

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 26 July 2021 at 1 Swift Way, Bowerhill at 7.00pm (due to technical difficulties for those joining the meeting via Zoom the meeting started at 7.04pm)**

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

**Present – In person:** Councillors John Glover (Chair), David Pafford (Vice Chair), Alan Baines, Terry Chivers, John Doel, Mark Harris, Shona Holt, Rob Hoyle, Stefano Patacchiola, Mary Pile, Andy Russell, Robert Shea-Simonds and Richard Wood

**Via Zoom:** Wiltshire Councillor Phil Alford (Melksham Without North), Wiltshire Councillor Nick Holder (Bowerhill), Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural)

1 Member of Public

**154/21 Welcome, Announcements & Housekeeping**

Councillor Glover welcomed everyone to the meeting and apologised for the delay in starting the meeting due to technical difficulties with the Zoom link.

Councillor Glover reminded everyone that two drop-in sessions regarding the proposed A350 Melksham Bypass had been arranged for Friday 30 July and Friday 6 August between 9.30am-1.00pm at Melksham Library.

With regards to the Police & Crime Commissioner elections, these were taking place on 19 August.

**155/21 To receive Apologies and consider approval of reasons given**

No apologies were received.

**156/21 Invited Guests:**

**a) Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)**

Councillor Alford updated the Council on the HiFF bid for the distributor round around Chippenham explaining the route being carried forward would be one to the South East, coming off the Lackham roundabout up to the A4 rather than the North.

Councillor Alford also wished to hear from Members on their preferred changes to the proposed A350 Melksham Bypass in order that he could have a coordinated approach when discussing the matter with Wiltshire Council.

With regards to the Campus, this project was progressing well.

**b) Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural)**

Councillor Seed re-iterated comments made by Councillor Alford and explained his Ward was not part of the emerging A350 Melksham Bypass route.

**c) Wiltshire Councillor Nick Holder (Bowerhill)**

Councillor Holder explained that he had been in touch with the Cabinet Member for Highways, seeking an extension to the proposed A350 Melksham Bypass consultation, unfortunately, this request had been turned down and the deadline remained 8 August.

At the last Area Board meeting, Councillor Holder explained Councillor Mike Sankey had been appointed to re-institute an Area Board led and Melksham Community Area wide CCTV project and noted Melksham Without Parish Council had recently had some conversations regarding vandalism and anti-social behaviour, particularly in the Hornchurch Road public open space at Bowerhill.

**157/21 a) To receive Declarations of Interests**

Councillor Pile declared an interest in agenda item 17a regarding CAWS updates, as the parish council representative on CAWS (Community Action: Whitley & Shaw).

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

None received.

**158/21 To consider holding items in Closed Session due to confidential nature** *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business (Item 12h(i) & 12h(iv)) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

Councillor Glover explained items 12h(i) & 12h(iv) related to quotes

and security matters and recommended these be held in closed session.

**Resolved:** To hold items 12h(i) and 12h(iv) in closed session due to the sensitive nature of the items to be discussed.

**159/21 Public Participation**

There was only one member of public present who did not wish to speak to an item.

Councillor Glover asked if Members were happy that item 13 regarding Highway matters, including the Parish Council's response to the second non statutory consultation for the proposed A350 Melksham Bypass be moved further up the agenda, which Members agreed.

**160/21 Highways:**

**a) To approve the Minutes of the Highways & Streetscene Meeting held on 12 July 2021**

**Resolved:** To approve and for the Chair to sign the Highway & Streetscene Minutes of 12 July 2021.

**b) To formally approve the recommendations contained within the Highways & Streetscene Meeting held on 12 July 2021**

Councillor Glover explained with regard to Min148b/21: replacement of the Speed Indicator Device (SID), the Council needed a resolution to dispose of the damaged SID, following it being vandalized. Solagen who supplied the original and replacement SID would undertake this on our behalf and dispose of the electrical components under the Waste Electrical Equipment Directive (WEEE).

**Resolved:** To formally approve the recommendations contained within the Highways & Streetscene minutes of 12 July 2021 and for the damaged SID to be disposed of by Solagen in accordance with WEEE.

**c) A350 Melksham By-pass 2<sup>nd</sup> public consultation:**

**i) To receive feedback following public meetings held 19 & 21 July to seek views of parishioners; and from meeting with Major Highways Project Officer on 8 July**

Members noted the various notes from the meetings held on 19 and 21 July which sought parishioners' views on

the emerging A350 Melksham Bypass route, as well as the notes of the meeting held with Steve Wilson, Major Projects Officer held on 8 July.

**ii) To note correspondence from Lacock Parish Council requesting an extension to the consultation**

Members noted Lacock Parish Council were seeking an extension to the second non statutory consultation deadline in order to fully consider the proposals for the northern junction of the A350 by-pass near Lacock.

Unfortunately, as Wiltshire Councilor Nick Holder had tried to obtain an extension to the consultation and was unsuccessful, Members felt it would be difficult to support this request, which they would have done otherwise.

**iii) To consider a response to the second non statutory consultation (deadline 8 August)**

Councillor Glover explained there had been two public meetings, one in Beanacre and one in Bowerhill to gain feedback from residents on the proposals for the emerging route of the A350 Melksham Bypass, prior to the Council submitting its response to the second non statutory consultation.

The notes from both meetings and various comments submitted to the Council by email had been circulated to Members prior to the meeting.

Councillor Glover explained there had been good attendance at the Beanacre meeting from residents of Redstocks and Woodrow, who, whilst opposing the bypass, had provided good responses to mitigate against its impact.

Members noted the Parish Council were in a unique position in that they represented the majority of residents along the proposed emerging route and whilst some residents would welcome the proposals others would not i.e., residents from Woodrow, Redstocks and Bowerhill for instance. Residents of Bowerhill in particular were opposing the bypass, with a number of people involved in the Stop The Bypass campaign.

Several Members stated they felt it was important the views expressed by residents at both meetings and those submitted to the Clerk, should be included in the Council's response to the consultation.

Councillor Baines reminded Members the bypass was not a Wiltshire Council project, but that they were coordinating the scheme on behalf of the Western Gateway, (consisting of various councils from Gloucestershire down to the South Coast) who were looking at an efficient transport network across the South West, not just roads, but also rail as well. However, the Council could ask that the case for the bypass could be re-examined in the light of changes in the way the Country was operating following the Covid pandemic.

Councillor Baines stated that as the project was being funded by Central Government, and if the outline and final business cases showed there was an advantage in undertaking the project, it would go ahead. Therefore, the Council needed to get the best alignment of the route which caused the least disruption to residents, trying to oppose the bypass was not a valid option.

Councillor Chivers reminded Members that when he first joined the Council in the 1980s the Council at that time had been calling for a bypass, not just for Beanacre but for Bowerhill as well.

Councillor Baines agreed a bypass had been mooted for many years, even in the late 1960s prior to Western Way being built.

Concern was raised that some of the data collated was out of date, particularly as people's travelling habits had changed post Covid. It was noted that the footfall survey, for instance, was undertaken in January 2021 during a national Lockdown and would not give an accurate reflection of how popular some walking routes were, particularly the route from Bowerhill to the Canal (SEEN13).

Councillor Glover sought a steer from Members on how the Parish Council wished to respond to the consultation.

Councillor Baines suggested the Council respond on the basis that public opinion was that they were doubtful of the justification for the scheme, but if that justification still existed this Council would wish to see the following:

- Changes to the proposed alignment, such that it did not cross Lower Woodrow in the position currently shown, but moved closer to Melksham, to avoid sensitive properties which are very close to the route, with one being almost destroyed by the proposed alignment.

- Justification be given for the Eastern bulge, with the suggested alignment close to properties in Redstocks.
- The alignment East and South of Bowerhill is moved further towards the canal and away from Bowerhill village, which would require the connection to the A350 needing to move further South.

Councillor Pafford felt more justification of the project and more information/evidence was required as part of the Council's response, particularly as some of the data was collated pre Covid and in some instances prior to improvements to Farmers' roundabout. The footfall survey, particularly relating to those using the footpath from Bowerhill to the canal was undertaken over two days in January 2021 during a national Lockdown and therefore the figures provided were not indicative of the true numbers of people using this route. Councillor Pafford asked if this could be included in the response, he was happy to second the proposal put forward by Councillor Baines.

Councillor Baines accepted the amendment put forward by Councillor Pafford to his proposal.

As the Council had agreed a response, Councillor Glover, having noted Councillors Baines and Harris had put forward suggestions for mitigation if the project were approved, sought further suggestions from Members.

Members made the following suggestions:

- Where bridges are proposed these are 'green bridges' to give the impression of moving from one side of the countryside to the other, similarly where underpasses are proposed these are made into 'green' underpasses.
- Treatment of both footpaths and bridleways in the scheme, particularly Praters Lane and SEEN13 are considered.
- Where potential footway/cycleways adjacent to some sections of the bypass route are proposed, where possible, this should be **ALWAYS and the whole length of the by-pass.**
- Consideration is given to the relief of traffic in the town centre, with the area from the Market Place to Sainsburys, being pedestrianised, with access only by buses.

The Clerk informed the meeting that she had discussed the proposed route with the manager of the Turnpike Garage on the A365 who had explained residents of Carnation Lane were concerned they would be cut off from Melksham if the bypass were to go ahead. The Manager also raised concern at pedestrians using the Public Right of Way (PROW) across the forecourt of the garage to access the PROW the other side of the road, as it was on a blind corner with several near misses taking place and what mitigation could be put in place to alleviate this.

The Clerk also stated it may be worth putting a 'marker in the sand' that the Council could be interested in obtaining the piece of land created by the building of the b-pass between the proposed Littleton Roundabout and the paddock adjacent to Bowerhill Sports field in order to create more sports pitches and public open space.

**Resolved:** To forward the following response to Wiltshire Council to their second non statutory consultation:

Given public opinion is doubtful of the justification for the scheme, more information is required, especially as most of the data was collated pre Covid, during a National Lockdown and some before the Farmers' Roundabout improvements. If the justification still exists the Council would wish to see:

- The route altered so that it does not cross Lower Woodrow as proposed, but closer to Melksham. This is to avoid sensitive properties which are very close to the proposed route, one will almost be destroyed by the proposed alignment.
- More justification is given for the "eastern bulge" which brings the suggested alignment close to the community of Redstocks.
- The alignment to the East and South of Bowerhill is moved further towards the canal and away from village residents, such that the connection to the existing A350 may need to move further South.
- Up to date survey data is undertaken, particularly on traffic flow and footfall on the various Public Rights of Way and Bridleways impacted by the scheme.

With regard to mitigation if the scheme were to go ahead it was agreed to forward those suggestions submitted by

Councillors Baines and Harris, as well as those raised during the meeting:

The notes of both the public meetings held in Beanacre and Bowerhill, along with the various responses received from residents, be included as part of the Council's response to the consultation.

The Parish Council also request discussions take place directly with the Highway Planners on the comments raised by the Parish Council in order to achieve as best an outcome as possible for its parishioners if the bypass were to go ahead.

**BELOW IS THE COUNCIL'S FULL RESPONSE TO THE CONSULTATION SUBMITTED TO WILTSHIRE COUNCIL WHICH INCLUDED NOTES FROM THE TWO PUBLIC MEETINGS AND THE VARIOUS RESPONSES RECEIVED FROM RESIDENTS:**

Melksham Without Parish Council are in a unique position with regard to the proposed A350 Melksham Bypass. The majority of the proposed 10c route is in the parish, and its potential impact will affect the variety of communities that the council represent in differing and varying ways, from the north in Beanacre, the east in Woodrow and Sandridge, and to the south in Bowerhill and Redstocks. It is noted that it will have limited impact on residents in Shaw & Whitley as route 10c is now proposed, as well as those in Berryfield although those at the Semington Road end of the village, close to the existing A350, also have strong views.

The Parish Council has tried hard to listen to the views of its parishioners, and held two public meetings<sup>1</sup> to do just that, a summary of the views of those meetings are appendices as part of this document, as well as the views of those people that wrote to the parish council rather than attend a public meeting, in the main due to the reluctance to attend in person as the covid restrictions are relaxed.

The general consensus of the public opinion is that they are doubtful of the justification for this scheme, and feel that more up to date evidence is required. This is particularly as some evidence was collated pre-Covid and before improvements to 'Farmers' Roundabout. In the main, the residents feel that the Covid pandemic not only affected the results of surveys undertaken during 2020 and 2021 during the lockdown periods, but more importantly, that post-Covid there will be a widescale change in the way people conduct their daily life. That there has been a sea change and the

previous working patterns of so many will change for good, and not return to pre-Covid levels in months and years to come. The shift to “working from home”, the use of technology instead of meeting in person, the preference to not commute daily and to have a more flexible working pattern will be here to stay, and therefore there is a general feeling that new evidence needs to be obtained to justify the requirement for the Melksham A350 Bypass in the light of the changing world.

The parish council is aware that this project is not just about a bypass for Beanacre, or even for the wider Melksham area, but as part of the much bigger Western Gateway Strategic Transport Plan<sup>2</sup> but nevertheless, feels that the justification for the scheme does need to be looked at again in the post Covid climate and against the wider priorities of Wiltshire Council and the Government as they move to zero carbon emission targets over the coming years.

Linked to this is the question of the accuracy of survey data that was undertaken in the height of the Covid lockdown period in January 21, when the “Footfall Survey” was undertaken over two days of inclement Winter weather, which is not felt to be indicative of the more usual levels of pedestrians, cyclists and horse riders throughout the year under normal circumstances and better weather. Therefore, it is felt that the figures are not representative of typical footfall on some of the Public Rights of Way/Bridleways, particularly those from Bowerhill to the Kennet & Avon Canal (Bridleway SEEN13).

Whilst questioning the need for the Bypass proposals in the changing world, the parish council does recognise that the consultation is about the proposed route 10c and therefore this is the right time and opportunity to raise any concerns or comments about the proposed route, any suitable mitigation to alleviate any local issues and raise any additional community benefits that could be achieved as part of the works, as part of the “shaping” of the route and informing the business case that they understand is the intention of this non statutory consultation process.

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<sup>1</sup> Monday 19th July 21 at St Barnabas Church, Beanacre & Wednesday 21st July 21 at Bowerhill Village Hall

<sup>2</sup> <https://westerngatewaystb.org.uk/>

On that basis, and notwithstanding the request for the project justification to have further examination, Melksham Without Parish Council would like to see the following changes to the proposed alignment:

- The route to alter so that it does not cross Lower Woodrow as proposed, but closer to Melksham. This is to avoid sensitive properties such as a Listed Farmhouse with shallow foundations and a brand-new farm worker's house, both of which are very close to the proposed route, one will almost be destroyed by the proposed alignment.
- More justification is given for the "eastern bulge" which brings the suggested alignment close to the community of Redstocks.
- The alignment to the East and South of Bowerhill is moved further towards the canal and away from village residents, such that the connection to the existing A350 may need to move further South.

The Parish Council also have concern at the proposed closure/diversion of various Public Rights of Way and Bridleways:

- The disconnect (circuitous diversion) between MELW66 and LACO36
- Severance of MELW48 which is the access to Hack Farm, Lower Woodrow.
- The treatment of Prater's Lane Bridleway 40.
- The total closure of MELW24.
- The total closure of MELW35 between Bowerhill Lane and Carnation Lane cutting off residents of Carnation Lane from Bowerhill. Consideration needs to be given to how these residents will access Bowerhill, such as the provision of a footpath. New kissing gates have been installed with Area Board & Parish Council (Melksham Without & Seend) funding in recent years on this section, working with the West Wiltshire Ramblers Association.
- The closure and diversion of MELW45/SEEN17 preventing direct access to Giles Wood except via a dog-leg half way to the picnic area using SEEN13.
- Diversion of MELW42 to use a pedestrian crossing at the roundabout junction. There is a concern this will be dangerous, reminiscent of the highly dangerous Western Way crossing at Townsend Farm over the A350 which the Parish Council have sought enhancements to in order to improve pedestrian safety; and is now subject to further safety improvements by Wiltshire Council with "Re allocation of Road space" funding.

The Council asked that no Public Rights of Way or Bridleways are closed or diverted. However, if this is not possible, that tunnels or bridges are provided where they cross the proposed by-pass.

If the scheme for the A350 Melksham Bypass goes ahead the Parish Council would like to see the following mitigation and community benefits.

- A 'cutting' is used for the section of bypass between Bowerhill and the canal in order to improve the visual impact of the bypass.
- 'Bunds' adjacent to 'settlements' are created to mitigate against any noise.
- All bridges proposed are 'green bridges' particularly the one from Bowerhill to the canal/picnic area and Giles Wood, in order to provide the feel of the continuation of the open countryside.
- All bridges need to be easily accessible, with shallow ramps either side.
- Any acoustic barriers required should be 'green barriers' to provide a more 'natural' look to blend in with the countryside.
- Any tunnels/underpasses be 'green' in design to blend in with the countryside with adequate lighting and CCTV.
- Forestation of the whole area bounded by Portal Way, the canal, the bridleway and Brabazon Way.
- Forestation of as much of the area between the bridleway and the A365 as possible.
- Any pedestrian crossings should only be near roundabouts, where traffic speeds are lower, and should be traffic-light controlled.
- Pedestrians should be discouraged from attempting to cross the road elsewhere by means of barriers, railings, hedges, fences, etc.
- A footpath is provided from Sandridge Common to Prater's Lane. Currently people wishing to access Prater's Lane from Sandridge Common cannot access it unless they walk part way along the A3102, which is considered dangerous. There is no access via Lopes Close to Prater's Lane.
- It is noted the lay-by adjacent to Prater's Lane on the A3102 will be lost as part of the roundabout proposed at this junction. Prater's Lane is very popular, with not just local residents, but others further afield and therefore request some form of parking be created to replace that which will be lost.

- Improvements to the access and parking area at the end of Bowerhill Lane.
- A permanent all-weather surface for the whole length of the bridleway SEEN13, from the parking area to the picnic area, but with vehicular access prevented (except by authorized users e.g., farmer/landowner, Bowerhill Residents Action Group in order to maintain the picnic area, Canal & River Trust)
- It was noted in the A350 Melksham Bypass Second Consultation document it states provision would be made for a potential footway/cycleway adjacent to some sections of the bypass route, where possible, this should be **ALWAYS and the whole length of the by-pass.**
- Provision should be made for additional bridleways.
- Regarding relieving the traffic in the town centre as suggested in the A350 Melksham By-pass second consultation document, under Complementary
- Walking and Cycling Measures, the parish council suggest the area from the Market Place to Sainsburys Supermarket be pedestrianised with bus access only.
- Improvements to safety for those people using Public Rights of Way through the Turnpike garage forecourt crossing the A365 to access MELW20. There have been several near misses here, as vehicles cannot see due to the slight bend in the road at this point.
- A strip of land will be created by the building of the by-pass between the proposed Littleton Roundabout and the small piece of paddock adjacent to Bowerhill Sports field, consideration be given to the Parish Council obtaining this piece of land in order to extend Bowerhill Sports field to create more public open space and football pitch provision.

The Parish Council also request discussions take place directly with the Highway Planners on the comments raised by the Parish Council in order to achieve as best an outcome as possible for its parishioners if the bypass were to go ahead.

- d) **Wiltshire Council Briefing Note 21-12. Substantive Highways Scheme Fund. Bid Application Process for Funding 2022/23. To note Area Boards will be invited to submit bids in the current financial year for detail design prior to implementation the following financial year.**

Councillor Baines stated he was not aware of any large-scale schemes which could be put forward beyond the scope of the Community Area Transport Group (CATG) and noted it was very difficult to obtain funding through this scheme.

- e) **A350 Beanacre Road. To note correspondence from residents and the Highway officer re request to plant trees at the end of Old Road & decision made by Parish Council recently in respect of this issue. (Min301a)iii/20)**

A request had been received from a resident of Beanacre to plant trees at the end of Old Road, Beanacre, in order to stop vehicles using the verge to access Old Road from the A350 or vice versa.

The member of public had footage of a works vehicle leaving the A350 and accessing Old Road via the verge which had been circulated to Members prior to the meeting.

At a Highways & Streetscene meeting on 1 February 2021, following a previous request for trees at this location, Members had agreed not to progress the request further at present as it was understood the number of instances were minimal, but to keep a watching brief on this issue.

The Clerk reminded Members the previous decision was within the 6-month rule and therefore would be reversing a previous resolution of the Council. Although this was a decision of Wiltshire Council, as the local highways authority, the Clerk was looking to the Members to give their opinion to the Highways Officer as this had been previously raised as a CATG issue.

Given the new evidence, Members:

**Resolved:** To support the request from the resident of Beanacre to plant native trees, to replace the original trees at the end of Old Road, Beanacre.

- f) **To consider request of BRAG (Bowerhill Residents Action Group) for wildflower area at Brabazon Way 'hammer head' areas and requisite licence required.**

Following a request for a wildflower area on the 'hammer heads' at Brabazon Way it was noted the Parish Council would be required to enter in a 'Gardeners Licence' with Wiltshire Council to be able to delegate to BRAG to maintain the area.

The Clerk explained the Council had not received a copy of the Licence template as yet to see the detail and asked if the Council were happy in principle to proceed in that manner and revisit and confirm at the September meeting when hopefully the license had been received.

**Resolved:** To approve the request for a wildflower area at Brabazon Way 'hammer heads' in principle and to confirm legal matters relating to the Gardeners Licence at the September Full Council meeting.

161/21

**Coronavirus Roadmap – to consider changes further to the move to Step 4 on Monday 19 July**

**a) To note information for Local Councils from the National Association of Local Councils (NALC) & Government guidance**

Councillor Glover drew Members' attention to reference made in the documentation from NALC that 'Councils should consider reasonable measures they can take to balance the end of social contact restrictions with the ongoing Covid reality', the Chair asked members whether the parish council still wanted to keep some measures in place, notwithstanding that the Government have removed restrictions.

**b) To consider way forward for future council meetings (layout and capacity re covid restrictions, use of zoom, live streaming)**

Several members welcomed going back to normal, others still had reservations at the number of people allowed in the council meeting room at any one time on safety grounds, given that Covid cases were rising locally.

Several Members also welcomed the continued use of Zoom in order for members of the public to continue to engage effectively, whilst others felt it had been cumbersome.

Councillor Patacchiola explained he welcomed the continued use of Zoom for members of the public to engage, but felt a more effective set-up needed to be investigated and suggested the IT Working Group investigate this.

Councillor Baines suggested as the next Full Council meeting was not until September the Council could consider 'normal' meetings from then on.

Councillor Wood suggested Committee meetings might be able to experiment with meetings, as numbers were smaller. Whilst appreciating the current layout was to enable appropriate spacing, he preferred the old set up of everyone around one table, however, recognised this configuration would need to be larger to enable more spacing.

Councillor Holt felt a flexible approach was needed and supported trying out a new layout with committees as they are smaller.

The Clerk explained that currently there were limits to how many people could attend a meeting due to restrictions of a 2m distance between everyone, with only 18 people being allowed in the room, therefore at a Full Council meeting only 3 members of public were allowed in. It was unknown what would happen in the future regarding Covid and restrictions and the Clerk suggested that members left it to the discretion of the officers to lay out the room as they saw fit in September in line with whether cases were rising locally or not, as there would not be the opportunity to ask councillors before the Full Council meeting.

The Clerk explained for new councillors that specialist kit such as microphones and cameras had not been installed in the meeting room as the Council were due to move into the Campus next year and would buy new kit for there, which is why the temporary system of using laptops as cameras and microphones was being used.

**Resolved:** To trial a new meeting room layout around one larger table for committee meetings prior to the Full Council meeting in September.

**c) To consider moving to electronic agenda packs in September**

Councillor Glover explained he was unable to open links. The Clerk explained Members needed to be in Office 365 in order to access papers via links.

The Clerk explained if Zoom was still being used for meetings, Members would still require paper agendas as their laptops would be tied up as cameras and microphones.

Councillor Patacchiola explained he was using the electronic agenda format, but appreciated he was using two screens and offered to share a table if other Members wished to try it out, but felt September was too soon for all to move over to this system at present, but feedback was needed from Members on using electronic agendas in order to move forward.

Councillor Pile sought clarification on whether Members would need two screens in order to participate effectively in meetings via Zoom.

Councillor Glover explained if the Council decided in the future not to use Zoom, this would not be an issue, also, a more appropriate cost-effective solution would hopefully be in use shortly to negate the use of zoom on councillor laptops.

Councillor Pile asked if training would be provided on using an electronic agenda pack, Councillor Glover explained it would be and some training had already been available to which Members had received an invite.

The Clerk explained the various versions of the agenda packs which had been sent out, as part of the trial on electronic agendas, in order to ascertain the most appropriate way forward. Unfortunately, the agenda packs were on occasion too large to be uploaded to the website for members of the public, but this was being looked at and invited feedback from everyone on their preferred option.

Councillor Chivers stated he understood the Council were not going to use electronic agendas.

Councillor Glover clarified the Council had previously voted to use electronic agendas but this was some time ago.

Councillor Chivers stated he would not use an electronic pack. The Clerk reminded Members everyone had signed a document to say they would accept an electronic agenda by email.

Councillor Chivers understood he had said no to this option.

The Clerk understood Councillor Chivers had said yes, with only Councillor Baines expressing a wish for a hard copy of the agenda papers, as well as an electronic version.

Councillor Glover explained there would need to be some 'work arounds' going forward and to make alternative arrangements for some. Councillor Chivers was happy with this suggestion.

**d) To consider if staff to return to work from the office**

Councillor Glover stated the latest Government advice was to start to return to the workplace over the summer, and not to stay working from home. However, it was noted the office had no opening windows in order to open for ventilation, as suggested in guidance by the Government. The Clerk explained at present a door could be left open, but obviously during colder, and more windy weather this would not be an option.

Councillor Chivers asked if staff could work on a rota basis. The Clerk explained officers were currently doing this, with only two officers out of the three in the office at any one time. Councillor Chivers welcomed this information, but expressed concern if only one staff member was in the office at any one time and noted the outside staff were often working alone too.

The Clerk explained lone working risk assessments and procedures were currently in place for both outdoor staff and officers.

Councillor Patacchiola suggested the original Covid Risk Assessment be reviewed, following a change in Government guidance with regard to safety measures, such as improved ventilation and access to fresh air and having undertaken similar reviews of Covid Risk Assessments offered to assist in the review.

Councillor Holt asked if officers were happy to return to the office, even in pairs.

The Clerk clarified officers were currently happy to only have two in the office at a time and stepping out of the office, if need be, to meet with visitors or when contractors were in the building. Officers were also undertaking lateral flow tests twice a week at their own instigation, not at the request of the council.

**Resolved:** To defer this item until a review of the current Covid Risk Assessment has been undertaken.

**e) To consider re-opening the office to the public**

The Clerk explained at present arrangements were being made to meet people outside for meetings.

**Resolved:** To defer this item until a review of the current Covid Risk Assessment has been undertaken.

**f) To consider implications for grass roots sports bookings and latest FA Guidance**

For those new to the Council, the Clerk explained following the previous pavilion being regularly vandalized, the new pavilion had purposely been built with no windows in the changing rooms. It had sky lights to provide natural light but no natural ventilation. Councillor Baines added that the external doors have door closers and so are difficult to hold open.

The Clerk explained officers had been in touch with both the Devizes and Chippenham Leagues, following a change in Government guidance, to seek their advice and following this query the leagues had issued a statement to clubs to keep contact to a minimum and if venues decided not to open changing rooms, they had to respect this.

The Clerk explained changing rooms had been opened for access to toilets and hand washing facilities during Covid, but not everyone had respected this when using the changing rooms and had used for changing and even showers.

Councillor Glover sought a steer from Members how they wished to proceed, suggesting because of the lack of opening windows the

doors were kept in the open position and clubs considered restricting the numbers of people using the changing rooms at any one time.

Debate ensued on whether access to showers should be allowed following a change in guidance.

**Resolved:** To advise the individual football teams to undertake their own risk assessment for their own use of the changing rooms, with a suggestion that consideration be given to leaving changing room doors open for natural ventilation and restricting the numbers of people in the changing rooms at one time.

**162/21 Appointment of Co-opted Members to Committees/Working Parties (Full Council 28 June 2021 (Min 102/21))**

The Clerk explained that Councillor Hoyle had expressed an interest in the current vacancies on the Staffing Committee and Community Resilience Working Group.

The Clerk also sought a further nonmember of the Finance Committee to come in to the office once a quarter to verify bank reconciliations

**Resolved:** For Councillors Hoyle and Russell to be appointed to the following Committees and Working Groups:

**Committees:**

Staffing	Councillor Hoyle
Asset	Councillor Hoyle and Russell

**Working Groups:**

Community Resilience Working Group Councillor Hoyle

Councillor Andy Russell to be one of the two nonmembers of the Finance Committee, along with Councillor Patacchiola who had previously been appointed, to come in to the office once a quarter to verify bank reconciliations.

**163/21 Appointment of Organisation Representatives 2021/22 (Co-opted Members) (Full Council 28 June 2021 (Min 103/21))**

**Resolved:** Councillor Hoyle to be the Council representative on Melksham Chamber and Wiltshire Association of Local Councils (WALC).

164/21

a) **To approve the Minutes of the Full Council Meeting 28 June 2021**

Councillor Baines stated Min 95b/21 needed to be amended to say Councillors Doel and Russell signed their Declarations of Office forms.

Councillor Glover noted with regard to issues in Hornchurch Road (Min 108bi/21), following posts on social media it appeared this situation had improved and PSCOs (Police Community Support Officers) were undertaking regular patrols.

**Resolved:** With the above amendment to approve, and for the Chair to sign, the Full Council minutes of 28 June 2021.

b) **To consider making the Officer/Member Protocol an integral part of the Code of Conduct following professional advice**

Councillor Glover explained at a recent local branch meeting of the Society of Local Council Clerks (SLCC) a council had received a complaint against the Code of Conduct but the complaint could not be upheld. This was because the Officer/Member Protocol was not considered relevant by the Monitoring Officer as it was an appendix to the Code of Conduct, and not part of the actual Code. The council in question had since made the Protocol part of their Code of Conduct. It was noted that the council was in Wiltshire, and so shared the same Monitoring Officer as the parish council.

The Clerk explained Members had consider these documents at the Annual Council meeting in May and approved, however having only just been made aware of this case suggested the Council's Code of Conduct include the Officer/Member Protocol.

**Resolved:** To approve the Officer/Member Protocol being included in the Code of Conduct and re-issued.

165/21

**Planning**

a) **To approve the Minutes of the Planning Committee meetings held on 5 July 2021**

The Clerk explained the recommendation on page 6 should say 'resolved' as the Planning Committee had delegated powers to make their response to the Licensing Department on the new license application for Boomerang.

**Resolved:** To approve with the above amendment and for the Chair to sign the Planning Minutes of 5 July 2021.

**b) To formally approve Planning Committee Recommendations of 5 July 2021.**

There were no recommendations for approval.

**c) To consider holding Planning Committee on 2 August at venue north of the parish**

The Clerk explained as the planning application for 150 dwellings North of Dunch Lane was due to be considered at the Planning meeting on 2 August and would attract public interest, she sought a steer from Members if they wished the Planning meeting to be held at a suitable venue in the north of the Parish.

It was noted the Council had been given an extension to submit their comments on this application.

The Clerk explained those residents who had attended a meeting previously during public engagement, would be contacted and the agenda widely publicised on social media.

**Resolved:** To arrange for the Planning meeting on 2 August to be held at St Barnabas Church, Beanacre

**d) Local Plan Review. To note Cabinet approval for next steps**

Members noted the next steps in the Local Plan Review process.

**e) Neighbourhood Plan. To note Wiltshire Council have taken the decision 'to make' the Joint Neighbourhood Plan which will form part of the Wiltshire Council Development Plan**

Noted.

166/21

**Asset Management (Part 1):**

**a) To approve the Minutes of the Asset Management Committee meeting held on 5 July 2021**

**Resolved:** To approve and for the Chair to sign the Asset Management Committee meeting minutes of 5 July 2021.

**b) To note correspondence from Football League Secretary (as per Min 120d/21**

The Clerk explained with regard to Min 120d/21 that officers were asked to contact the Chippenham & District League to ensure that an 11 aside pitch was not used twice per weekend to accommodate the three adult pitch bookings, which they had confirmed, and therefore work would be undertaken by J H Jones to re-align and mark out the pitches as recommended at the meeting.

**c) To formally approve Asset Management Committee recommendations of 5 July 2021**

The Clerk explained there were a few items from these minutes which needed to be followed up:

***Min 120a/21: To approve quotation to service and replace faulty contact on the control panel (heating and hot water system***

***'Recommendation: The Council accept the quotation of £630 + VAT from the building control specialists to investigate and repair the control panel. Due to the health and safety risk, the Clerk seek approval by the Full Council via email for this quotation so this can be actions as soon as possible.'***

The Clerk explained this work had not gone ahead as there had been no clear consensus via email from Members and sought approval at this meeting.

Councillor Patacchiola explained that in responding to the email request, he felt the cost was largely made up of call out charges and labour charges and as the control panel was already in an area where only authorised personal should be present had suggested if the engineer was having to make a site visit to resolve other issues, this matter could be dealt with then and clarified signage could be put in place in the meantime warning people to isolate the panel fully before opening.

**Resolved:** That the work be carried out in conjunction with other repairs/service that need to be undertaken at the same time.

***Min 120b/21 To consider fire alarm options:***

***'Recommendation: The Clerk seek quotations for a fire risk assessment to be conducted at Bowerhill Sports Pavilion'***

The Clerk explained two quotations had been received of £450 and £180 (from the contractor who undertook the previous risk assessment, hence the low cost as this would be a review) and sought a steer from Members if there could be a two-pronged risk assessment if undertaken by the previous contractor i.e., one for the new site bearing in mind the current situation (manned office) and the new situation next Autumn when the pavilion will be unmanned as the offices would be moving to the Campus.

**Resolved:** To appoint Radcliffe Fire to undertake the Fire Risk Assessment at a cost of £180.

With regard to Min 119b/21: regarding access to the leased play area at St Barnabas Church, Beanacre, Councillor Glover expressed frustration the council were in the position of having to seek legal advice as the council's right of access has been taken away by the Church, who were also asking the Council to pay to provide an alternative access and gateway, without an offer of a contribution.

Councillor Baines stated there was a legal agreement with an access route marked on a map showing the official way of accessing the play area from the Church car park, hence why the Council needed to talk to their solicitors to amend that if that is the wish of the /church authority. It would therefore be appropriate for the church to help provide an alternative access if they are denying the council the legal access already in place.

**Resolved:** To formally approve those recommendations of the Asset Management Committee meeting held on 5 July 2021 not already discussed above.

**d) BMX Track, Methuen Avenue (in the parish). To consider Melksham Town Council's proposal to nominate this facility to be listed as an Asset of Community Value**

As the land with the BMX Track in Methuen Avenue was in the Parish of Melksham Without Simon Day (Economic Development & Planning, Wiltshire Council) had written to the Parish Council following receipt of a nomination from Melksham Town Council for the BMX track at Methuen Avenue to be listed as an Asset of Community Value.

**Resolved:** Whilst recognising the BMX Track meets the definition of a community asset, the Parish Council have no concrete information to offer on the site, but support Melksham Town Council in their endeavours to list it as an Asset of Community Value.

**e) Defibrillator. To consider a donation of a defibrillator (or funding for) for installation within the parish at Bowerhill**

Correspondence had been received from a resident of Bowerhill who had offered to pay for a defibrillator for Bowerhill in memory of her husband.

Councillor Glover sought a steer from Members for an appropriate location as it was understood the original suggested location could not be used due to a lack of electricity supply.

Councillor Patacchiola sought clarification who would be responsible for regular checks and maintenance and noted an electricity supply could be taken from lighting columns with relevant forms being available from Wiltshire Council.

It was clarified the Parish Council would be responsible for regular checks and maintenance.

**Resolved:** The Clerk to ascertain whether there is an opportunity to link in with an electricity supply in Wellington Drive and to also approach Taylor Wimpey to ascertain if there is an appropriate electricity supply for one to be installed on Pathfinder Place.

**f) To note tender process commenced for car park and improved entrance at Shurnhold Fields**

Members noted the tender process for the car park and improved entrance to Shurnhold Fields had commenced.

**g) To consider alternative sites for 2 x picnic tables in storage**

It was noted that of the 3 picnic benches that had been purchased as part of a wider Bowerhill seating project with BRAG and the Area Board, that two of them were still at the council's contractors as their installation at Hornchurch Road Public Open Space had been deferred following concerns of anti-social behaviour. BRAG were therefore seeking alternative sites for these to be located, with suggested sites opposite Tesco, this would need discussions with Selwood Housing, and near the green humps on Falcon Way.

**Resolved:** To seek the relevant permissions from the various landowners and to liaise with nearby residents.

## **h) Bowerhill Sports Field**

### **i) To consider request to use Bowerhill Sports Field for dog training classes**

Correspondence had been received from someone wishing to hold regular dog training classes on Bowerhill Sports Field.

**Resolved:** As the field is used as a sports field, to decline the request.

### **ii) To consider tree report on mature Oak tree and subsequent quotations for work to be undertaken**

Councillor Glover explained since the first inspection it had been noted by one of the contractor's quoting for the subsequent work that the rot within the tree was possibly more substantial than originally thought.

**Resolved:** To defer consideration of the quotations received and to inform the independent Tree Inspector of recent findings and to ascertain if another inspection is required prior to any works taking place.

### **ii) To consider undertaking bat survey on mature Oak tree before tree work takes place**

It was noted that there were several bat boxes in this tree, which were probably installed as part of mitigation when the large warehouse was built adjacent to the tree. Wiltshire Wildlife Trust had been contacted for a quote to undertake a survey, this had not yet been received, but the Clerk asked if this could be approved in principle.

**Resolved:** A bat survey be undertaken on the mature Oak tree before tree work takes place.

*Agenda items 12h(i) & 12h(iv)) were deferred to the end of the meeting as to be held in closed session.*

167/21

**Finance:**

**a) Quarterly Reports for Quarter 1 (April, May, June)**

- i) To note Budget vs Actual**
- ii) To note Bank reconciliation**
- iii) To note VAT reclaim submitted**

Members noted the information contained within the Budget v Actual and Bank Reconciliation reports, as well as noting a VAT reclaim had been submitted.

**b) To note Income/Expenditure reports for June**

Members noted the Income/Expenditure reports for June.

**c) To seek cheque signatories/online authority for July payments**

The Clerk explained as a Full Council meeting was not held in August, she was also seeking two Members to authorise online payments for August also. In addition to the July payment run, were the grant payments to be made which were mainly online but some by cheque.

Councillor Glover explained he was due to be away for part of August.

**Resolved:** For Councillors Glover and Baines to sign cheques and authorise online payments in July and to contact both Members again in August.

**d) To note any requests from residents to exercise their right to inspect accounts**

The Clerk informed the meeting no requests had been received to date.

168/21

**New Berryfield Village Hall project**

**a) To note Public Works Loan application in progress and to receive any update**

The Clerk informed the meeting the loan application had been submitted to the Secretary of State for approval with a deadline of 20 August, which gave a full month before the start date on site to sign the contracts.

- b) To note requirement for Full Council to approve any formal loan to be taken out pending approval of application to proceed; and to consider how to approve during summer break**

The Clerk explained the Full Council had to formally approve the loan when Borrowing Approval request had been returned from the Secretary of State for the period of the loan. Therefore, an extra meeting of the Council may have to be called for this agenda item, and suggested before the Planning meeting on 23 August.

- c) To consider how/when/who to sign contracts with Rigg Construction**

**Resolved:** To give delegated powers to the Clerk and Chair to sign the contract with Rigg Construction at the appropriate time.

- d) To consider electrical/data requirements for security measures such as intruder alarm, fire alarm, mosquito anti-loitering device, CCTV and defibrillator and how/when to integrate into project**

The Clerk explained having recently attended a Fire Warden Training Course that often a breach of a fire wall is when holes had been created for retrofitting wiring for CCTV, alarms etc. Therefore, she wanted to ensure that if not already included, that electrical/data requirements for security measures needed to be added to the building specification prior to building work starting on site; rather than to be retrofitted.

**Resolved:** To arrange a meeting of the Berryfield Village Hall working party with technical support from Councillor Stefano Patacchiola to investigate this, in the meantime for the Clerk to discuss with the contractors.

**POST MEETING:** *Upon further investigating the various tender specification documents, electrical/data requirements for security measures had been included in the original tender specification documentation.*

169/21

**Melksham Campus Project: To note outcome of meeting held on 14 July 2021 regarding electrical review**

Members noted the outcome of the meeting held on 14 July with Wiltshire Council regarding the electrical review of the Council's office/meeting space within the Campus.

**Community projects/partnership organisations:****a) Community Action Whitley & Shaw (CAWs). To note minutes of meeting held on 22 June & 20 July**

Members noted the CAWs minutes of 22 June and 20 July (Included in late papers).

**b) Whitley Community Hub update**

Members noted the update from Whitley Community Hub and welcomed news the café and bike shop were now open; with the plans for the shop on track to open in the same premises shortly.

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

Members noted the minutes of the Melksham Transport User Group meeting held on 17 July 2021.

**d) Wilts & Berks Canal Trust. To note correspondence from Paul Lenaerts, Project Manager**

Correspondence had been received from Paul Lenaerts, Wilts & Berks Canal Trust following a meeting with Melksham Town Council to update their Members on progress of the canal project.

Councillor Glover asked, as there were several new Members, whether the Council also wished to have an update on the Wilts & Berks Canal Project.

**Resolved:** To invite the Wilts & Berks Canal Trust to a future Full Council meeting to update the Council on the canal project.

**e) Best Kept Village Competition. To note report from judges on Beanacre's entry**

Members noted Beanacre had come third in the Best Kept Village competition locally (West Wiltshire category).

**f) Operation Flood Working Group North. To note, notes of meeting held on 19 May & 21 July 2021 and verbal report from the Clerk re Grit audit and PEAs (Parish Emergency Assistance Scheme) 2021-22**

Members noted the notes of the Operational Flood Working Group North meeting held on 19 May, and information regarding the Parish Emergency Assistance Scheme for 2021-2022.

Unfortunately, the minutes of 21 July were not available but would be circulated in due course.

**g) Wiltshire Council's Draft Climate Strategy. To note consultation will take place on this strategy from 1 September for 6 weeks**

Members noted Wiltshire Council were undertaking a 6-week consultation on its draft Climate Strategy.

1711/21

**Asset Management (Part 2)**

*Held in Closed Session*

**a) To note report following Unauthorised Encampment at Bowerhill Sports Field and consider options and quotations for enhanced security measures**

The Clerk explained she had hoped to show CCTV footage of how travellers had accessed the sports field during the evening of 2 July whilst youth football training was taking place and the actions undertaken by Police in order to remove them on 7 July. Given the time it was felt there was not time to show members the footage, but wanted to re-assure Members of the number of Police Officers and vehicles which turned up on the 7 July to remove the travellers.

**b) To note following Unauthorised Encampment at Bowerhill Sports Field and consider options and quotations for enhanced security measures**

After contacting J H Jones, the Council's grass cutting and maintenance contractor, they had made various suggestions on a form of barrier along the edge of sports field, adjacent to the car park, which had been used as access by travellers:

**Large Stones:**

- To supply 5 x large stones – approx size 1.5m x 1.5m x 400mm high
- To position stones where required
- To supply and install 1 x drop down security post

**£1,650.00 + VAT**

- To supply smaller stones approx. size 1m square x 300mm high
- To dig stones into ground leaving approx. 3" above ground
- To supply and install 1 x drop down security post

**£995.00 + VAT**

- To install Oak branches approx. x 7 -150mm – 250mm in diameter, dig hole approx. 2'6" deep, place branches in hole and backfill
- To supply and install 1 x drop down security post

**£850.00 + VAT**

As a decision on works to the Oak tree had been deferred to allow further investigations, the suggestion of using branches cut away from the tree was felt not to be an option to consider.

Councillor Glover clarified the drop down security post would be quite substantial in order to deter the potential for people to try and remove it illegally to gain access to the sports field and felt large stones would be more appropriate and if slightly embedded in the ground would make them harder to remove.

Councillor Patacchiola noted travellers had gained access to the water tap and suggested equipment could be installed to switch off the water remotely if it was being used inappropriately.

**Resolved:**

1. To install approve the quotation of £1,650.00 + VAT from J H Jones to install large stones and to undertake the work as soon as possible.
2. To investigate equipment in order to turn off the outside water supply remotely.

Meeting closed at 10.03pm

Signed.....  
Full Council, 13 September 2021

Date: 05/07/2021

Melksham without Parish Council Current Year

Page: 136

Time: 14:18

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 3

Receipts for Month 3

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>
<b>Balance Brought Fwd :</b>		<b>1,113,729.90</b>					<b>1,113,729.90</b>	
V2213-BACS Banked: 08/06/2021		<b>46.00</b>						
V2213-BACS Staverton United		46.00			1210	210	46.00	Inv.229-Pitch hire 8 May 21
500160 Banked: 24/06/2021		<b>2,338.00</b>						
V2216-CHQ CAWS		2,338.00			4575	142	2,338.00	Donation towards Shaw gym equi
V2245-BACS Banked: 30/06/2021		<b>46.00</b>						
V2245-BACS FC Pilot		46.00			1210	210	46.00	Inv.223- Pitch hire 2nd May 21
<b>Total Receipts for Month</b>		<b>2,430.00</b>	<b>0.00</b>	<b>0.00</b>			<b>2,430.00</b>	
<b>Cashbook Totals</b>		<b>1,116,159.90</b>	<b>0.00</b>	<b>0.00</b>			<b>1,116,159.90</b>	

Continued on Page 137

Payments for Month 3			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>
01/06/2021	Grist Environmental	V2212-DD	47.13		7.86	4770	220	39.27	Inv. 352362-B'hill Waste away
18/06/2021	Eon	V2214-DD	69.42		3.31	4312	220	66.11	Inv.2DA-Pavilion Gas
18/06/2021	Sirus Telecom	V2215-DD	224.82		37.47	4190	120	187.35	Inv.54244- Office phone charge
25/06/2021	Eon	V2217-DD	129.16		6.15	4302	220	123.01	Inv.EF3- Pavilion Electricity
<b>Total Payments for Month</b>			470.53	0.00	54.79			415.74	
<b>Balance Carried Fwd</b>			1,115,689.37						
<b>Cashbook Totals</b>			<u>1,116,159.90</u>	<u>0.00</u>	<u>54.79</u>			<u>1,116,105.11</u>	

Date: 05/07/2021

Melksham without Parish Council Current Year

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Time: 14:18

Cashbook 2

User: MR

Unity Bank

For Month No: 3

Receipts for Month 3

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>
<b>Balance Brought Fwd :</b>		<b>78,425.26</b>					<b>78,425.26</b>	
Banked:		0.00						
			0.00					0.00
<b>Total Receipts for Month</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			<b>0.00</b>	
<b>Cashbook Totals</b>		<b>78,425.26</b>	<b>0.00</b>	<b>0.00</b>			<b>78,425.26</b>	

Continued on Page 113

Payments for Month 3				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
16/06/2021	Unity Trust Bank	V2219-DD	637.22		101.40	4150	120	11.84	Binder clips
						4372	120	7.22	Face masks
						4372	120	90.68	10x extension leads
						4351	120	41.49	Wireless mouse for Cllr laptop
						4150	120	10.97	A4 Batteries
						4372	120	21.64	Hand sanitiser gel
						4150	120	47.98	Envelopes
						4055	130	30.00	Clerk-CILCA Module
						4372	120	29.98	Wipes for meeting
						4150	120	16.80	A4 Paper
						4150	120	16.81	A4 Paper
						4351	120	19.30	Laptop backpack
						4150	120	16.81	A4 Paper
						4150	120	16.81	A4 Paper
						4351	120	9.32	Laptop bag
						4351	120	27.95	3x laptop bags
						4372	120	5.71	Dettol spray for meetings
						4120	120	20.96	Postage-Finance committee
						4175	120	73.09	Office 365 subscription
						4120	120	5.47	Postage-NHP documents
						4200	120	11.99	Meeting subscription
						4140	120	3.00	Monthly fee
18/06/2021	Teresa Strange	V2218-S/O	5.30		0.88	4190	120	4.42	Reimburse for June our of hour
30/06/2021	Unity Trust Bank	V2246-BACS	28.80			4140	120	28.80	Service Charge
<b>Total Payments for Month</b>			671.32	0.00	102.28			569.04	
<b>Balance Carried Fwd</b>			77,753.94						
<b>Cashbook Totals</b>			78,425.26	0.00	102.28			78,322.98	

Date: 05/07/2021

Melksham without Parish Council Current Year

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Time: 14:19

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 3

Receipts for Month 3

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	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Continued on Page 64

## Payments for Month 3

## 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						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		0.00						
	<b>Cashbook Totals</b>		0.00	0.00	0.00			0.00	