	V2019-BACS	[REDACTED]			4800	320	[REDACTED]	December 2020 Salary
18/12/2020	Richard Wood	V2020-ACS	200.00			4070	120	200.00	2nd instalment-Chairs allowan
18/12/2020	Came & Company	V2021-BACS	109.26			4281	142	109.26	In.366-Davey P/A insurance
31/12/2020	Unity Trust Bank	V2038-DD	30.90			4140	120	30.90	Service Charge
Total Payments for Month			17,239.24	0.00	1,138.17			16,101.07	
Balance Carried Fwd			225,154.39						
Cashbook Totals			242,393.63	0.00	1,138.17			241,255.46	

total salaries
85,832.99

Date: 18/01/2021

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 9

Receipts for Month 9

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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