

**MINUTES of the Full Council of Melksham Without Parish Council held on
Monday 26 April 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) (from 8.19pm), Alan Baines, Paul Carter; Terry Chivers, Nick Holder, David Pafford, Stefano Patacchiola, Mary Pile and Robert Shea-Simonds

Also Present: Wiltshire Councillor Phil Alford (Melksham Without North)

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

In attendance: 3 members of public present, including Mark Harris and Shona Holt.

385/20 Welcome, Announcements & Housekeeping

Councillor Wood as Chair welcomed everyone to the meeting, explaining this was the last meeting of the current council, with a new council in May.

Councillor Wood welcomed Mark Harris and Shona Holt to the meeting as new councillors for May, having been elected unopposed and clarified whilst they were in attendance, they had no voting rights.

The following announcements were made by the Chair:

Neighbourhood Plan: Wiltshire Council have issued their Decision Notice on 21 April that the Melksham Neighbourhood Plan can go to Referendum on Thursday, 1 July. The plan now has significant weight in planning terms and will apply to any planning applications moving forward, including those that are pending a decision. The Decision Notice, Examiner's report and the Referendum Version of the Plan will be uploaded to the Parish Council website in due course, once Wiltshire Council are happy all the recommended changes have been made.

Last meeting of this Council: Councillor Wood stated the meeting was the last Full Council meeting of this Council term of office and fitting that the Neighbourhood Plan had met the stage it has and wished say thank you to Councillors Paul Carter, Greg Coombes, Nick Holder and Paul Taylor who would be standing down for various reasons.

Chair for the ensuing Year: Councillor Wood explained he did not want to continue as Chair for the new term of office and asked those present

to consider who would be a suitable candidate for the role.

Planning Committee Meeting: A meeting on the Planning Committee has been arranged for Tuesday, 4 May at 7.00pm in order to respond to various applications received in the required timeframe.

Housekeeping: A reminder the meeting was being livestreamed on YouTube was given and that the recording would stay online until the minutes were approved at the next meeting in May and was also being recorded on Zoom to aid minute taking and would also be deleted once the minutes had been approved.

The Clerk reminded everyone the Council were in Purdah (period of heightened sensitivity in pre-election period) for the Wiltshire Council and Police & Crime Commissioner elections on Thursday, 6 May.

386/20 To receive Apologies and consider approval of reasons given

Apologies were received from Councillor Paul Taylor due to work commitments. Councillor Greg Coombes was not present, however, at the Planning meeting on 12 April had stated that would be his last meeting.

Councillor John Glover due to a previous engagement hoped to attend, but would be arriving late.

Resolved: To note and approve the reasons for absence.

387/20 Invited Guests:

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

Councillor Alford informed the meeting that developers of the site in Beanacre had stated their intention to submit plans for the site in April, but so far these had not been submitted and welcomed the good news the Melksham Neighbourhood Plan had gathered some weight in the planning process with the decision from Wiltshire Council that it could proceed to Referendum on 1 July.

Councillor Alford thanked the Parish Council for being so welcoming and effective during his term of office, and congratulated the Council or their professionalism, particularly in planning.

Councillor Nick Holder provided an update on the Area Board Health & Wellbeing Group plans for primary health provision in Wiltshire, having recently met with Simon Yeo, Estates Manager, NHS Wiltshire Clinical Commissioning Group. Particularly regarding proposals for Melksham within the next 24 months, and informed the meeting there would be an update on plans for Melksham Hospital in

April 2022, looking at it in conjunction with what is taking place at Chippenham Hospital and encouraged as many people as possible to attend that meeting.

Councillor Holder whilst standing down as a parish councillor, thanked Members of the Parish Council for their help, particularly in the last 18 months in his dual hatted role as parish councillor and Wiltshire Councillor and stated it had been a pleasure to serve.

Councillor Wood thanked both Councillors Alford and Holder for their efforts and for keeping the Parish Council up to date on matters relating to the parish and wider area.

388/20 a) To receive Declarations of Interests

There were no declarations of interest.

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

None.

389/20 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 (Item 17c) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Clerk explained Members may wish to go into closed session for item 17c as this related to staffing matters.

Resolved: To hold item 17c in closed session, given the confidential nature of business to be transacted if required.

390/20 Forthcoming elections 6 May 2021

a) To note uncontested elections for the Melksham Without Parish Council wards

Members noted the uncontested elections for all 3 Melksham Without Parish Council wards.

b) To note 3 vacancies for co-option; applicants sought for consideration at June Full Council meeting

The Clerk explained there were 3 vacancies following the recent nominations for council, one in the Beanacre, Shaw, Whitley &

Blackmore ward and two in the Bowerhill ward and planned to invite nominees for co-option in the Melksham News in order that they could be co-opted at the full Council meeting in June.

Councillor Chivers explained an article could be placed in the local magazine for the Whitley area seeking nominations, which the Clerk agreed to investigate.

c) To note Wiltshire Council Unitary Ward and Police & Crime Commissioner contested elections on 6 May

Members noted as the seats were contested, elections would take place on 6 May for all 3 Wiltshire Council wards (previously two wards) and for the Police & Crime Commissioner.

391/20 Public Participation

No Member of public wished to speak at this time.

392/20 Covid restrictions/Melksham Community Response

a) To note latest advice following Government Roadmap out of lockdown restrictions

The Clerk explained Council meetings were considered as “work” even though they were volunteers. Therefore, the rules were different compared to social gatherings and had circulated various documents to explain the latest advice regarding the ‘Roadmap out of Lockdown’ for Members’ information, highlighting items relevant to the council and the assets it runs.

b) Wiltshire Council High Street Safety Fund. To consider ordering signage and printing posters to erect around the parish

The Clerk explained various safety signage had been provided some months ago, by Wiltshire Council and was erected at various sites where people tended to congregate, with an offer of more free signage to be erected via the High Street Safety Fund and suggested some could be erected against the list of sites previously provided.

Resolved: To accept the offer from Wiltshire Council of more free safety signage to be erected around the parish in areas people congregate.

- c) To note decision made under delegated power that MWPC officer seconded support to Melksham Community Support ended at the end of March and subsequent letter of thanks from Phillipa Huxtable, Age Friendly Co-Ordinator**

The Clerk explained the members with delegated powers had reviewed the staffing secondment to Melksham Community Support in mid-March as scheduled. They had agreed that the support would end at the end of March. This was due to the shielding of isolated people ending at this time, the 29th March being a Step change in the Government Roadmap and the date the Town Council staff also stepped back.

The Clerk explained if there was another emergency, such as pandemic or flooding etc., officers would be seconded back in.

It was noted a letter of thanks had been received from Phillipa Huxtable, Age Friendly Co-Ordinator, thanking the Council for their support throughout lockdown.

The Clerk explained the work of the group going forward would be to help those in need of assistance without a support network, such as people coming out of hospital or with mobility issues.

The Clerk explained she was still volunteering in her own time during weekends and bank holidays to support Melksham Community Support.

- d) To note return to use of Parish Council noticeboards following Roadmap step 2 (12 April) being met**

Members noted the return to the use of the Parish Council noticeboards following Roadmap step 2 being met.

393/20 Council Meetings

- a) To approve the list of meeting dates for the forthcoming year**

A list of proposed meeting dates for the forthcoming year had been issued with the agenda papers for Members' information.

The Clerk explained some dates were set due to meeting deadlines, such as commenting on Planning applications and to forward recommendations for consideration to the Community Area Transport meetings, also, where possible, in order to free up some Mondays, two meetings may take place on one evening.

For new Members the Clerk explained the difference between the Annual Council and Annual Parish meetings.

Councillor Baines raised a concern at a four-week gap between the June and July Planning meetings and noted the free evening on 21 June may have to be a Planning meeting, if planning applications were received for commenting upon.

Councillor Holder noted that out of the three unitary councillors one of the candidates was also standing for both Town Council and as a Unitary Councillor for Melksham Without and asked if there was flexibility in the dates in order the Town Council Full Council meetings and Parish Council Full Council meetings did not clash, as after the elections in May Melksham Without Parish Council could potentially only have one unitary councillor attend meetings, which he felt would be to the detriment of the council.

The Clerk reiterated that some dates had been chosen for particular reasons i.e., to meet certain deadlines, the possibility of changing meeting dates had been discussed several times previously and with the Town Council, but for various reasons was not moved forward.

Councillor Pafford raised a concern that other organisations had got used to Parish Council meetings taking place on a Monday and scheduled their meetings around this, and felt it would be very difficult to avoid a clash of meeting dates during the year with the Town Council.

Resolved: That an item regarding meeting dates be placed on the Annual Council meeting agenda for consideration with the following options

- A: Stay with meeting schedule as proposed.
- B: To reschedule Full Council meetings to avoid a clash with Melksham Town Council Full Council meetings
- C: Move meeting dates to Tuesday

b) To consider how to hold Covid secure meetings (bearing in mind relevant guidelines) following the Government's decision not to extend legislation to allow Councils to hold meetings virtually

The Clerk explained that the Local Government Act 1972 states councillors have to be "present" at meetings, which had been considered by some as a 'grey area' as to whether this included attending virtually or not (the Law predating the internet). New regulations were brought in last year (*The Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) England and Wales Regulations 2020*) to allow meetings to take place virtually, however, this provision ended on 7th May 2021 with the Government recently announcing that they were

not planning on extending the timescale of the legislation and that they expected local councils to return to Face to Face meetings after the 7th May.

The outcome of a High Court Judgement brought by Hertfordshire County Council to allow virtual meetings to continue was still pending and sought a steer from Members how they wished to proceed with holding meetings in public in a secure way.

The Clerk went through the risk assessment for the Council meeting space which took into consideration 2m distances between each person, resulting in a capacity of only 18 people in attendance at every meeting. It was noted that this would be tight for attendances at Full Council meetings as potentially there would be 13 councillors and 2 officers in attendance. Members of the public have a right to attend meetings, but there would need to be a limit on the number of people attending to meet the health and safety requirements, and this would have to be made clear before the meeting and documented that meeting room capacity number was 18 to be covid secure.

The Clerk went through the other aspects of the assessment, such as what mitigation measures would need to be put in place to protect those attending the meeting, including members of the public and suggested members of the public be encouraged to attend via Zoom, given the limitations of the meeting space.

With regard to members of the public accessing meetings via Zoom, the Clerk explained this would only work if every Member had access to a laptop (which included a camera and microphone) at meetings. It had been agreed earlier in the year that the purchase of equipment to facilitate live streaming of meetings would not be undertaken until the Campus build; which the council was moving into in Autumn 2022. It was acknowledged that this was not an ideal solution but felt this was a cost-effective option to operate over the next few weeks until hopefully more covid restrictions were lifted in line with the Government Roadmap. The Clerk wished to have a trial run with this set-up to make sure it worked effectively.

Unanimously Resolved: To work within the remit of the Risk Assessment produced by the Clerk for the return of Face-to-Face meetings.

The Clerk explained 7 x 6ft tables in total were required and had sought costs for hiring at £1.25 each for a 3 / 4 day session, with room for negotiation, which would be under £200 if based on £1 per week for a continuous period. A cost reduction was offered, and could be utilised as the tables would remain in situ and not have to be put up and down each meeting. There could be a cost for delivery too, if they were too big for a car to transport. This could be funded from the Covid grant from Wiltshire Council.

It was unclear how long precautionary measures would be in place moving forward and how long the tables would be required for, therefore it was suggested the Council buy their own tables, which could be used elsewhere once restrictions lifted, such as Berryfield Village Hall.

Resolved: To give delegated powers to the Clerk to buy 7 x 6ft tables ready for the Annual Council meeting on 17 May at no more than £200 each.

b) To consider how to hold Annual Parish Meeting

The Clerk explained it had previously been agreed to hold the Annual Parish Meeting with the new Council, therefore Bowerhill Village Hall had been booked for Wednesday, 26 May, but would only be able to hold 50% normal capacity of the Hall (50 people) to meet the rules for community buildings and require a separate risk assessment.

As it was normal practice to invite those groups who had been successful in receiving a grant to collect their cheques at the meeting, the Clerk sought a steer from Members if they wished this to take place and the format of the meeting.

Resolved:

- To hold the Annual Parish meeting at Bowerhill Village Hall on 26 May; with a slimmed down agenda with no guest speakers or grant presentations.
- To encourage members of the public to attend via Zoom.
- To send grant cheques in the post to successful organisations.
- To make people aware, if they wish to attend the meeting in person, they will have to wear a mask, wrap up warm due to the windows and doors open for ventilation, and the room capacity of 50 people.

394/20 a) To approve the Minutes of the Full Council meeting held on 1 March 2021

Various minor amendments were suggested to the minutes.

Resolved: To approve the Full Council minutes of 1 March 2021 (with amendments suggested) and for the Chair to sign at a later date.

b) To approve the Confidential Notes to accompany Full Council minutes

Resolved: To approve the Confidential Notes accompanying the Full Council minutes of 1 March 2021.

Councillor Glover joined the meeting at 8.19pm

395/20 Planning

a) To approve the Minutes of the Planning Committee meetings held on 15 March 2021 and 12 April 2021

Various minor amendments were suggested.

Resolved: To approve the minutes of the Planning Committee meetings held on 15 March and 12 April 2021, with amendments suggested and for the Chair to sign at a later date.

b) To formally approve the recommendations contained within the minutes of 15 March and 12 April 2021

Resolved: To formally approve any recommendations contained within the Planning Committee minutes of 15 March and 12 April 2021.

c) To formally approve any comments made under delegated powers by the Planning Committee at the meeting on 12 April 2021

The Clerk explained the issuing of the notice for the Planning meeting on 12 April 2021 did not meet the relevant clear days' notice, due to the period of national mourning. Whilst unlikely that any decision made at the meeting would be challenged as unlawful; and the conflicting advice on the period of mourning from a variety of professional bodies; the Clerk asked for Members to formally approve any comments made under delegated powers by the Planning Committee at their meeting on 12 April' as a precaution.

Resolved: To formally approve comments made under delegated powers of the Planning Committee at their meeting on 12 April 2021.

c) To consider naming the parish council as the recipient of the public art funding in the s106 agreement for the new development on Semington Road (20/01938/OUT)

The Clerk explained a suggestion of the Play & Leisure Officer at Wiltshire Council; that given the Council have professionally managed the public art project on the Semington Road application (Bowood View) that the Section 106 art funding for the new development on Semington Road of 144 dwellings come directly to the Council and that the Steering Group for the art project at Bowood View take responsibility for this project.

Resolved: The Parish Council be named as the recipient of the public art funding in the Section 106 agreement for the new development on Semington Road (2/01938/OUT)

396/20 Highways & Streetscene

a) To note the Proposed A350 Bypass Consultation Report

It was noted the report emphasized an analysis of the consultation as a basis to move forward and no decision had been made on routes.

It was also noted there was almost an even split between those wanting the route to go West of Melksham and those wanting it to go East and given the parish circled the whole of Melksham, whichever route was chosen would impact residents of the Parish.

Councillor Holder explained it was important to encourage people to participate in the next round of consultation which would take place later in the year, otherwise there was a real risk a business case could be sent to Full Council of Wiltshire Council based on the views of 1000 people, which was a similar figure to the number of people who responded to this consultation.

b) Proposed Traffic Regulation Orders for consultation. To note and consider a response:

- i) The County of Wiltshire (Pathfinder Way, Melksham Without) (30mph Speed Limit) Order 2021**
- ii) The County of Wiltshire (Various Roads, Melksham and Melksham Without) (40mph Speed Limit) Order 2021**
- iii) Pedestrian Crossing – A365 Western Way, Melksham and Melksham Without**
- iv) Pedestrian Crossings – A365 Bath Road and Pathfinder Way, Melksham Without**

The Clerk explained that Traffic Regulation Orders would normally go to the Highways & Streetscene Committee, however, as comments needed to be submitted by 3 May had placed this item on this agenda for comment.

Resolved: To support progress on this issue.

397/20 Finance

a) To approve the Finance Committee minutes of 8 March 2021; and Confidential Notes to accompany minutes

Resolved: To approve the Finance Committee minutes of 8 March 2021 and Confidential Notes accompanying the minutes and for the Chair to sign at a later date.

b) To formally approve the recommendations contained within the minutes of 8 March 2021

With regard to Min. 363/20, the Clerk informed the meeting she had received a response from Wiltshire Council but at that stage they were unsure how they would be conducting their meetings after 7 May, but would contact them again for a response.

Resolved: To formally approve the recommendations contained within the Finance Committee minutes of 8 March 2021.

c) To note Income/Expenditure reports for February and March

Resolved: To note the Income/Expenditure reports for February and March.

d) Quarterly Reports for Qtr 4 (Jan, Feb, March)

i) To note Budget vs Actual Income & Expenditure

Resolved: To note the Budget vs Actual report.

ii) To note Bank Reconciliation

Resolved: To note the Bank Reconciliation

iii) To note VAT reclaim submitted

Resolved: To note the VAT reclaim had been submitted with £4,676.74 being deposited in the bank on 23rd April.

e) To agree two finance councillors to authorise monthly payments for April

Resolved: Councillors Baines and Glover to authorise monthly payments for April.

f) To approve the removal of Finance Committee members from bank mandate from 10 May 2021, as are standing down as councillors (Councillors Carter, Taylor and Holder) and note that only 3 signatories in place until able to set up new members following Annual Council meeting

Resolved: To approve the removal of Councillors Carter, Taylor and Holder from the Bank Mandate from 10 May 2021 and to note only 3 signatories were in place until after the Annual Council meeting on 17 May, at which, new members will be appointed to the Finance Committee.

g) To note key dates for Year End Accounts activities

Members noted the deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (as appropriate) was Friday, 2 July 2021, with no submission deadlines being granted beyond 15 September. The Clerk had circulated the dates for the Year End Close Down with Rialtas, the Internal Audit (2nd visit) and Finance Committee/Full Council meeting dates to demonstrate how the submission before the deadline date would be achieved.

h) To note 100% Business Rate Relief received for Bowerhill Pavilion & sports field for 2021-22

Members noted 100% Business Rate Relief of £2,295 had been received for the Bowerhill Pavilion and sports field for 2021-22.

The Clerk explained as £835 had been budgeted for, virement to another budget could be made if Members wished.

Councillor Glover suggested this funding could go towards maintenance of Bowerhill Sports Field.

Resolved: That £835 of the above grant received be vired over to the Bowerhill Pavilion & Sports Field maintenance budget.

i) To note Covid-19 Local Restrictions Support Scheme grant payment of £9,431 from Wiltshire Council and to consider use of funding and eligibility for Restart grant funding

The Clerk explained the previous year the Parish Council had received a support grant of £10,000 and this year £9,431 had been received, due to the rateable value of Bowerhill Sports Pavilion. The Council were also eligible for a grant via the Restart Scheme which was currently being applied for.

It was suggested by Councillor Glover that an item be placed on the next Finance Committee agenda on what this funding could be spent on.

The Clerk explained there was an item later on the agenda for supporting local groups and how to promote them once out of lockdown and suggested the Council may wish to contribute towards the costs of advertising in the local press, if there was a cost, using some of this fund as their half of the share of costs, which was agreed.

398/20 Asset Management

a) New Berryfield Village Hall project

i) To note update on Tender process and next steps

The Clerk explained 7 tenders and been received and opened by the delegated Members of the Finance Committee, with the four lowest bids analysed by the QS, Martin Pickard who along with the Project Manager had gone through the various bids to undertake checks and to make their recommendation.

As there would be a new Council after the elections on 6 May, it was suggested that the new Finance Committee review the Project Manager's report and make a recommendation to the Full Council meeting in June.

The Clerk explained that if the Council were minded to apply for a Public Works Loan, then they would first need to undertake a public consultation. To this end would include an item on the Annual Council agenda in May to see if the council wished to do this, which would enable time to advertise in the Melksham News and receive feedback in time for the June Full Council meeting to consider the recommendation on the approved contractor and to consider a Public Works Loan.

The Clerk stated the Project Officer was due to retire and asked if the Council wished to send a formal letter of thanks for his help on this project. The Architect David Sharp and Martin Pickard will pick up the elements of work previously undertaken by the Project Manager and at no extra charge, as part of their existing contracts.

Councillor Glover expressed concern at the time limit of the tender and whether a meeting should take place earlier.

The Clerk explained due to the new council not starting until after 6 May, that a meeting could not take place until after this date to enable new Members to be included.

The Clerk also explained she had sought advice with a suggestion from the Project Manager that the Council could contact the winner of the tender to ask if they would be prepared to negotiate past the 90-day timeframe of the tender and hold the price quoted. It was noted the 90 days started from the date of the opening of the tenders (2 April). The Clerk agreed to check the dates.

Resolved: To send a letter of thanks to the Project Manager.

ii) To consider response from Bellway on request for additional land (*if received*)

The Clerk explained that the Council's solicitors were currently working on behalf of the council to expedite this.

- ii) **To note Non-Material Amendment submitted for the Planning application to cover the Public Art and variations to the building plan/elevations for acoustic measures. Cost £145 excl VAT**

Members noted the various non material amendments made and the costs associated with this change to the original application: loss of patio doors, other acoustic measures and the signage colour change to complement the public art.

The Clerk explained there would need to be a further agenda item if the hall tender is approved; to remove the signage element of approximately £1,500 and move over to the public art contract.

- iii) **To note delegated decision made re lowering of roof height by 4" to 9'8"; to note decision on performance bond deferred**

Members noted the delegated decision made to lower the roof height by 4" to 9'8" ..

b) Shurnhold Fields

- i) **To receive the draft notes of the meeting held on 25 February 2021**

The Clerk reminded Members a verbal update had been provided at the Full Council meeting on 1 March.

- ii) **To note response from Melksham Town Council regarding the Revised Terms of Reference and funding of the car park/improved access project and consider suggested amendment to the Terms of Reference**

Members noted the Town Council had approved the Terms of Reference for the Shurnhold Fields Working Group with an amendment that the Working Group are not given a delegated spend. This would mean that any decisions on spending money would have to go back to both the town and parish council each time.

The Clerk explained it was hoped the group would be able to have a copy of the topographic survey undertaken by the developer, but unfortunately it had not been forthcoming. However, the architect would be able to undertake this at a cost of £750, having reduced his fee from £1,000.

With regards to the Action Plan for Shurnhold Fields, the Clerk explained the Town Council had not looked at this as yet and were considering Shurnhold Fields at their meeting that evening and until it was known if they were willing to pay their 50% share of costs of the project, it was difficult to move forward.

It had been noted a gas pipe ran through the area proposed for the car park which British Gas had a right of access to, therefore, the architect had redrawn the plans, moving 2 car parking spaces to avoid the pipe. This meant that there would be no space to relocate the lost area of Wildflower Meadow, but there was plenty of scope to extend the current area.

It was hoped to have a Working Group meeting later in the week for an update and to look at a plan to move forward.

Resolved:

- To note the response from the Town Council regarding the Terms of Reference for the group.
- To approve the revised layout of the car park.
- To approve the £375 (50% share) of the topographical survey costs.

iii) Proposed car park. To note outcome of investigations/implications regarding the gas main running across site of proposed new car park

Discussed above.

iv) To consider how to proceed with improved access/car park project

The Clerk explained the Town Council were looking at this issue that evening, If the Town Council were not prepared to proceed this issue would have to go back to both councils to consider; after the elections.

c) IT Working Party meeting

i) To approve notes of meeting held on 22 March 2021 and approve recommendations

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

ii) Termination of office Telephone System Contract. To note termination of contract and invoice for termination costs paid under instruction by email to Clerk by members; to agree next steps including review and approval of quotations for new 'phone system

The Clerk explained the telephone system contract had been terminated, with the Council on a rolling contract for now, whilst quotes were sought for a more cost-effective system, however, felt more time was required to source additional quotes and suggested the IT Working Group meet again to consider the quotes received, once additional quotes had been sourced.

Resolved: To note the termination of the telephone contract and associated costs of £1,977.31, which were paid under instruction to the Clerk by Members on 9 April 2021.

To hold an IT Working Party meeting to consider various quotations received for a more costs effective system, reporting back their findings to Full Council.

iii) To consider purchase of laptops for councillors

The Clerk explained laptops would be required in order for Zoom to work for Covid secure meetings and asked Members if they required a new laptop, with 3 stating they would like a new laptop, with 4 retaining their current Council laptops and one bringing their own and sought approval of Members to purchase 3 new laptops.

The Clerk stated if working from Zoom, even if attending in person meetings, Members would need access to a laptop in order to have a microphone to speak and to be heard. Training would be provided for those who required it.

Councillor Terry Chivers, initially stated he did not require a new laptop, but following discussion asked that he receive a new council laptop.

Unanimously Resolved: The Council's IT contractor, Avon IT, purchase 4 new laptops with the same specification as those purchased last year, bearing in mind best value.

iv) To consider IT policy for parish council

Councillor Patacchiola was working on this and had shared some elements with the working party already, and would be available for a future IT working party to review.

Councillor Holder asked if there was a policy in place regarding the closing down of email accounts for those members not standing/un-elected.

The Clerk explained as the elections for the Parish Council were uncontested, she had contacted the Council's IT support provider and requested that the accounts of those not standing again be closed down as from midnight on 9 May when they ceased to be councillors. Emails sent to those members leaving the Parish Council would be redirected to the Clerk for a short time.

Councillor Patacchiola stated he intended to include a starter/leaver process within the IT Policy.

Resolved: To note the actions of the Clerk with regard to terminating the email accounts of those Members not standing again for re-election and that the IT Policy include reference to a period of grace for council email addresses.

v) To note response from Campus team re queries raised new office/meeting accommodation

The Clerk explained the Campus Team wished to discuss the IT requirements of the Council, but felt someone with more IT knowledge needed to discuss requirements and suggested Councillor Patacchiola, given his IT knowledge and or the Council's IT support meet the Campus team.

Resolved: Councillor Patacchiola, as IT representative of the Council and the Council's IT contractor contact the Campus team and report back to the council.

vi) To note information from the Centre for Sustainable Energy regarding a new tool which gives town and parish councils data on their carbon emissions that can be used to focus their community based carbon cutting actions

The Clerk suggested as the IT Working Group were looking at reducing the amount of paper used by the Council, whether Members wished to consider reducing their carbon footprint as an objective when reviewing at the Annual Council meeting.

d) Bowerhill Sports Field (Jubilee Fields)

- i) To note return of grassroots football 29 March in line with Government Roadmap guidelines (Step 1) and to approve the continued closure of changing rooms other than for access to toilet and handwashing facilities and approved storage**

The Clerk stated that grassroots football was allowed to return on 29 March and over a 6-day period of the Easter holidays over 400 children used the pitches at Future of Football Camps.

The Clerk informed the meeting that Fields in Trust had no issue with the storage unit for Future of Football, as this was within permitted use, however, was still awaiting a response from Planning.

The Clerk sought a steer from Members if the changing rooms should still be closed, other than for access to toilet and handwashing facilities and storage in line with FA guidance, which had been circulated to Members with notes from the Clerk on what precautions were in place.

Resolved: To approve the changing rooms are only available for accessing toilets and handwashing, as well as storage in line with FA guidance and to make groups aware of which teams are using which toilets.

- ii) To consider a request from 2385 (ATC) Squadron to use the field overnight (22/23 May) as part of their DofE Expedition**

The Clerk explained the ATC wished to camp out on the Bowerhill Hill Sports field overnight on 22/23 May as part of their DofE Expedition and would require access to drinking water and toilets.

The Clerk explained they would be given a key to access the toilets, but needed to investigate if the water from the outside tap was drinkable.

Resolved: To support the request.

- iii) Condition of Pitches. To note work undertaken to improve the condition of the sports pitches, under delegated powers, and consider further works required and approve associated costs**

The Clerk explained some work had already been undertaken to fertilise one of the pitches at a cost of between £250-£400. The groundman had advised that the pitches had not come through the Winter well, despite the lack of use, and required some fertiliser to encourage growth before the increased use due to the return of grassroots football. For all the pitches to be done would cost £1200; which was above the delegated spend level of the Clerk under the financial regulations (£1000 cumulatively per year for the commercial viability of the Sports Field) and so, following discussion with the Chair of Asset Management (Councillor Glover) and the groundsman contractor, had agreed just to fertilize the worst (top left) pitch only at this stage.

As matches were currently underway (this time of year would normally be rest period at the end of season), any further work would need to be done in the Autumn and therefore it was suggested this item should be placed on the next Asset Management agenda for consideration.

iv) To note pitches will be rested from 12 July-1 August to allow for recovery

Members noted the pitches would be rested between 12 July and 1 August to allow for recovery.

v) To consider requests from Football Groups re pitch use during Summer and next season

The Clerk explained several requests had been received by various football groups wishing to use the pitches, with more requests than availability and suggested this item could also be considered at the next Asset Management meeting.

It was asked whether the Council had received several requests due to the relatively low hire costs and whether these needed to be reviewed and it was suggested a cost comparison exercise could be undertaken again.

vi) To consider quotations for utilities at Bowerhill Pavilion

The Clerk explained the current contract with Eon expired on 6 May and had contacted Utility Aid to provide the best contracts available for both gas and electric at the Pavilion.

The Clerk explained as the Pavilion was not being used fully, with teams not using showers due to Covid restrictions in the last year, therefore, utility usage was minimal whether Members

wished to review at a later date when restrictions lifted and showers and heating back in full use in order to compare pricing.

Resolved: To continue a rolling contract with Eon at present and to review contract pricing, once the Pavilion is back up to full usage.

e) Litter Bins

i) To consider standardisation of litter bins for Wiltshire Council replacements

The Clerk explained she had been given delegated powers to purchase replacement bins, but sought a steer from Members on which litter bins to standardise on for Wiltshire Council replacements (variety of styles and sizes available via I D Verde).

Resolved: To use the parish council standard model, the 'dark green' Glasdon bins, which included a fire expire mechanism, concreted in anchors and Melksham Without Parish Council logo at a costs of £432.10 ex VAT (including £60 installation costs).

ii) To consider the following requests for new litter bins (new requests, therefore will require cost of collection and emptying too)

- Hornchurch Road Public Open Space (picnic tables and MUGA) – request of BRAG and residents

The Clerk explained currently there were 5 bins in the Hornchurch Road public open space (3 Wiltshire Council and 2 Melksham Without), however, there was an issue with littering and requests had been received for an additional bin in this area.

It was noted there was a bin rarely used in the North East corner, which could be moved nearer the picnic tables.

Resolved: The bin in the North East corner of Hornchurch Road Public Open Space be moved nearer the picnic tables and concreted in.

To consider requests for replacement, larger, bin:

- Littleworth Lane, Whitley (access to well used dog walking route) – request of CAWS

- Locking Close, Bowerhill (access to bridleway to canal side picnic area) – request of BRAG, as no bin now provided at picnic area

Councillor Shea-Simonds explained whilst the bin at Locking Close had been replaced with a larger one, it was so well used it constantly overflowed, therefore, a request had been received for an additional bin.

The Clerk explained if an additional bin was purchased, as Wiltshire Council had a contract to only empty a certain number of bins, it would cost extra to add additional bins and noted there were two lots of bins close to each other in Portal Way and Commerce Way respectively.

Resolved: To purchase a larger bin for Littleworth Lane, Whitley.

To move one of the bins near the Police Station on Commerce Way to the bridlepath near Locking Close.

f) Shaw Playing Field Improvement Project

i) To note site location of new equipment agreed at site meeting Thurs 15 April

The Clerk had provided a site location map of the new equipment on Shaw Playing Field which Members noted and informed the meeting the proposals had been placed on social media and so far, there had been no adverse reaction.

ii) To note donation from CAWS to this project

Members noted CAWS would be donating £2338.17 to this project and suggested a letter of thanks be sent to them.

Resolved: A letter of thanks for the kind donation of £2338.17 towards the play equipment improvement project be sent to CAWS.

iii) To consider advice regarding the ability of the Council to reclaim VAT on the joint project with the Council, CAWS and Shaw Village Hall and Playing Field Committee and agree way forward

The Clerk had checked with WALC (Wiltshire Association of Local Councils) for advice on the ability of the Council to reclaim the VAT on this expenditure as wanted to check if the donation was classed as sponsorship and therefore made the purchase a commercial activity. WALC clarified that the Council were able to

reclaim the VAT as it was still considered this was non-commercial activity.

Members welcomed this advice.

g) Allotments: To consider requests for bonfires at allotments (currently discouraged under Wiltshire Council request due to covid)

The Clerk explained that whilst allotment tenancies allowed for bonfires, with due consideration, all year round, the advice from Wiltshire Council during Covid was that they were not held. The Clerk had received complaints that allotment holders were having bonfires, and had therefore written to allotment holders to remind them of the advice from Wiltshire Council.

The Clerk stated requests had also been received from allotment holders to have bonfires and noted Melksham Town Council within their allotment tenancies prohibited bonfires between April and September which the parish council had reviewed in the past, with no change to their agreements.

Councillor Patacchiola noted the guidance from Wiltshire Council was that wherever possible people should not have them and to be sensitive to others, but noted people were able to raise the issue of bonfires with Wiltshire Council if they were causing a nuisance.

Resolved: To support the stance of Wiltshire Council in the bonfires should not take place wherever possible during the current pandemic.

399/20 Community Infrastructure Levy (CIL)

a) To note response of the Town Council with regard to CIL sharing proposals

Following a meeting on 14 January 2021 with representatives of both the Town and Parish Council to discuss CIL sharing their proposal as follows had been discussed by the parish council at their Full Council meeting on 25 January 2021:

‘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.’

At the meeting it had been resolved to approve the resolution with an addendum that meetings to ratify any decisions take place within a month.

It was also agreed 3 members for each council made 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).

The Clerk explained the Town Council as yet had not considered these proposals, but noted this item was on their Full Council agenda for consideration that evening.

b) To note response from the Town Council Re transfer of CIL funding from East of Melksham development to fund an East of Melksham Community Centre and project update

Members noted at the Town Council meeting on 22 March 2021 the Council had noted the resolution made by the Parish Council 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, funding left over following the build to be used as the Town Council wishes.

c) To note receipt of CIL from 19/10143/REM Land adjacent to 490 Semington Road of £201.81 (Tranche 1 of 1) in April 2021 (no further CIL receipts in Q4 of 2020/21)

Members noted £201.81 had been received in CIL receipts from planning application 19/10143/REM land adjacent to 490 Semington Road for the erection of one dwelling; and no other amounts this quarter.

400/20 Community projects/partnership organisations

a) To receive update following BRAG meetings held 11 March & 15 April

Members noted the information contained within the BRAG minutes of 11 March.

Mark Harris updated Members on BRAG activities, including proposals for a new rewilding area at Brabazon Way.

b) To note Beanacre main drainage update from Wessex Water

Information had been received from Wessex Water regarding main drainage for Beanacre stating they were currently looking at potential solutions for this scheme and were to undertake trial holes in Westlands Lane to confirm the space available for the proposed new

sewer and hoped to have an initial design for technical review in August 2021 and all being well hoped the properties in the west would be connected by 2024.

Councillor Baines stated he understood Wessex Water were looking at starting the works in Westlands Lane and that side of the A350 first as the pumping station was projected to be in the field in the South West corner of Westlands Lane and the A350 and did not want to close the A350 in order to dig the trenches.

With regards to the trial holes, it was understood these were scheduled to take place for two weeks between 10-21 May with Westlands Lane being closed between The Laurels and the A350.

c) To note minutes of CAWS meeting held on 2 March

Members noted the minutes of the Community Action Whitley & Shaw (CAWS) meeting held on 2 March 2021.

d) Shaw (Whitley) Post Office

i) To note update from the Post Office

Members noted correspondence from the Post Office stating since the closure of the Toast Office in Whitley, they had been looking at options for restoring a Post Office service, with a member of the field team visiting the area, but unfortunately had not received any interest or formal applications for the position. With a reassurance it remained their intention to restore local access to Post Office services in the area and would consider any appropriate options if there were significant changes in the area in future. However, due to the length of time the branch had been closed, would need to satisfy themselves any new opportunity would be sustainable for both the Post Office and the operator. They also asked for this information to be shared with local groups or organisations.

The Clerk confirmed she had circulated the correspondence to Whitley Hub for their information as well as CAWS and social media for the two villages.

ii) To note correspondence from Whitley Hub

Members noted the correspondence from Whitley Hub which also thanked the Clerk for forwarding the correspondence from the Post Office.

e) To note, notes of Melksham Town Council CCTV working party held on 23 February 2021

Members noted the notes of the Melksham Town Council CCTV Working Party meeting held on 23 February 2021.

- f) Community Payback Scheme. To consider any projects the group may be able to assist with, within the parish**

It was agreed to place this item on the next Asset Management Committee agenda for consideration.

- g) Wiltshire, Swindon & Oxfordshire Canal Partnership. To note minutes of meeting held on 3 December 2020 & 11 March 2021**

Members noted the minutes of the meetings held on 3 December 2020 and 11 March 2021.

- h) To note, notes of first meeting of Melksham Community Groups Network Event held on 18 March 2021**

Members noted the information contained within the notes of the Melksham Community Groups Network event held on 18 March and the suggestion earlier in the meeting that funding from the Covid-19 Local Restrictions Support Scheme grant from Wiltshire Council be used to help promote local groups in Melksham News; jointly with the Town Council.

- i) To note update on TransWilts and Melksham Community Hub**

Members noted the update on the TransWilts and Melksham Community Hub; with the community café now opened and several members already recommending their refreshments.

- j) To note The Great British Spring Clean Up will take place between 28 May-13 June 2021 and to consider obtaining additional equipment to assist groups wishing to undertake litter picks in their communities**

The Clerk had informed the various community groups of the scheme and explained she had received 1000 free bins bags from the Keep Britain Tidy Campaign, as well as hopefully several litter picking kits from Wiltshire Council which anyone could borrow.

- k) To note advice from Came & Company regarding litter picks and insurance cover. To note Beanacre Community Group request to undertake litter picks and to approve their activities are covered under the Council's public liability insurance (Risk Assessment supplied)**

The Clerk explained Beanacre Community Group were keen to undertake litter picks and had provided a risk assessment for Members' information, but did not have public liability insurance.

Advice had been received from Came & Company, the Council's insurance brokers on activities of litter pickers, stating all policies arranged by Came & Company provide automatic cover for volunteers undertaking activities on behalf of their local council with regards to Employers' Liability, Public Liability and Personal Accident.

Clarification was sought on what the acronym TDC stood for within the group's Risk Assessment.

Resolved: To approve the activities of Beanacre Community Group in undertaking litter picks are covered under the Parish Council's public Liability Insurance.

To seek clarification from the group on what the acronym TDC was for.

l) To note Melksham Campus Newsletter March 2021

Members noted the latest Campus Newsletter.

m) To consider submitting comments to the Wiltshire & Dorset Fire Service Community Safety Plan 2021-2024

It was suggested Members could comment individually if they wished.

401/20 Staffing

a) To note advice from HSE, Came & Co (insurance brokers) and Government on returning to work

Members noted the advice from HSE, Came & Co and the Government on returning to work.

b) To approve staff to continue to work from home, where possible, and continued closure of office to the public

Resolved: To approve staff continuing to work from home, where possible and to note the continued closure of the office to members of the public.

c) To note return to duties of shielding member of staff and holiday arrangements

Members noted a shielding member of staff had returned to work and their holiday arrangements.

Meeting closed at 22.00pm

Signed.....
Annual Council, 17 May 2021

Date: 09/04/2021

Melksham without Parish Council Current Year

Page: 1

Time: 11:50

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 11

Receipts for Month 11

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 :	845,417.12					845,417.12	
V2077-VAT Banked: 11/02/2021		5,343.71						
V2077-VAT HM Revenue & Customs		5,343.71			105		5,343.71	VAT Refund-Oct, Nov, Dec 2020
Total Receipts for Month		5,343.71	0.00	0.00			5,343.71	
Cashbook Totals		<u>850,760.83</u>	<u>0.00</u>	<u>0.00</u>			<u>850,760.83</u>	

Continued on Page 2

Date: 09/04/2021

Melksham without Parish Council Current Year

Page: 2

Time: 11:50

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 11

Payments for Month 11			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>
01/02/2021	Grist Environmental	V2076-DD	90.98		15.16	4770	220	75.82	Inv.339302- B'hill waste away
15/02/2021	EE Limited	V2078-DD	13.63		2.27	4195	120	11.36	Inv.950-Meeting wifi
17/02/2021	Eon	V2080-DD	198.41		33.07	4312	220	165.34	Inv.9BB- Pavilion Gas
19/02/2021	Sirus Telecom	V2079-DD	212.88		35.48	4190	120	177.40	Inv.52131- Office phone charge
25/02/2021	Eon	V2081-DD	127.46		6.07	4302	220	121.39	Inv.36E- Pavilion Electricity
26/02/2021	Teresa Strange	V2083-S/O	5.30		0.88	4190	120	4.42	Reimburse for out of hours mob
26/02/2021	Teresa Strange	V2083-S/O	-5.30		-0.88	4190	120	-4.42	CB ERROR
Total Payments for Month			643.36	0.00	92.05			551.31	
Balance Carried Fwd			850,117.47						
Cashbook Totals			<u>850,760.83</u>	<u>0.00</u>	<u>92.05</u>			<u>850,668.78</u>	

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		850,117.47					850,117.47	
V2106-BACS Banked: 10/03/2021		14.99						
V2106-BACS C Glover		14.99			1130	110	14.99	Inv.217- Girlguiding printing
V2107-ALLO Banked: 11/03/2021		60.00						
V2107-ALLO Allotment Holder		60.00			1320	310	60.00	Briansfield 16 Allotment rent
500157 Banked: 22/03/2021		321.73						
V2130-215 Melksham Town Council		306.73			4825	142	257.58	50% Architect drawing entrance
V2131 Allotment Holder		15.00			4825	142	49.15	50%Share of tree nursery fenci
V2133-BGC Banked: 30/03/2021		9,431.00			1320	310	15.00	Briansfield plot 17a rent
V2133-BGC Wiltshire Council		9,431.00			1150	110	9,431.00	Covid-19 Grant
Total Receipts for Month		9,827.72	0.00	0.00			9,827.72	
Cashbook Totals		859,945.19	0.00	0.00			859,945.19	

Continued on Page 135

Payments for Month 12

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>
01/03/2021	Grist Environmental	V2105-DD	67.73		11.29	4770	220	56.44	Inv.342618- B'hill waste away
15/03/2021	EE Limited	V2108-DD	1.32		0.22	4195	120	1.10	Inv.641- Final Wifi for meetin
22/03/2021	Eon	V2129-DD	94.63		4.51	4312	220	90.12	Inv.B4E-Pavilion Gas
26/03/2021	Eon	V2132-DD	132.02		6.29	4302	220	125.73	Inv.20F-Pavilion electricity
Total Payments for Month			295.70	0.00	22.31			273.39	
Balance Carried Fwd			859,649.49						
Cashbook Totals			<u>859,945.19</u>	0.00	22.31			<u>859,922.88</u>	

Date: 09/04/2021

Melksham without Parish Council Current Year

Page: 1

Time: 11:51

Cashbook 2

User: MR

Unity Bank

For Month No: 11

Receipts for Month 11 - February 2021

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		222,516.98					222,516.98	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		222,516.98	0.00	0.00			222,516.98	

Continued on Page 2

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/02/2021	24 Acoustics	V2055-BACS	2,922.00		487.00	4582	142	2,435.00	In.20-26-Acoustic survey-BYF V
03/02/2021	Aquasafe Environmental Ltd	V2056-BACS	138.00		23.00	4212	220	115.00	Inv.201203-Dec 20 PPM Visit
03/02/2021	Condor Office Solutions Ltd	V2057-BACS	86.94		14.49	4130	120	72.45	Inv.0895719-Office photocopyin
03/02/2021	Mr Sparkles Melksham Ltd	V2058-BACS	180.00			4600	142	150.00	Inv.2201-Bus shelter clean x10
						4750	220	30.00	Inv.2201- Pavilion clean down
03/02/2021	JH Jones & Sons	V2059-BACS	2,748.00		458.00	4415	142	2,290.00	Inv.13542- Parish Tree works
03/02/2021	JH Jones & Sons	V2060-BACS	1,604.65		267.44	4401	220	1,337.21	Inv.13552-Parish Maintenance
03/02/2021	Jens Cleaning	V2061-BACS	193.00			4380	120	168.00	Inv.1057-Office clean upto Jan
						4381	220	25.00	Inv.1057-Changing room cleanin
03/02/2021	AFC Melksham	V2062-BACS	92.00			1210	210	46.00	Reimburse for 3rd Jan match
						1210	210	46.00	Reimburse for 10th Jan match
03/02/2021	Melksham Town Council	V2063-BACS	505.44		84.24	4820	142	421.20	SHF Caretaking-01/10/20-31/12/
						347	0	-421.20	SHF Caretaking-01/10/20-31/12/
						6000	142	421.20	SHF Caretaking-01/10/20-31/12/
03/02/2021	BTA Architects	V2064-BACS	1,020.00		170.00	4582	142	850.00	1894Architect-25.11.20-24.1.21
03/02/2021	Wiltshire Publication	V2065-BACS	55.68		9.28	4230	120	46.40	Inv.994-Grant advert
03/02/2021	Aquasafe Environmental Ltd	V2066-BACS	138.00		23.00	4212	220	115.00	Inv.210103-Jan 2021 PPM Visit
03/02/2021	HM Revenue & Customs	V2067-BACS	2,014.71			4000	130	388.60	Period 10-January 2021-T
						4000	130	288.05	Period 10-January 2021-NI
						4020	130	136.80	Period 10-January 2021-T
						4020	130	124.83	Period 10-January 2021-NI
						4010	130	132.40	Period 10-January 2021-T
						4010	130	122.13	Period 10-January 2021-NI
						4460	142	139.20	Period 10-January 2021-T
						4800	320	42.60	Period 10-January 2021-T
						4041	130	640.10	Period 10-January 2021
03/02/2021	Wiltshire Pension Fund	V2068-BACS	1,833.48			4000	130	207.51	Period 10- January 2021
						4020	130	106.27	Period 10- January 2021
						4010	130	104.97	Period 10- January 2021
						4045	130	1,414.73	Period 10- January 2021
03/02/2021	Teresa Strange	V2069-BACS	████████		20.98	4000	130	████████	January 2021 Salary
						4825	142	98.31	SHF Tree nursery Fencing
						4190	120	6.67	Reimburse for out of hours mob
03/02/2021	Lorraine McRandle	V2070-BACS	████████			4020	130	████████	January 2021 Salary
03/02/2021	Marianne Rossi	V2071-BACS	████████			4010	130	████████	January 2021 Salary
03/02/2021	Terry Cole	V2072-BACS	████████			4460	142	████████	January 2021 Salary
						4051	142	42.75	Mileage x95 Miles

January total Salaries 85903.50

Continued on Page 3

Payments for Month 11				Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail
03/02/2021	David Cole	V2073-BACS	████████)		4800 320	████████ January 2021 Salary
						4050 142	47.50 Travel Allowance Janu 21
						4051 142	22.50 Mileage x50 miles
16/02/2021	Unity Trust Bank	V2082-DD	161.19		23.97	4130 120	28.47 Ink Cartridge- Clerks printer
						4130 120	9.99 Ink- Parish Officer printer
						4150 120	6.03 A4 Pads
						4150 120	6.94 Laminating pouches
						4175 120	68.40 Office 365 x18
						4200 120	14.39 Zoom meeting subscription
						4140 120	3.00 Monthly fee
26/02/2021	Teresa Strange	V2083-S/O	5.30		0.88	4190 120	4.42 Reimburse for out of hours mob
Total Payments for Month			19,840.60	0.00	1,582.28		18,258.32
Balance Carried Fwd			202,676.38				
Cashbook Totals			222,516.98	0.00	1,582.28		220,934.70

Receipts for Month 12 - *March 2021*

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 :		202,676.38					202,676.38	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00				0.00
Cashbook Totals		<u>202,676.38</u>	<u>0.00</u>	<u>0.00</u>			<u>202,676.38</u>	

Continued on Page 110

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/03/2021	Condor Office Solutions Ltd	V2084-BACS	103.40		17.23	4130	120	86.17	Inv.945- Office photocopying
03/03/2021	Condor Office Solutions Ltd	V2085-BACS	20.88		3.48	4130	120	17.40	Inv.630- Staple Cartridge (D3)
03/03/2021	IAC Audit & Consultancy Ltd	V2086-BACS	390.00		65.00	4100	120	325.00	Inv.1104-Interim Audit 20-21
03/03/2021	JH Jones & Sons	V2087-BACS	780.00		130.00	4721	220	650.00	Inv.13535-Access path reinstat
03/03/2021	JH Jones & Sons	V2088-BACS	84.00		14.00	4721	220	35.00	13559-Pitch inspection 11 Dec
						4721	220	35.00	Pitch inspections 18 Dec
03/03/2021	JH Jones & Sons	V2089-BACS	1,604.65		267.44	4401	220	1,337.21	Inv.13570-Parish Maintenance
03/03/2021	Marilyn Trew	V2090-BACS	50.00			4825	142	50.00	Map for SHF Entrance inf Board
03/03/2021	Office Right Business Solution	V2091-BACS	300.66		50.11	4372	120	250.55	.87387-Perspex screens portrat
03/03/2021	Radcliffe Fire Protection Ltd	V2092-BACS	104.40		17.40	4212	220	87.00	Inv.3960-install smoke detecto
03/03/2021	Aquasafe Environmental Ltd	V2093-BACS	138.00		23.00	4212	220	115.00	Inv.210206-Feb 21 PPM Visit
03/03/2021	Place Studio Ltd	V2094-BACS	3,360.00		560.00	4680	170	2,800.00	Inv.5913-NHP Local plan review
03/03/2021	HM Revenue & Customs	V2095-BACS	2,135.24			4041	130	719.92	Period 11- February 2021
						4000	130	421.40	Period 11- February 2021-T
						4000	130	309.23	Period 11- February 2021-NI
						4020	130	102.00	Period 11- February 2021-T
						4020	130	140.12	Period 11- February 2021-NI
						4010	130	66.60	Period 11- February 2021-T
						4010	130	117.57	Period 11- February 2021-NI
						4460	142	209.00	Period 11- February 2021-T
						4800	320	49.40	Period 11- February 2021-T
03/03/2021	Wiltshire Pension Fund	V2096-BACS	1,905.18		4045	130		1,469.78	Inv.210206-Feb 21 February 2021
					4000	130		218.98	Period 11- February 2021
					4020	130		113.66	Period 11- February 2021
					4010	130		102.76	Period 11- February 2021
03/03/2021	Solagen	V2097-BACS	48.00		8.00	4540	142	40.00	Inv.5712-U-Bolts for SID
03/03/2021	JC Combustion Services Ltd	V2098-BACS	480.00		80.00	4791	220	400.00	3111-Boiler&Water Heater Servi
03/03/2021	Teresa Strange	V2099-BACS	██████████		0.88	4000	130	██████████	February 2021 Salary
						4190	120	4.42	Reimburse- Jan 21 Out of hours
03/03/2021	Lorraine McRandle	V2100-BACS	██████████			4020	130	██████████	February 2021 Salary
03/03/2021	Marianne Rossi	V2101-BACS	██████████			4010	130	██████████	February 2021 Salary
03/03/2021	Terry Cole	V2102-BACS	██████████			4051	142	37.80	Mileage x84
						4460	142	██████████	February 2021 Salary
03/03/2021	David Cole	V2103-BACS	██████████			4800	320	██████████	February 2021 Salary
						4050	142	47.50	February Travel Allowance
						4051	142	26.10	Mileage x 58 miles
03/03/2021	BTA Architects	V2104-BACS	102.00		17.00	4582	142	85.00	Inv.1913- Fees up to 1.3.21
16/03/2021	Unity Trust Bank	V2126-DD	690.02		57.71	4150	120	48.38	Gusseted envelopes
						4150	120	60.64	4x A4 Paper
						4120	120	13.35	Asset agenda packs
						4175	120	68.40	Office 365 x18
						4150	120	102.00	Memoriam binder

February total salaries 86493.80

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Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4150	120	9.15	Memoriam arm bands
						4120	120	33.00	Full Council agenda packs
						4250	120	6.00	SHF Boundary search
						4250	120	6.00	SHF Search
						4250	120	6.00	SHF Southern boundary search
						4650	170	262.00	SLCC Membership
						4200	120	14.39	Zoom meeting subscription
						4140	120	3.00	Monthly fee
25/03/2021	Condor Office Solutions Ltd	V2109-BACS	220.76		36.80	4130	120	183.96	Inv.1333-Office photocopying
25/03/2021	Condor Office Solutions Ltd	V2110-BACS	40.61		6.77	4130	120	33.84	Inv.8375-J1 Staples
25/03/2021	JH Jones & Sons	V2111-BACS	72.00		12.00	4820	142	60.00	Inv.13589-SHF Bin installation
						347	0	-60.00	Inv.13589-SHF Bin installation
						6000	142	60.00	Inv.13589-SHF Bin installation
25/03/2021	Martin Pickard	V2112-BACS	1,000.00			4582	142	1,000.00	In.47503-QS Services to tender
25/03/2021	Place Studio Ltd	V2113-BACS	1,500.00		250.00	4680	170	1,250.00	In.5921-NHP Support exam stage
25/03/2021	Aquasafe Environmental Ltd	V2114-BACS	138.00		23.00	4212	220	115.00	Inv.210303-March 21 PPM Visit
25/03/2021	Kennet Sign & Display	V2115-BACS	170.40		28.40	4372	120	142.00	Inv.S185-Covid signs-Davey P/A
25/03/2021	Wiltshire Pension Fund	V2116-BACS	1,839.19			4045	130	1,419.04	Period 12- March 2021
						4000	130	209.32	Period 12- March 2021
						4020	130	109.48	Period 12- March 2021
						4010	130	101.35	Period 12- March 2021
25/03/2021	HM Revenue & Customs	V2117-BACS	2,095.51			4041	130	644.61	Period 12- March 2021
						4000	130	393.80	Period 12- March 2021-T
						4000	130	291.39	Period 12- March 2021-NI
						4020	130	141.80	Period 12- March 2021-T
						4020	130	131.47	Period 12- March 2021-NI
						4010	130	115.40	Period 12- March 2021-T
						4010	130	114.64	Period 12- March 2021-NI
						4460	142	148.80	Period 12- March 2021-T
						4800	320	56.60	Period 12- March 2021-T
						4070	120	57.00	Period 12- March 2021-T
25/03/2021	Teresa Strange	V4118-BACS				4000	130		Period 12- March 2021
25/03/2021	Lorraine McRandle	V2119-BACS				4020	130		Period 12- March 2021
25/03/2021	Marianne Rossi	V2120-BACS				4010	130		Period 12- March 2021
25/03/2021	Terry Cole	V2121-BACS				4460	142		Period 12- March 2021
25/03/2021	David Cole	V2122-BACS				4050	142	47.50	Travel Allowance
						4800	320		Period 12- March 2021
						4050	142	47.50	Travel Allowance
						4051	142	25.20	Mileage x56 miles
25/03/2021	Richard Wood	V2123-BACS	228.00			4070	120	228.00	Final Chairs Allowance 20/21
25/03/2021	Wiltshire Council	V2124-BACS	245.35			4510	142	245.35	In.284- Beanacre ground socket
25/03/2021	Pope Consulting Ltd	V2125-BACS	6,437.10		1,072.85	4582	142	5,364.25	In.4362-2-M&E Design-BYF

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Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 12

Payments for Month 12

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>
26/03/2021	Teresa Strange	V2127-S/O	5.30		0.88	4190	120	4.42	VHALL March 21 Out of hours mob reim
31/03/2021	Unity Trust Bank	V2128	27.90			4140	120	27.90	Service Charge
Total Payments for Month			39,020.31	0.00	2,741.95			36,278.36	
Balance Carried Fwd			163,656.07						
Cashbook Totals			202,676.38	0.00	2,741.95			199,934.43	

Receipts for Month 11

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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Date: 09/04/2021

Melksham without Parish Council Current Year

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 11

Payments for Month 11

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	

Date: 09/04/2021

Melksham without Parish Council Current Year

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Cashbook 3

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Fixed Term Deposit

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00				0.00
Cashbook Totals		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>				<u>0.00</u>

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Melksham without Parish Council Current Year

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 12

Payments for Month 12

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	