

**MINUTES of the Full Council Meeting of Melksham Without  
Parish Council held on Monday 28 June 2021 at 1 Swift Way, Westinghouse  
Way, Bowerhill, Melksham, SN12 6QX at 7.00pm**

**(DUE TO THE ON-GOING COVID 19 PUBLIC HEALTH CRISIS THIS MEETING  
WAS HELD FACE TO FACE WITH MEMBERS OF THE PUBLIC BEING  
ENCOURAGED TO JOIN THE MEETING VIA ZOOM. THE MEETING WAS ALSO  
LIVE STREAMED VIA YOUTUBE FOR MEMBERS OF THE PUBLIC TO WATCH)**

**Present:** Councillors John Glover (Chair of Council), David Pafford (Vice Chair of Council), Alan Baines, Terry Chivers, John Doel (following co-option), Mark Harris, Shona Holt, Andy Russell (following co-option), Robert Shea-Simonds and Richard Wood

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

**In attendance:** Gerald Millward-Oliver and Geoff Mitcham

**Via Zoom:** Wiltshire Councillor Nick Holder (Bowerhill), Wiltshire Councillor Jonathon Seed (Melksham Without West and Rural), Steve Plummer and 2 members of the public.

**93/21 Welcome, Announcements & Housekeeping**

As Chair, Councillor Glover informed those present of the various fire exits in case of an emergency.

**a) To note referendum on Melksham Neighbourhood Plan on Thursday 1 July**

Councillor Glover reminded those present the Neighbourhood Plan Referendum would be taking place later that week.

**94/21 To receive Apologies and consider approval of reasons given**

Apologies were received from Councillor Pile who was unwell and Councillor Patacchiola who had been called into work.

**Resolved:** To approve and accept the reasons for apology for both Councilors Pile and Patacchiola.

**95/21 Co-option of new Members**

**a) To note National Association of Local Councils (NALC) Legal Topic Paper on Elections & Co-option & Extract from Standing Orders**

Members noted the information contained within the Topic Paper and Standing Orders.

**b) To consider applications for co-option of new councillors for 3 vacancies (2 Bowerhill Ward and 1 Beanacre, Shaw, Whitley and Blackmore Ward) and appoint**

Rob Hoyle, Steve Plummer and Andy Russell came forward for co-option for the two vacancies on the Bowerhill Ward. John Doel and Geoff Mitcham came forward for co-option for the one vacancy in the Beanacre, Shaw, Whitley and Blackmore Ward.

Correspondence from all co-optees, explaining their reasoning for wishing to join the Parish Council had been circulated with the agenda packs for Members' information.

Councillor Glover invited those co-optees present, firstly for the Bowerhill Ward, to say a few words about themselves and why they wished to join the Council and reminded Members the method of voting was by a show of hands.

After both Andy Russell who was at the meeting and Steve Plummer who had joined via Zoom had spoken, Members asked both co-optees a few questions.

It was noted Rob Hoyle was hoping to join the meeting, but tendered his apologies due to work commitments.

Following a show of hands, Andy Russell received the majority vote and was duly co-opted to the Bowerhill Ward. For the second vacancy, there was another round of voting with Rob Hoyle and Steve Plummer receiving the same number of nominations each. As there was a tie between two of the co-optees, the Chair used his casting vote for Rob Hoyle.

Therefore, Rob Hoyle was duly co-opted onto the Parish Council for the Bowerhill Ward.

Councillor Glover invited both John Doel and Geoff Mitcham to say a few words about themselves and why they wished to join the Parish Council, following which Members asked a few questions.

Following a show of hands, John Doel received the majority vote and

was duly co-opted onto the Parish Council for the Beanacre, Shaw, Whitley and Blackmore Ward.

The Chair gave his commiserations to those who were not successfully co-opted onto the Council and thanked them for putting themselves forward for co-option and welcomed the newly co-opted Members to the Council.

Councillor Russell and Councillor Doel signed their declaration of office, which was witnessed by the Clerk.

Councillor Glover invited guests to speak at this point and returned to item 3c later in the meeting.

**c) To approve purchase of laptops for co-opted councillors as required**

**Resolved:** To purchase laptops for both Councillors Doel and Russell and for the Clerk to have delegated powers to purchase a laptop for Councillor Hoyle if required.

**96/21 Invited Guests:**

As Councillor Seed was expected at another meeting, he was invited to speak to the meeting first.

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

Councillor Seed explained he had recently met with several members of the Parish Council and discussed a number of issues and was available to help wherever he could.

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

Councillor Holder congratulated the newly co-opted Members and looked forward to working with those representing the Bowerhill Ward in due course.

Councillor Holder explained having 'Called in' the application for 240 houses South of Western Way to be considered at Committee, he had discussed the application with the Planning Officer following comments raised at a recent Melksham Without Planning meeting.

Councillor Holder expressed disappointment at the limited changes made to the revised plans, bearing in mind previous comments made and thanked the Parish Council for their comments and urged those who had previously objected to resubmit their comments for the revised plans, in order the Planning Officer could collate evidence of the objections the community had to this application.

Councillor Holder stated he would inform the Clerk when the application would be considered at Committee.

With regards the 450 houses development East of Melksham, Following various correspondence from residents adjacent to this site, concerned at the impact this development would have on their properties, particularly with regards to drainage, the developers and site engineers had invited him, newly elected Ward Member for the area Councillor Mike Sankey and Councillor Jon Hubbard for a site meeting to discuss the concerns. Unfortunately, Councillor Hubbard was unable to attend the meeting.

Councillor Holder explained during the site visit various technical drawings and specifications regarding drainage had been shared by the developer, they had also been shown the various attenuation ponds to drain the site. Therefore, he was satisfied the remedial work and work recently completed would alleviate the drainage issue and therefore remove the effect of flooding onto the properties which backed on to the development.

Regarding the Melksham A350 by-pass, Councillor Holder explained at a recent Area Board meeting Steve Wilson, Major Projects Highways Engineer had given a presentation on the proposals. Both prior and after the meeting he had spoken to current and former representatives of Bowerhill Residents Action Group (BRAG) who had submitted a number of questions to Steve Wilson, most of which had been answered.

Councillor Holder explained he had been asked to find out the possibility of Steve Wilson coming to a public meeting during this period of non-statutory consultation, but was awaiting confirmation this could take place, given this was a non statutory consultation. Councillor Holder noted if this was a statutory consultation, a public meeting could take place as this would form part of recognised engagement. Once he had received confirmation the meeting could go ahead, he would make arrangements for Bowerhill Village Hall to be booked.

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

Councillor Alford had tendered his apologies as he was attending a Melksham Town Council meeting that evening.

**d) Gerald Millward-Oliver, Townswork Re: Priority for People Consultation**

Gerald Millward-Oliver explained he had been appointed by Melksham Town Council to undertake a Melksham Town 2020-2036

report which had been completed some 18 months ago, which included a review of opportunities, challenges and drivers facing Melksham during the period of the next Local Plan.

The emphasis was looking 15 years ahead rather than looking at problems today and looked at a range of ideas looking at changes, which included drivers for change, such as climate change and changing lives. There were various changes, particularly coming out of Covid such as changes to the high street, the work place and growth of digital material for instance and also changing methods and means of movement in getting around.

Gerald explained the methods and means of movement was about the way people and goods moved around and noted within 9 years, the sale of new cars and vans fuelled entirely by petrol and diesel would be banned with a move to electric vehicles. However, this may not equate to a reduction in vehicles, as people may feel less guilty about driving an electric vehicle.

The aim of the consultation which started two weeks ago and would carry on until the end of July, was to get an understanding of what people do now and how they feel about things and therefore asked questions on how people got around, how they do their shopping, trips etc. and wanted to hear views, not just of Melksham residents, but the Melksham community area and those areas formerly in the community area.

Gerald explained it was hoped to run a couple of workshops in September with invited members of the community, such as those with an interest in highways, specialists, climate change representatives, Wiltshire Council and businesses, as a reasonable cross section of people to talk about everything to do with movement in order to come up with thoughts and ideas and afterwards have public meetings where these ideas could be discussed. At the same time another leaflet would be produced and information available on social media.

Gerald explained some ideas from consultation could be done early on, such as better signage provision to get to places, tree planting to help with climate change for example.

With regards to the A350 by-pass, Gerald explained he was aware of this project with the work done so far with the knowledge of the highways team responsible for the A350 by-pass project. At this stage there was no thought about whether or not a by-pass was relevant, but what might happen if there was or was no by-pass.

Gerald explained the results would be shared in order for people to have a further say and produce more ideas and conversations on how to address drivers for change to do with movement. With regard to

financing, it was hoped funding would be available, if it was felt the issue was good enough to be addressed.

Gerald thanked Members for their time and welcomed any questions.

Councillor Baines asked what the terms of reference were for deciding the areas to be consulted and noted from the leaflet that parishes which had previously been in the community area were included, however, other areas, such as Bromham or Lacock not in the community area were not included, however, these residents had much more of a need to come into Melksham than residents of Poulshot for instance.

Councillor Wood explained there was an issue with 'rat running' from the Eastern side of Melksham in particular through to Lacock by people wishing to access the A350 and felt it important conversations were had with Lacock Parish Council.

Gerald apologised for the omission and agreed these areas should be included and would contact their Parish Councils in due course to ascertain if they would like to take part in the consultation. With regard to the terms of reference these included the original community area, which changed this year and therefore the previous community areas had been included.

Gerald explained whilst a funding application had been submitted to Melksham Area Board to assist with the consultation, this had not been approved and therefore, the Town Council were providing the funding.

**97/21 a) To receive Declarations of Interests**

Councillor Glover asked that those declarations previously made at the Finance meeting on 24 May be accepted and asked for further declarations of interest.

As Chair, Councillor Glover declared an interest in item Min 91/21 Chairs Allowance, discussed at the Finance Meeting on 14 June 2021 (Min 91/21).

The Clerk explained, there was some discussion with St Barnabas Church, Beanacre (Asset Minutes - 7 June Min 63/21) on work there and was aware her husband might be quoting for some related fencing

work, therefore, in order to be transparent, whilst having no voting rights, declared an interest.

The Clerk asked if the Chair could go back to item 3c regarding the purchase of laptops, as this had not been discussed.

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

None.

**98/21 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 18c & 18f) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

Councillor Glover, as Chair explained when it came to discussing Berryfield Village Hall, there was a possibility that some aspects may not be discussed in the public domain for confidentiality reasons, however, matters relating to the winner bidder could be discussed.

**99/21 Public Participation**

Two members of public present via Zoom stated they did not wish to speak to an item, but were present to observe the meeting.

**100/21 Code of Conduct – To adopt the Code of Conduct deferred from Annual Council Meeting held on 17 May 2021 (Min 08/21)**

At the Annual Council meeting, Councillor Holt had agreed to liaise with the Clerk on revising the Code of Conduct into a more user-friendly version, which had been circulated within the agenda papers.

**Unanimously Resolved:** To accept and adopt the Code of Conduct as presented.

**101/21 Parish Council Objectives**

**a) To note objectives for 2021/22 and longer term priorities (4 years) as approved at Annual Council on 17 May 2021**

At the Annual Council meeting on 17 May 2021 the objectives for 2021/22 had been set, and the priorities for the new 4-year term of

office. The Officers had provided a document with them listed for councillors, which was also displayed on the council website.

**b) To note Melksham Community Area Joint Needs Assessment (2020) (Colour Version)**

Note.

**102/21 Appointment of Co-opted Members to Committees/ Working Parties**

Councillor Baines proposed Councillor Doel join the Finance Committee, which was seconded by Councillor Wood.

As newly Co-opted Councillor Hoyle was not in attendance, it was:

**Resolved:** Councillor Doel be appointed to the Finance Committee and for the other Committee/Working Party Members to be considered at the next Full Council meeting.

**103/21 Appointment of Organisation Representatives 2021/22 (Co-opted Members)**

The Clerk explained Councillor Harris had put himself forward as the Bowerhill Village Hall Trust representative. However, the Village Hall Trust had asked for another Parish Council representative as Councillor Harris was already a member of the group.

**Resolved:** To appoint Co-opted Members to the following Organisations:

Age Friendly	Councillor Doel
Air Training Corps (ATC)	Councillor Russell
Bowerhill Village Hall Trust	Councillor Russell
Climate Change	Councillor Doel

**104/21 To approve dates of meetings for 2021/22 (deferred from Annual Council meeting on 17 May 2021 (Min 17/21))**

The Clerk explained at the Full Council meeting in April, Members had asked for three meeting schedule options in order not to clash with Melksham Town Council Full Council meetings for approval at the Annual Council meeting in May. At the Annual Council meeting it was agreed to defer a decision, as Melksham Town Council, who also had their Annual Council meeting that evening would be discussing their meeting schedule and could potentially proposed changes.

The Clerk informed the meeting the Town Council were also considering their meeting schedule that evening.

The following options had been put forward:



Option One: Schedule using Monday evenings  
Option Two: Schedule using Monday evenings but avoiding clash with Melksham Town Council full council meetings (revised)  
Option Three: As option One, but on a Tuesday evening

**Resolved:** To continue with Option One, having meetings on Monday evenings and to re-issue the meeting schedule.

**105/21 To approve the Minutes of the Annual Council meeting held on 17 May 2021**

Councillor Holt asked when the annual JSA (Joint Strategic Assessment) event would be taking place.  
The Clerk agreed to investigate if and when this would be taking place this year.

Councillor Pafford asked for an update on the Clerk's CiLCA course which she had recently attended in order to obtain an outstanding element. The Clerk explained she had attended the course and would be submitting her report in due course, in order the Council could qualify for the General Power of Competence and would put on the Full Council agenda when completed.

**Resolved:** To approve and for the Chair to sign the Annual Council minutes of 17 May 2021.

**106/21 To approve the Minutes of the Annual Parish meeting held on 26 May 2021**

Councillor Glover explained the minutes circulated included the minutes only and not the appendices, as these were included in the Annual Parish booklet for members' information.

**Resolved:** To approve the minutes of the Annual Parish Meeting held on 26 May 2021 and for the Chair to sign (including the appendices of the various reports).

**107/21 Planning:**

**a) To approve the Minutes of the Planning Committee meetings held on 24 May 2021 and 14 June 2021**

With regard to the Planning minutes of 14 June 2021, Councillor Baines asked for a slight amendment to the wording of the proposed road closure on the A365 between Beanacre Road junction and

George Ward Gardens under Min 73/21 (Welcome, Announcements & House Keeping).

**Resolved:** To approve and for the Chair to sign the Planning minutes of 24 May and 14 June (following amendment).

**b) To formally approve Planning Committee Recommendations of 24 May 2021 and 14 June 2021**

Whilst not included in these minutes, Councillor Chivers asked if there was an update on the removal of the container at the former Peacock Pub, following the outcome of the recent appeal.

With regards to the developer meeting as noted in the Planning minutes of 14 June 2021, the Chair explained a meeting had been arranged for 10.00am on 7 July and would be in person and recorded on Zoom for those who could not attend.

**Resolved:** To approve the recommendations contained within the Planning minutes of 24 May and 14 June.

**108/21 Asset Management:**

**a) To approve the Minutes of the Asset Management Committee meeting held on 7 June 2021**

The Clerk explained the confidential notes relating to Min 63b/21 of these minutes had been circulated at the meeting on pink paper and would be collected in at the end of the meeting as per Standing Orders.

**Resolved:** To approve and for the Chair to sign the Minutes and Confidential Notes relating to Min 63b/21 (To Approve which Staff to

Undertake the ROSPA Play Area Inspection Course and Exam) of the Asset Management Committee meeting held on 7 June 2021.

**b) To formally approve Asset Management Committee Recommendations of 7 June 2021**

It was noted the following recommendations were listed separately on the agenda for approval:

- Hornchurch Road Play Area and Public Open Space (Min 61a/21)
- Bowerhill Sports Field (Min 64a/21)
- Catering Request at Bowerhill Sports Field (Min 64/21)

Min 63e: Access to leased Play Area St Barnabas Church, Beanacre

Councillor Glover explained the Clerk had recommended a site visit as the Church had suggested a new gate be put in and associated with this were improvements to the disabled access. It was unclear whether the Church would be paying for the new gate or the Parish Council. As the Parish Council had a legal agreement for an access route, it was understood therefore that the gate belonged to the Church and not the Parish Council.

It was also noted if the contractors were unable to access the play area to maintain it, the play area would need to be closed for safety reasons, which was a recommendation of the Committee.

Min 64/21: Requests from Football Organisations to book the QEII Bowerhill sports field

The Clerk asked if the recommendation not to take on any other bookings or requests for additional pitches from existing organisations due to the condition of the pitches be delegated to the Asset Committee for consideration at their meeting on 5 July, as discussion had been held with the contractor and pitch users who had come up with potential solutions.

**Resolved:**

1. To give delegated powers to the Asset Management Committee on 5 July to make a decision.
2. To approve those recommendations (not listed separately for approval at this meeting) of the Asset Management meeting on 7 June 2021.

**i) Hornchurch Road Play Area and Public Open Space. To consider further correspondence from residents & PCSO report as per Min 61a/21**

Copies of correspondence from two residents of Bowerhill living near to Hornchurch Road Play Area concerned at anti-social behaviour at this location and previously circulated with the Asset Management agenda papers had been circulated with the papers for this meeting for Members' information; along with the PCSO's report.

Councillor Wood noted Members of the Asset Committee had recommended a reversal of a previous decision not to investigate the use of CCTV in the parish (Min 61b/21) and therefore needed a reason why this decision had been reversed given it was within 6 months of the previous decision.

Councillor Glover explained following comments made by members of the public at the meeting of incidents of anti-social behaviour at Hornchurch Road Play area and concerns at anti-social behaviour at the picnic area near the canal (albeit it was not clear if this was an accident or deliberate), the committee had made a recommendation to investigate with Melksham Town Council the costs involved in installing and running CCTV in various parts of the parish as a potential solution.

Councillor Glover reminded Members the Council had previously received a report from the Police which showed the number of incidences of anti-social behaviour in the parish did not warrant the proposal of CCTV in all areas. With the advent of additional anti-social behaviour in the town and to a lesser extent in Hornchurch Road Play Area, this caused the Committee to re-look at their decision.

The Clerk explained a CCTV Working Group had been appointed at a recent Area Board meeting, which was in addition to the Town Council CCTV Working Group, which the Parish Council had been invited to join, even though the Parish Council did not want to contribute to it financially.

Councillor Holt stated following the Area Board forming their own CCTV Working Party, fully supported the Parish Council investigating CCTV in its own right, but to keep a watching eye on the brief and perhaps join the Town Council in the future to keep options open.

**Resolved:** To keep a watching brief on the Area Board CCTV working group and to join the Town Council Working Group in the future.

**ii) Bowerhill Sports Field. To consider capacity for next season. As per Min 64a/21**

The Clerk explained she proposed an Asset Management meeting take place on 5 July following a site visit, to be followed by a Planning Committee meeting the same evening. The timetable was as follows:

6.30pm:	Site visit of Bowerhill Sports field.
7.00pm:	Asset Management meeting to consider the capacity of the field for next season bookings.
8.00pm	Planning Meeting

The proposed Staffing Committee meeting for 5 July be moved to a later date to enable the Clerk to undertake staff appraisals.

**iii) To note clarification on Catering Van request at Bowerhill Sports Field as per Min 64I/21**

At the Asset Management meeting on 7 June, Members had refused this request.

The person wishing to have a catering van at Bowerhill Sports field had listened to the meeting via YouTube and had written back to clarify a few points raised at the meeting.

They explained they would not be looking for a full-time pitch to trade, but rather when children were attending football training and parts of the weekend depending on what was taking place on the sports field, but did not intend to clash with others providing refreshments for the various clubs, especially if they were fund raising.

They had also enquired with Licensing whether a street trading consent would be required and had been advised if the land was not owned by Wiltshire Council they would not need one, as long as the trailer was position at least 10m away from the highway. However, they did need to register with Wiltshire Council as a food business and would need permission to trade from the land owner.

Members noted the information contained within the correspondence.

**iv) To note action taking repairing cold water pumps in Pavilion under delegated powers**

The Clerk explained the repair to the cold-water pump had been done under delegated powers. However, the cost

amounted to £528, which was £28 over her delegated powers. After speaking to the Chair and Vice Chair of the Council they had approved the repairs going ahead, given the health and safety risk as people could not wash their hands or flush toilets.

The Clerk explained regarding Min 64n/21 recommendation within these minutes, regarding bin emptying with a request a price comparison be undertaken, this had been done, stating if the contractor empties bins on the same day, there would be no extra charge and therefore, with this proviso will obtain larger bins.

**109/21 Finance:**

**a) To approve the minutes of the Finance Committee Meetings held On 24 May 2021 and 14 June 2021**

The Clerk asked if Min 92b of the 14 June 2021 could be amended to read 'In line with Standing Order 3d this agenda item was held in **closed session**' instead of **in committee**.

The Clerk explained the minutes of 14 June 2021, published online as part of the agenda pack had the name of the recommended contractor for the Berryfield Hall project redacted however, now the Finance minutes had been approved the minutes would be unredacted for the Chair to sign and be published on the council's website.

**Resolved:** To approve the minutes and for the Chair to sign the minutes of the Finance Committee meetings held on 24 May 2021 and 14 June 2021 (with the above amendment).

**b) To formally approve Finance Committee Recommendations of 24 May 2021 and 14 June 2021 (excluding Min 92/21b & c as separate agenda items 18e & f)**

Finance Committee Minutes of 24 May 2021:

The Clerk informed the meeting with regard to Min 46b/21: To consider which assets to insure and which to cover by Earmarked Reserves, she had received a response from the Council's insurers; if items were in close proximity of each other, would these be classed as a group of items under insurance purposes.

The insurers had written back to say the policy excess applicable to loss and damage claims applied to any one insured event and not per asset and stated if several benches were sited close together and some or all are stolen or vandalized in one incident on the same day, only one excess would apply to the overall claim. However, if the benches were individually stolen or damaged on different occasions a

separate excess would apply to each incident.

**Resolved:** To formally approve the recommendations of 24 May 2021 (excluding those grant requests with outstanding information, as listed as separate agenda item).

Finance Committee minutes 14 June 2021:

With regard to the recommendation relating to Min 91/21: To consider the Chairman's Allowance for 2021/22; Councillor Glover handed over the Chair to Councillor Pafford.

Councillor Pafford reminded Members the recommendation was that the Chair's Allowance stay at the current rate until Wiltshire Council had set their members allowance increase and amend the allowance to reflect this increase.

The Clerk informed the meeting this information had not been received. Therefore, Councillor Pafford stated the recommendation still stood until the information had been received.

Councillor Glover re-took the Chair.

Councillor Shea-Simonds informed the meeting with regard to Min 90c/21: To consider Effectiveness of Internal Control, he had visited the office earlier that day to undertake spot checks of the Council's income and confirmed robust controls were in place.

**Resolved:** To formally approve the recommendations of the Finance Committee meeting held on 14 June 2021 (excluding Min 92/21b & c as separate agenda items 18e & f)

**i) To review additional information sought for grant applications as per Min 53/21 (24 May 2021)**

At the meeting it had been agreed that grant amounts be reserved, pending clarification or requests for accounts.

- Girlguiding: Request withdrawn
- FOF FC: Awaiting financial report.
- Read Easy: Balance sheet now submitted and grant recommended therefore for authorisation.

**Resolved:** To approve the recommended grant amount to Read Easy.

**ii) Grant application from Beanacre Community Group. To note correspondence from the Group and the Diocese of Salisbury as per Min 53/21 (24 May 2021)**

Councillor Glover explained further correspondence had been received from Beanacre Community Group but this did not alter the situation, in that the Parish Council are unable to fund church property and a Land Registry search had confirmed that the field in question was owned by the Diocese of Salisbury.

**Resolved:** To approve all remaining recommendations of the Finance Committee Meeting of 24 May.

**c) To note Internal Auditor's final report for year ending 31 March 2021**

The Clerk explained the Internal Auditor had observed earlier in the year the Council had to ensure bank reconciliations were signed once lockdown restrictions were eased. The Clerk explained these had since been done by Councillor Baines and had been submitted to the Internal Auditor.

**Resolved:** To note the final Internal Audit report prepared by IAC Audit & Consultancy Ltd for year ending 31 March 2021.

**d) To consider, approve and sign Section 1 of External Audit Annual Return for year ending 31 March 2021 (Governance Statement)**

Councillor Glover, as Chair, read out all the questions in Section 1 separately and the members answered 'Yes' to questions 1, 2, 3, 4, 5, 6, 7 and 8 of the Section 1 Governance Statement of the Annual Return and noted that question 9 did not apply.

The Finance Committee had reviewed all the supplementary information with regard to requirements under each question and could confirm the Parish Council had met all these.

**Resolved:** Section 1 (Governance Statement) of the External Audit Annual Return for year ending 31 March 2021 be approved and signed by the Chair and Clerk.

**e) To approve and sign Section 2 of External Audit Annual Return for year ending March 2021 (Accounts Statement)**

The Clerk explained as Responsible Finance Officer (RFO) she had to sign Section 2 prior to being approved by Members. The Finance Committee on 14 June had looked at all the detail and recommended they be approved by the Full Council.



**Resolved:** Section 2 (Accounts Statement) of the External Audit Annual Return for Year ending 31 March 2021 be approved and signed by the Chair, having already been signed by the Clerk.

**f) To approve and sign Year End Accounts & Statement for year ending 31 March 2021**

The Clerk explained the Finance Committee on 14 June 2021 had looked through these figures and were happy that these be approved and signed.

**Resolved:** To approve the Year End Accounts & Statement for Year ending 31 March 2021 and for the Clerk as RFO and the Chair to sign.

**g) To note Income/Expenditure reports for May**

Councillor Glover explained there was a discrepancy between this and another document received as part of the agenda papers. £136,540 was shown on one document but not the other one because it had received after 31 March hence why not shown on the year-end figures.

The Clerk reminded Members when looking at Berryfield Village Hall figures in reserves and statement of account these were as at 31 March 2021; and did not reflect the current situation.

£136,450 had been received in May 2021 which was the 25% of the £500,000 which was coming as part of the Section 106 Agreement for Berryfield Village Hall and was index linked and therefore £136,450 had been received and was now deposited in the bank.

**h) To seek cheque signatories/online authority for June payments**

The Clerk explained one of the payments was to Councillor Glover regarding his Chair's allowance, therefore he would not be able to volunteer, which left Councillors Baines and Wood.

The Clerk explained in order to be added to the Council's bank account, Councillors Holt and Pafford, as new Members of the Finance Committee needed to sign the Bank Mandate this evening, with Councillor Shea-Simonds having already signed the bank mandate.

The Clerk also needed two of the three Members who were already bank signatories to sign the Bank Mandate to approve the addition of the new signatories.

It was noted Councillor John Doel having been co-opted earlier in the evening would also need to sign the Bank Mandate form.

**Resolved:**

1. To appoint Councillors Baines and Wood as cheque signatories and to authorise on-line payments for June.
2. To approve Councillors Doel be added to the bank mandates in order to be able to sign cheques and authorise online payments.

**110/21 New Berryfield Village Hall project**

**a) To note consultation responses to proposals by the Parish Council to possibly apply for a Public Works Loan**

Councillor Glover explained two responses had been received supporting the Council's proposal to possibly apply for a Public Works Loan and one against the hall project.

The Clerk explained information regarding the Council's proposals had been widely advertised in the Melksham News, which is delivered for free to 13,500 households in Melksham and Melksham Without and had also been advertised on social media across the whole parish, including Bowood View and Berryfield groups. Councillor Wood had also delivered leaflets outlining the proposal to every household in Bowood View as they were not yet receiving the Melksham News until the housing development was complete. It was noted the Melksham News was also available to collect from a couple of local stores, with a digital version available online.

Councillor Chivers expressed disappointment at the number of people who had responded to the consultation.

Councillor Holt felt if people were not inclined to respond, it was usually because they were happy with a proposal.

Councillor Wood stated having talked to most people of Bowood View in particular, they were universally in support of the new village hall.

**b) To note response from Katie Fielding, WALC re public works loan applications**

Members noted the advice received from Katie Fielding, County Officer, Wiltshire Associate of Local Councils (WALC), after the Clerk had contacted her seeking advice on the possibility of the Council applying for a Public Works Loan.

**c) To note response from solicitors re land transfer**

Members noted the correspondence received from Roger Taylor, Wellers Hedley, the Council's Solicitors stating he was in direct communication with the Bellway Homes' Solicitors regarding the

transfer of the land for the village hall, as well as the small piece of land adjacent to the hall for use as a patio and access across Bellway land to connect to services. He was satisfied that progress was being made on this matter.

The Clerk explained if the Council were proceeding with the option of a Letter of Intent for the building contract, there was still time to get the land transfer finalised before the Council accepted the full contract.

**d) To note correspondence from professional services re staged payments and draft letter of intent**

Members noted the information contained within correspondence received from professional services regarding staged payments and the draft Letter of Intent. In addition, the proposed Letter of Intent meant the Parish Council were not committing to the final contract amount, before a Public Works Loan was approved and in place, but just to the cost of materials ordered etc. to a maximum value of £200,000. This avenue allowed for the tender price that expired on 30 June 2021 to be taken advantage of, as there was mounting concerns of rising costs and shortage of materials in the wider building trade.

**e) To approve application for public works loan including amount and timescale**

The Clerk explained Members had been provided with information from the Public Works Loan Body on loans to Parish/Town and Community Councils, which included information on interest rates, types of loan, method of payment, loan repayment periods, fees and early repayments.

Also within the agenda papers was a copy of the Earmarked Reserves Analysis which included total costs of the Berryfield Village Hall project, which would be submitted with the Public Works Loan if approved.

The Clerk explained that having met with the Chair earlier in the day, a few changes had been made to the project costs document relating to this project as previously submitted to the Finance Committee on 14 June, as follows:

Additional Contingency (as recommended by Cost Consultants)	£10,000
Public Work Loan interest (an example say £50k for 10 years at £5k per year (£500k at 1%))	£50,000
Additional items not in contract, such as CCTV, mosquito, alarm system, furniture, defib, fire extinguishers	£50,000*
Initial grant to Management Committee for cash flow for utilities, insurance etc.	£4,500

\*Will likely cost more, but user groups and the hall committee will be eligible for grant funding such as via the Area Board.

With regard to the interest figure, the Clerk explained this had been included as an example, as when applying for the loan, it was useful to show that Members understood the level of interest which may need to be paid during the period of the loan.

The Clerk explained therefore, the total cost of the project would be £888,338.18 if the Council went with the recommended contractor and noted the total spend to date on this project was £33,847.86.

The Clerk explained the Council had project income coming in of £888,506.00 as follows:

CIL** from Bowood View	£107,000 (Received)
25% of £500,000 from Bellway Homes S106 (76 <sup>th</sup> occupation)	£136,450 (Received)
CIL from Pathfinder Place (moved to this reserve)	£150,000 (Received)

\*\*Community Infrastructure Levy

The Clerk explained the Council would receive 75% of £500,000 (estimated to be £400,000 (£375,000 index linked)) from Bellway Homes' Section 106 Agreement on 112<sup>th</sup> occupation and it was understood from Councillor Wood as at 11 June, 93 homes were currently occupied. However, it was unclear when the CIL of approximately £95,000 (three staged payments) would be received from the development adjacent to this site which had recently been given approval. Therefore, there was a shortfall of £495,000 to undertake this project.

### **SUMMARY FROM PROJECT COSTING DOCUMENT:**

Total **cost** of Berryfield Village Hall Project

Amount of recommended building contract	£721,296	Remove signage element of £1,500 for public art contract
Professional fees/Local Authority Fees (as per Project Manager)	£48,577	
VAT Advice	£600	
Legal Fees	£2,500	

Tender adverts in local press	£281	
Public Works Loan advert in Melksham News	£495	
Public Works Loan advert printing for hand delivery	£35	
Additional Contingency as recommended by Cost Consultant	£10,000	
Public Works Loan Interest, say £50k for 10 years at £5k per year (£500k at 1%)	£50,000	
Additional items not in contract such as CCTV, mosquito anti-loitering device, alarm system, furniture, defibrillator, fire prevention/detection	£50,000	Could be higher cost but Hall management committee will be eligible for grant funding
Initial grant to Management Committee for cash flow for utilities, insurance etc.	£4,500	In line with annual grant to other village halls in the parish
<b>TOTAL COST</b>	<b>£888,338</b>	

Total income/funding for Berryfield Village Hall Project

	<b>Actual Income</b>	<b>Anticipated Income</b>	
CIL (Community Infrastructure Levy) from Bowood View development	£107,056		Received
25% of £500,000 from Bellway Homes s106 legal agreement, at 76 <sup>th</sup> dwelling	£136,450		Received April 21 so not showing in Reserves

occupation (index linked)			at year end 31/3/21
75% of £500,000 from Bellway Homes s106 legal agreement, at 112 <sup>th</sup> dwelling occupation (index linked)		£400,000	Estimated as £375,000 index linked
CIL from Pathfinder Place development	£150,000		Received
CIL from new application for 144 houses adjacent to Bowood View		£95,000	In staged payments, not yet received Reserved Matters approval but have to start on site one year from decision notice anticipated shortly (approved at Strategic Committee 27/1/21)
<b>TOTAL ACTUAL INCOME</b>	<b>£393,506</b>		
<b>TOTAL ANTICIPATED INCOME</b>		<b>£495,000</b>	Shortfall to make up with Public Works Loan for cashflow reasons

**TOTAL INCOME**  
**TOTAL COST**

**£888,506**  
**£888,338**

As Chair, Councillor Glover sought approval from Members that the Council sought a Public Works Loan of £495,000.

Councillor Pafford sought clarification on the planning approval for the adjacent site, which would see approximately £95,000 CIL, as he understood the developers had a year to start building, which was different to usual planning permissions.

The Clerk explained the application had received approval at a Strategic Planning Committee meeting on 27 January 2021 but had not yet received its Decision Notice until the Section 106 Agreement had been agreed. Therefore, was seeking clarification as to whether the year started from approval or when the Decision Notice was issued, however, suspected it would be from when the Decision Notice was issued.

The Clerk explained this application had gained approval during a period of a lack of 5-year land supply and therefore at the decision stage the Strategic Planning Committee had said in order to help with the lack of 5-year land supply, the development would need to start within a year.

Councillor Glover explained a 'Letter of Intent' gave the contractor ability to buy forward and retain the contract price offered to the Council, as without this, the cost would increase with regard to building materials and therefore the Council would be seeking a larger Public Works Loan, and significantly longer lead times.

The Clerk explained interest rates were published twice a day and moved between 1-2%, depending on the amount of the loan and whether it was fixed and suggested that any loan sought by the Council could be at a fixed rate to allow for better visibility of budget planning. Members had copies of that day's interest rates and looked at a variety of scenarios of differing timescales etc.

Councillor Wood sought clarification on whether the loan could be paid back earlier. The Clerk explained there were penalties if the Council wished to make early repayment and would not be able to repay the loan within two years of receiving it.

Following debate it was:

**Resolved:** The Council seek a Public Works Loan of £495,000 over 5 years at a fixed rate.

**f) To approve acceptance of tender for build of new village hall pending funding in place and letter of intent to be sent**

Councillor Glover announced Rigg Construction Southern Ltd met all the criteria set within the tender and were also the most cost effective tender.

Councillor Glover stated Rigg Construction had been approached in respect of the Council not being in a position to sign a full contract at this stage, until all their funding was in place, and they had stated they were willing to move forward with a Letter of Intent. This allowed the Council to retain their existing tender price, however, this did commit the Council to pay for the construction materials the contractor would have to pre order.

The Clerk explained there was up to a maximum charge of £200,000 if the contract did not go ahead before 20 September 2021, with a completion date of May 2022.

The Clerk asked if the Council were happy with the recommendation of the Finance Committee of 14 June 2021 that the Council transfer £1,500 written into the tender document for signage, over to the artwork contract with artist Kerry Lemon. Therefore, the Letter of Intent would be for that amount. Martin Pickard the QS would be drawing up an amendment to the contract to reflect this.

**Unanimously Resolved:**

1. To appoint Rigg Construction (Southern) Ltd to construct the new village hall at Berryfield, with a Letter of Intent to be sent before 30 June 2021 for £719,796.18 (excluding VAT) to hold the tender contract price before the Public Works Loan approval is received.
2. To transfer the signage package of £1,500 (excluding VAT) from the main building contract, to a separate contract with the public art artist Kerry Lemon.

**111/21 Highways:**

**a) A350 Melksham By-pass:**

**i) To note announcement from Wiltshire Council Cabinet agreeing next steps for the proposed A350 Melksham By-pass and launch at Melksham Area Board (23 June)**

Members noted Wiltshire Council had announced the project can move to the next stage of a second non-statutory consultation and engagement exercise on a shortlist of options with a focus of the short list of 10c, the long route to the East of the town and various alignments at the northern end of the proposed by-pass.

Councillor Glover asked if Members wished to consider the various documents at the next full council meeting or at a separate one agenda item meeting.

Councillor Baines explained he had various concerns regarding the alignment at Lower Woodrow, Redstocks and severance of



various Rights of Way, as well as the route south of Bowerhill and felt a meeting with the Wiltshire Council Officer responsible for the project needed to take place in order to understand what mitigation measures were being considered and to ask various technical questions in order to understand what was being proposed prior to holding a public meeting and respond to the consultation.

It was noted whilst an A350 bypass had been muted for quite some time, residents would be divided on the proposals, given those in Beanacre would probably welcome the proposals, whereas others in the parish may not. Therefore, the Council needed to make sure appropriate mitigation was in place to alleviate the impact on the various communities along its route.

The Clerk explained she had investigated availability of Bowerhill Village Hall and noted Covid restrictions were due to be lifted on 19 July, therefore a meeting after that date would be appropriate. Whilst a Full Council meeting was due to take place on 19 July, given responses to the consultation needed to be submitted by 8 August, this date could be changed in order to fit in public consultations if necessary.

**Resolved:**

1. To arrange a closed meeting with the Wiltshire Council Officer responsible for the project in the first instance.
2. To provisionally book Bowerhill Village Hall on 21 July to discuss the alignment of the A350 by-pass and to give delegated powers to the Clerk to arrange an alternative date if necessary.

Councillor Holt tendered her apologies for this meeting, due to a prior commitment.

3. To arrange another meeting in the North of the parish, such as Shaw Village Hall.
4. To arrange a Full Council meeting on 26 July to discuss this item.

**ii) Update following Cabinet Meeting on 1 June 2021**

Councillor Baines had attended the meeting on 1 June to address Cabinet on their discussions regarding the A350 and drew their attention to the Highways Officer's report which had concluded an alignment to the East of Melksham and Bowerhill was the only logical solution, meaning a majority of the route would be in the parish of Melksham Without and stated the Parish Council wished

to engage in the process of choosing the optimum alignment.

At the meeting, Council Baines had also stated that whilst it had been acknowledged that there could be alternative alignments to be examined at the Northern end, a similar examination at the Southern end was not mentioned, there had also been no evaluation of the advantages, disadvantages, mitigation measures needed or the cost and value of any alternatives between the crossing of the A365 and Littleton roundabout and felt some consideration of alternative alignments at the Southern end was needed. There had also been no evaluation of any benefit of alignments which separate the A350 through traffic from the local Melksham - Trowbridge traffic, which would obviate the need for dualling any part of the existing road.

At the meeting Councillor Baines also stated there had been a long-held desire to relieve the High Street of Seend village of A361 through traffic and an improved alignment between the A365 and Littleton roundabout would address this.

Councillor Baines further stated at the meeting that Melksham Without Parish Council would urge that a full evaluation of all possible different alignments at the Southern end of the scheme be conducted to ensure the best eventual outcome is achieved in all respects.

Councillor Baines stated unfortunately he had not received answers or promises to his questions, but hoped the various points would be addressed in the next consultation.

**b) To consider submitting suggestions for improved enhanced bus services in Wiltshire**

Both Councillors Chivers and Baines felt the evening bus service between Trowbridge-Melksham-Chippenham (former 234/X34) should be reinstated as it was well used.

Councillor Chivers felt the No 69 route between Bradford-on-Avon-Melksham-Whitley and Corsham should be reinstated as this was very popular, particularly with the elderly residents of Whitley.

Councillor Glover informed the meeting, the Council had previously supported the comments made by the Transport User Group in response to the 'Bus Back Better' consultation.

The Clerk explained in late papers was an update from the Melksham Transport User Group on bus services since responding to the consultation in March.

**Resolved:** To forward the following suggestions as part of the consultation:

- To reinstate the evening bus services between Chippenham, Melksham and Trowbridge.
- To reinstate the No 69 local bus service (Bradford on Avon-Melksham-Whitley-Corsham).
- To support comments made by the Melksham Transport User Group regarding this consultation.

**c) Cleveland Bridge, Bath. To note campaign by Bath MP, Wera Hobhouse to seek permanent closure of Cleveland Bridge to HGVs and consider next steps**

Councillor Glover felt Wera Hobhouse MP should be advised Wiltshire would need mitigation in place, especially Melksham, if Cleveland Bridge was to be closed permanently to HGVs.

It was noted Michelle Donelan MP was making representation to Wera Hobhouse MP to this regard.

**Resolved:** To write to Michelle Donelan MP supporting her endeavours on this matter and to send a copy to Councillor Dr McClennan, Cabinet Member for Transport.

**112/21 The Queen's Green Canopy "Plant a Tree for the Jubilee. To consider taking part in this project**

Councillor Glover sought suitable locations for a wood in the Melksham Without Parish Council area to celebrate the Queen's Platinum Jubilee in 2022.

Councillor Chivers asked if any trees were planted, bird and bat boxes be installed to encourage wildlife.

It was suggested, if it was difficult to come up with areas large enough in the parish for a wooded area, that individual trees could be planted instead to mark the Queens Platinum Jubilee.

Councillor Glover asked if individual trees were planted, appropriate supports were provided to protect against potential vandalism.

**Resolved:**

1. To explore the possibility with Bellway of a small wooded area at Bowood View near to the treatment works to provide a more substantial screen between it and Bowood View.
2. To consider planting a substantial mature tree, with appropriate supports to protect it from vandals, at QEII Diamond Jubilee Field and

Shaw Playing Field and the small piece of land where old Berryfield Land and the new Berryfield Lane meet and to look at the possibility of one in Beanacre.

3. Bat and bird boxes be considered as part of the Council's green agenda.

**113/21 Boundary Commission. To consider a Response to their proposals for New Parliamentary Constituency Boundaries in the South West, which sees Melksham placed in a new constituency called Melksham & Devizes. Consultation period 8 June-2 August**

Members welcomed the fact Melksham was included in the constituency name and noted the various other towns which would be included in this new constituency, such as Corsham and Bradford on Avon.

**Resolved:** To write to the Boundary Commission welcoming the proposals in general terms.

**114/21 Community projects/partnership organisations:**

**a) Melksham Campus Project:**

**i) Update from Melksham Area Board & latest newsletter**

Members noted the information contained within the update from the Area Board and the latest newsletter, with Councillor Wood welcoming the news Melksham House Hall would be offered for communal use.

**ii) To note briefing Note 21-07: Update on Places Leisure Centres transferring to the Council and consider correspondence regarding exercise classes**

Members noted Places Leisure Centres would be transferring to Wiltshire Council.

**b) Community Action Whitley & Shaw (CAWs). To note minutes of AGM held on 18 May 2021**

Members noted the information contained within the CAWs minutes of 18 May 2021.

**c) Whitley Community Hub. To note update**

Members noted the latest update from Whitley Community Hub, regarding their endeavours to have a new village shop in Whitley.

It was understood they had been successful in their grant application to the Area Board.

**d) Wiltshire Council: Climate Strategy Priorities. To note presentation material and summary discussion document following a meeting in May**

Members noted the information contained within the various documents regarding Wiltshire Council's climate change priorities.

**e) Melksham Town Council: To note update on Community Hub Discussions and resolution of Community Development Meeting held on 7 June**

Members noted the update from Melksham Town Council on the Community Hub.

**f) Fibre Optic Broadband. To considering a request for the installation of fibre optic broadband in those parts of the parish with slower internet connection**

Councillor Glover felt this was not under the remit of the parish council and people could apply for fibre optic broadband and having gone on a website and logged in the postcode for the area concerned noted fibre optic broadband could be installed at this location.

**g) Wilts & Berks Canal Trust. To note proposed agenda for next meeting, deferred to 22 July (provisional)**

Members noted the proposed agenda for the group's next meeting which included an update on the Melksham link of the canal.

**h) Melksham Transport User Group. To note minutes of AGM held on 27 May and change of name**

Members noted the information contained within the minutes of the meeting held on 27 May and change of name.

**i) Bowerhill Residents Action Group (BRAG). To note draft minutes of meeting held on 20 May 2021.**

Members noted the information contained within the minutes of the meeting held on 20 May 2021.

Meeting closed at 21.54pm

Signed .....  
Chair, Full Council, 26 July 2021

Date: 21/06/2021

## Melksham without Parish Council Current Year

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Time: 09:11

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 2

## Receipts for Month 2

## 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>975,099.81</b>					<b>975,099.81</b>	
V2201 Banked: 07/05/2021		30.00						
BYF 14B Allotment Holder		30.00			1310	310	30.00	Allotment rent 14B Berryfield
V2202-S106 Banked: 11/05/2021		136,450.00						
BYF V HALL Wiltshire Council		136,450.00			1170	400	136,450.00	BYF V HALL 25% S106
V2203 Banked: 13/05/2021		934.00						
COVID GRAN Wiltshire Council		934.00			1150	110	934.00	Covid-19 grant
V2204-225 Banked: 13/05/2021		660.00						
INV.225 Future of Football		660.00			1210	210	660.00	Invv.225- Training
V2205-FOF Banked: 13/05/2021		400.00						
V2205-FOF Future of Football		400.00			1210	210	400.00	Inv.226- Pitch hire for matche
V2206-ALLO Banked: 14/05/2021		30.00						
BYF 7B Allotment Holder		30.00			1310	310	30.00	Berryfield 7B allotment rent
500159 Banked: 19/05/2021		786.44						
V2208 Melksham Town Council		694.44			4680	170	694.44	Inv.219-Share of NHP exam stag
V2209 AFC Melksham		92.00			1210	210	92.00	Inv.227 & 228- Pitch hire
<b>Total Receipts for Month</b>		<b>139,290.44</b>	<b>0.00</b>	<b>0.00</b>			<b>139,290.44</b>	
<b>Cashbook Totals</b>		<b>1,114,390.25</b>	<b>0.00</b>	<b>0.00</b>			<b>1,114,390.25</b>	

Continued on Page 2

Date: 21/06/2021

Melksham without Parish Council Current Year

Page: 2

Time: 09:11

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 2

Payments for Month 2

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>
04/05/2021	Grist Environmental	V2200-DD	44.88		7.48	4770	220	37.40	Inv.349118-B'hill waste away
19/05/2021	Eon	V2207-DD	71.79		3.42	4312	220	68.37	Inv.7DE-Pavilion Gas
27/05/2021	Eon	V2210-DD	106.38		5.07	4302	220	101.31	Inv.40E-Pavilion electricity
27/05/2021	Sirus Telecom	V2211-DD	437.30		72.89	4190	120	187.18	Inv.53711-Phone charges
						4190	120	177.23	Inv.53177-Phone charges
<b>Total Payments for Month</b>			660.35	0.00	88.86			571.49	
<b>Balance Carried Fwd</b>			1,113,729.90						
<b>Cashbook Totals</b>			<u>1,114,390.25</u>	<u>0.00</u>	<u>88.86</u>			<u>1,114,301.39</u>	

Date: 21/06/2021

Melksham without Parish Council Current Year

Page: 1

Time: 09:11

Cashbook 2

User: MR

Unity Bank

For Month No: 2

Receipts for Month 2

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 :		124,491.87					124,491.87	
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>124,491.87</u>	<u>0.00</u>	<u>0.00</u>			<u>124,491.87</u>	

Continued on Page 2



Date: 21/06/2021

## Melksham without Parish Council Current Year

Page: 2

Time: 09:11

## Cashbook 2

User: MR

## Unity Bank

For Month No: 2

## Payments for Month 2

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/05/2021	Marilyn Trew	V2147-BACS	50.00			4825	142	50.00	Inv.190421-SHF Orchard Map
05/05/2021	Marilyn Trew	V2148-BACS	50.00			4825	142	50.00	Inv.080421-WW1 Battlefields
05/05/2021	GOPAK	V2174-BACS	909.35		151.56	4372	120	757.79	Inv.613866 7x meeting tables
18/05/2021	Unity Trust Bank	V2198-DD	223.28		34.35	4150	120	7.56	Pink paper
						4490	142	20.60	Heavy duty sacks
						4150	120	8.07	A3 Paper
						4150	120	16.66	A4 Copier paper
						4150	120	16.66	A4 Copier paper
						4150	120	16.66	A4 Copier paper
						4120	120	8.69	Notices and posters postage
						4175	120	68.40	Office 365 monthly subscriptio
						4150	120	5.15	Green copier paper
						4120	120	5.49	NHP Documents to Cllr-Postage
						4200	120	11.99	Monthly subscription
						4140	120	3.00	Monthly fee
21/05/2021	Teresa Strange	V2199-S/O	5.30		0.88	4190	120	4.42	May 21 out of hours Mob reinbu
27/05/2021	Wilts Assoc of Local Councils	V2175-BACS	36.00		6.00	4080	120	30.00	Inv.1876-Cllr training-Cllr Ha
27/05/2021	Wilts Assoc of Local Councils	V2176-BACS	36.00		6.00	4080	120	30.00	Inv.1865-Cllr Training-Cllr Ho
27/05/2021	Agilico	V2177-BACS	138.28		23.05	4130	120	115.23	Inv.189-Office photocopying
27/05/2021	Aquasafe Environmental Ltd	V2178-BACS	138.00		23.00	4212	220	115.00	Inv.210402-April 21 PPM Visit
27/05/2021	JH Jones & Sons	V2179-BACS	1,604.65		267.44	4402	320	60.15	Allotment grasscutting
						4400	142	221.90	Play Area grasscutting
						4780	142	52.50	Play Area bin emptying
						4781	220	79.58	JSF Bin emptying
						4401	220	692.17	JSF Grass cutting
						4400	142	34.66	Kestrel Court Shrub maintenanc
						4409	142	163.33	Hornchurch open space cut
						4820	142	32.92	Shurnhold Fields cut
						347	0	-32.92	Shurnhold Fields cut
						6000	142	32.92	Shurnhold Fields cut
27/05/2021	Radcliffe Fire Protection Ltd	V2180-BACS	134.40		22.40	4212	220	112.00	Inv.4288-alarm service
27/05/2021	Open Spaces Society	V2181-BACS	45.00			4650	170	45.00	Annual subscription
27/05/2021	Trade UK	V2182-BACS	41.10		6.85	4722	320	14.03	Items to repair allotment pipe
						4490	142	20.22	Parish Maintenance
27/05/2021	Aquasafe Environmental Ltd	V2184-BACS	138.00		23.00	4212	220	115.00	Inv. 210504-May 21 PPM Visit
27/05/2021	Clerk & Councils Direct	V2185-BACS	12.00			4650	170	12.00	Annual Subscription
27/05/2021	Wiltshire Council	V2586-BACS	55.50			4060	130	55.50	Inv.171-Allotment Warden DBS
27/05/2021	HM Revenue & Customs	V2187-BACS	1,864.75			4000	130	345.60	Period 2 May 2021-T
						4000	130	261.81	Period 2 May 2021-NI
						4020	130	139.20	Period 2 May 2021-T
						4020	130	126.55	Period 2 May 2021-NI
						4010	130	118.40	Period 2 May 2021-T
						4010	130	113.39	Period 2 May 2021-NI

Continued on Page 3

## Payments for Month 2

## 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>
						4460	142	148.80	Period 2 May 2021-T
						4800	320	8.20	Period 2 May 2021-T
						4041	130	602.80	Period 2 May 2021
27/05/2021	Wiltshire Pension Fund	V2188-BACS	1,705.72			4045	130	1,294.74	Period 2 May 2021
						4000	130	202.56	Period 2 May 2021
						4020	130	107.39	Period 2 May 2021
						4010	130	101.03	Period 2 May 2021
27/05/2021	JH Jones & Sons	V2189-BACS	336.00		56.00	4721	220	280.00	Inv.13645-Pitch fertiliser
27/05/2021	Streetscape	V2190-BACS	24,600.00		4,100.00	4575	142	2,965.00	Basket Swing
						4575	142	4,595.00	Cone Climber
						4575	142	4,240.00	Warrier Pod 3
						4575	142	5,016.00	Safemat surfacing
						4575	142	3,684.00	Installation & Carrage
27/05/2021	Came & Company	V2191-BACS	7,897.19			4282	220	3,948.59	Insurance
						4281	142	3,948.60	Parish insurance
27/05/2021	Came & Company	V2192-BACS	319.20			4281	142	319.20	235- Cyber insurance
27/05/2021	Teresa Strange	V2193-BACS	██████████			4000	130	██████████	May 2021 Salary
27/05/2021	Lorraine McRandle	V2194-BACS	██████████			4020	130	██████████	May 2021 Salary
27/05/2021	Marianne Rossi	V2195-BACS	██████████			4010	130	██████████	May 2021 Salary
27/05/2021	Terry Cole	V2196-BACS	██████████	£5,636.64		4460	142	██████████	May 2021 Salary
						4050	142	47.50	Travel Allowance May 2021
						4051	142	42.75	Mileage x 95 miles
27/05/2021	David Cole	V2197-BACS	██████████			4800	320	██████████	May 2021 Salary
<b>Total Payments for Month</b>			46,066.61	0.00	4,720.53			41,346.08	
<b>Balance Carried Fwd</b>			78,425.26						
<b>Cashbook Totals</b>			124,491.87	0.00	4,720.53			119,771.34	

Date: 21/06/2021

Melksham without Parish Council Current Year

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 2

Receipts for Month 2

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>	

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Date: 21/06/2021

**Melksham without Parish Council Current Year**

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**Cashbook 3**

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**Fixed Term Deposit**

For Month No: 2

**Payments for Month 2**

**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	