

**MINUTES of the Full Council of Melksham Without Parish Council held on
Monday 6 December 2021 at 1 Swift Way, Bowerhill at 7.00pm**

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 REMOTELY VIA ZOOM. THE MEETING WAS ALSO MADE AVAILABLE VIA YOUTUBE

Present: Councillors John Glover, Alan Baines, John Doel, Mark Harris, Shona Holt, Rob Hoyle, David Pafford, Stefano Patacchiola JP, Robert Shea-Simonds and Richard Wood

In attendance: Teresa Strange, Clerk and Lorraine McRandle, Parish Officer Wiltshire Councillor Nick Holder (Bowerhill) and one member of the press

In attendance via Zoom: Councillor Jonathon Seed (Melksham Without West & Rural) (part of the meeting) and one Member of public (part of meeting)

337/21 Welcome, Announcements & Housekeeping

Councillor Glover, as Chair welcomed everyone to the meeting and pointed out the various fire exits in case of an emergency and asked Members if they were happy to leave the windows open to provide ventilation, which Members agreed.

a) To note next Area Board meeting is on Weds 8 December at 7pm (at the Assembly Hall)

Members were reminded the Wiltshire Council Area Board meeting was due to take place on Wednesday at 7.00pm at the Assembly Hall. Various items were due to be discussed including the proposed A350 Bypass, Wilts & Berks Canal Melksham Link proposal and the demolition of Christie Miller sports centre.

338/21 a) To receive Apologies and consider approval of reasons given.

Apologies for absence were received from Councillors Chivers and Russell due to illness. Councillor Pile a leave of absence.

Resolved: To accept and approve the reasons for absence.

339/21 a) To receive Declarations of Interests

Councillor Doel declared an interest in item 12a as a landowner affected by the route of the proposed A350 Bypass

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

Councillor Glover explained the Council had previously taken legal advice from Wiltshire Council's Monitoring Officer that those Councillors who were residents of Berryfield did not have a pecuniary interest in the canal project, as the decision on a route would affect all residents the same and it was not known if the value of their properties would increase or decrease as a result of the canal.

340/21 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 11b, 11c, 13a & 13b) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

Councillor Glover proposed the following items to be held in closed session:

- 11b & c: New Berryfield Village Hall. Reason: Terms and negotiations of contract with Rigg and the recovery of costs from Bellway.
- 13a: New accommodation at Melksham Campus. Reason: Contractual negotiations.
- 13b: To note updates from Clerk following office investigations. Reason: Potential lease negotiations.

Resolved: Agenda items 11b & c, 13a & b be held in closed session for the reasons given.

341/21 Public Participation

One member of public present wished to speak to the Wilts & Berks canal project.

Councillor Glover asked if Members were happy for agenda item 10 regarding the canal project be moved further up the agenda once Paul Lenaerts & Ian Britton had made their presentation which Members agreed.

342/21 Invited Guests:

a) Presentation by Paul Lenaerts & Ian Britton, Wilts & Berks Canal Trust, following drop in session on 18 November at Berryfield Village Hall for consultation on Melksham Link Project

Paul Lenaerts explained the objective of the Wilts & Berks Canal Trust was to restore the whole canal from Semington to Abingdon (approximately 70 miles), however, a few areas could not be restored due to development over the canal route, including Melksham, and therefore alternative routes needed to be found. The route of the canal in Melksham would be from Semington going North to join the River Avon and link to the old Wilts & Berks canal route North of the town.

A planning application had been submitted in 2012, but as yet had not received planning consent. Discussions have been ongoing with the Environment Agency who had made several objections, however, two were currently outstanding to be resolved, which related to joining the River Avon, hopefully these would be resolved shortly.

The estimated construction costs were £21m. It was initially hoped the scheme could be paid for via grants, however, these have not been forthcoming and therefore alternative funding options have been sought, such as enabling development, which would include a marina and housing around the canal corridor, with housing being the main contributor for the funding of the canal.

A Masterplan was currently being drawn-up and would have to go back to Planning for a new application. Therefore, there was an opportunity to re-think the route of the canal, as originally there was debate whether to go West of Berryfield or through Berryfield and at the time it was considered the best option would be to go through Berryfield and this was the route which was submitted for planning permission.

Paul explained that as it had been some time since the planning application had been submitted, the drop in session provided an opportunity to review the route and seek the views of Berryfield residents.

Approximately 45 households attended the event, with 24 people completing a response sheet, 18 people had responded preferring the route went through Berryfield rather than to the West, which it was felt showed a clear mandate for a preferred route through Berryfield.

Paul explained the consultation had been widely publicised through social media, a leaflet drop and articles in the Melksham News.

Ian went on to explain the Masterplan. He commented that during the consultation, whilst people had raised a concern at the number of houses proposed, they had expressed a consensus that at some point in the

future there may be housing in this area and if this was the case it was better to harness this potential for use of the community.

With regard to suggested community benefits for the site, respondents rated the following in order of importance:

- Doctors Surgery
- School
- Play Area
- Pub
- Recreation Ground

Other suggestions made by those who attended the consultation included shops, convenience store, dentist, care home, a camping and glamping site (which was proposed in the original masterplan scheme) and a hotel.

With regard to where these should be placed within the scheme, it was suggested the play area and doctors' surgery would be better placed closer to Berryfield, with other community benefits placed elsewhere in the proposed new housing part of the scheme.

Ian explained several people had raised concern that if they had to look out over a new development, they would rather look out onto green space (as part of the development), the canal or a marina. People had also stated they enjoyed walks around the fields in this area and would be sad to see these go and asked if there was an opportunity to create green spaces within the scheme this would be welcomed.

In response to these concerns Ian provided illustrative plans which showed where various aspects of the Masterplan would be located within the scheme, such as the marina, school, doctors' surgery etc. and showed the green corridor, which would include acres of tree planting with circular walks running through the scheme. The plans had managed to accommodate those preferring to look out onto green space, the canal or the marina.

Ian explained the next stage would be to look at the number of houses required to fund the project and to talk with landowners.

Councillor Glover invited Members, Wiltshire Councillors and public to speak to this item, therefore, standing orders were suspended.

- How clear is the route becoming and does the project have landowner support to make over a significant proportion of their potential housing uplift to the project to enable it to take place?

A: All those landowners who were happy to talk are aware of proposals for housing, which is not along the usual scenario and were keen to work with the community and effectively take less money.

The exact numbers of houses required to fund the canal project are still being worked on. However, the main landowner is fully aware of proposals with how the project will be funded.

- One of the reasons some of the landowners are unable to develop the land themselves, is some of the proposed land for development is on higher grade land, how will this be overcome, when poorer quality land is available elsewhere in Melksham?

A: The land to the North is more higher-grade land and it is not proposed to build on this, but on land to the South.

- Are there still proposals to build an alternative access into Berryfield?

A: An alternative access would be provided into Berryfield near the New Inn Pub via its car park, coming out near the 'green triangle', with a bridge provided over the canal. This is a different access to that submitted as part of the planning application in 2012. There are no proposals for an access from the North of the scheme as previously submitted.

- Fields near Berryfield Lane, the ditches adjacent and the lane itself often flood, therefore why are you proposing to build right up to the lane?

A: During consultation this was raised and taken note of. Therefore, it is not proposed to build houses near the lane. In terms of flooding, drainage can run directly into a canal and therefore having a canal would mitigate against flooding issues.

- Are you aware there is a large pipe running from near the lane to serve Bowood View?

A: Yes.

- How many houses would need to be built to help finance the scheme and what will the density be?

A: Up to 900 may be required, however, calculations are still being worked on and the figure could be less, originally it was 700-750. The density of housing would be no higher than already exists in Berryfield.

- Health Care Centre. Is this provision of or just land for the provision? of? A doctors' surgery had been promised on the East of Melksham development, the land is still undeveloped, as there are not enough doctors at present, therefore, just providing a site for a doctors' surgery/medical centre does not guarantee it will happen, similarly with a dentist.

A: It could be both, but if providing money for a doctors' surgery/health centre, this would require more housing to help fund it, but still looking at the figures. The hope is to provide the centre, but need to look at housing numbers.

- Whilst a primary school is proposed, what provision would be made for secondary school children.

A: Developers would be obliged under a Section 106 Agreement to contribute towards secondary education in the town.

- What will happen if the project runs out of money?

A: There will be a certain percentage of housing required to build the scheme, which is unknown at present, but will not build extra housing if not required.

Councillor Baines raised a concern at how large Berryfield could grow if 800-900 houses were to be built and noted with the building of Bowood View and proposals for 144 dwellings elsewhere in Berryfield this would mean nearly a 300% increase in residences in Berryfield, which was a large increase, bearing in mind Berryfield is classed as a small village in the Core Strategy.

Councillor Glover noted it appeared residents had not been forthcoming in objecting to the number of dwellings proposed to help fund the canal project in Melksham, even though Members had raised a concern at the level of housing proposed previously.

The member of public present felt whilst it was stated there was a lot of publicity for the drop in session, people may not have been aware despite a leaflet drop to every residence in Berryfield, having only received a leaflet themselves a week before the drop-in session.

The member of public also felt many people might not have realised the number of houses being proposed to enable the scheme, as this was not obvious within the leaflet circulated.

With regard to 18 people favouring the route through Berryfield, she felt this was not a representative figure, given the size of Berryfield and a vote/referendum needed to take place to get a consensus. Any future literature needed to make it clearer to people the number of houses proposed.

The resident also noted Berryfield was outside the settlement boundary, therefore, any development was against the Local Plan.

With regard to publicity of the consultation, Ian explained 550 leaflets had been delivered to residences in Berryfield, articles in the Melksham News

and various social media posts and acknowledged whilst it had been a busy day, not every resident of Berryfield turned up, however, consultation will continue as plans progressed.

Councillor Glover confirmed the last set of leaflets had been delivered by members of the Parish Council the week before the consultation.

Wiltshire Councillor Seed stated that whilst he was a supporter of the canal link, he had huge reservations about the number of houses proposed unless they had the overwhelming support of residents of Berryfield, especially as it had been some time since the original plan was submitted and therefore there may be a little apathy from residents. He felt housing could not be the only driver for the project.

Councillor Holt explained she had attended the consultation and felt it focused more on the route rather than the number of houses proposed and therefore people may not have necessarily been aware of the number of houses proposed to fund the scheme.

Paul explained there had been more concentration on the route at the consultation in order to get a definitive route and until this was known (nearly 90% there now), it was difficult to know how much housing would be required to help fund it.

Standing Orders were reinstated.

At this stage, the Clerk asked if Members wished to make a response as part of the consultation which is recorded at Min 346b/21 below.

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

Councillor Seed stated he had no further updates following his comments on the Wilts & Berks Canal project earlier and left the meeting at this point.

Members were reminded a report from Councillor Seed had been circulated in the agenda packs for information.

c) Wiltshire Councillor Nick Holder (Bowerhill)

Proposed A350 Bypass

Councillor Holder explained he had attended the Wiltshire Council Cabinet meeting on 30 November, at which the proposed A350 Bypass was discussed and explained there would be an update at the Area Board meeting later in the week. It was the intention of Wiltshire Council to submit an Outline Business case to the Department of Transport next month for the scheme.

The Full Business Case and application for significant funding would not proceed until the outcome of the Outline Business Case was known. Further consideration would also be given to the scheme when the results of the National Highways' M4 to Dorset Connectivity study were available next year. Therefore, it was anticipated there would be no significant movement on this scheme until the Summer next year.

Councillor Holder explained Wiltshire Council had agreed to revisit the Traffic Movement Study, given some of the data was collated pre Covid and there have been changes in travelling habits since then.

Trees on Falcon Way

Councillor Holder explained he was aware of the cutting down of trees on Falcon Way and note this was due to be discussed at the parish council's Planning meeting the following week. It was unclear how to move forward on this, as it appeared the land in question was owned by a private land owner, as were other strips of land along Falcon Way. Whilst some people had raised a concern at their removal, others had welcomed their removal due to the damage they had caused to their properties.

Councillor Glover explained he had been a resident of Bowerhill for over 40 years and had objected to the planning application for the houses in this area being built as it was recognised the area flooded on a regular basis during the Winter. During the first and second Winters after the houses were built there had been floods and the walls had collapsed and the area drained and therefore wondered if the damage to the walls was due to the drains being blocked and water running down from the 'dew pond.

Councillor Holder thanked Councillor Glover for this information which he was not aware and expressed disappointment neither the Parish Council or Wiltshire Council had been notified the works were about to take place and was awaiting to speak to the landowner.

Councillor Glover explained he understood as part of the original planning application there was a condition that the area continue the green area feel of Bowerhill.

Councillor Holder explained it was a very complicated situation, as it would appear Wiltshire Council had previously maintained the strip of land in question. Coincidentally the trees on the opposite side of the road had recently been cut back by Id Verde, Wiltshire Council contractors.

The Clerk explained she had contacted Wiltshire Council to access the microfiche of the planning application from the 1980s, to see if there was a landscape condition or whether the land was classed as amenity. However, they had responded to say they were still looking at requests from September and that the request was not a priority, therefore, the

Clerk asked if Councillor Holder could chase this up.

Lack of Street Lighting

Councillor Holder explained he had received several complaints regarding the lack of street lighting and unlit/unused pedestrian crossings on Pathfinder Way and A365 roundabout, despite the lighting columns being insitu.

Councillor Holder explained he understood SSE were due to attend earlier that day to install ducting, which would improve lighting on Pathfinder Way. However, it was not clear when the street lighting on Spa Road would be fixed as this was part of the East of Melksham development but would chase this up.

Councillor Holder explained he was aware of the lack of street lighting on the A365 near the Oak School and had contacted the Street Lighting Engineer who had reset the lighting to come on a 4.00pm and asked them to check this was sufficient for pupils leaving The Oak in the afternoon.

Councillor Glover explained the Clerk had written to Wiltshire Council some time ago regarding the lack of street lighting. With regard to the crossings there are four and not three, with one being in the corner of the Pathfinder Way development next to the A365, which would be used by pupils wishing to access Melksham Oak School.

The Clerk agreed to forward the information she had on this matter to Councillor Holder to follow up.

The Clerk noted with regard to the crossing over the A365 from Pathfinder Way she had witnessed children hesitating there, as they were unsure what to do, as the lights were shrouded. Councillor Glover stated he had also seen children stop at the crossing and noted drivers on the near side stop to let them cross, but drivers on the far side didn't always stop.

Councillor Holder left the meeting at this point.

d) Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)

Councillor Alford had tendered his apologies as he was attending two meetings elsewhere.

343/21 To approve the Minutes of the Full Council Meeting held on 15 November 2021 and confidential notes to accompany these minutes.

Councillor Pafford asked for the following amendments to the minutes:

Min 310/21(c)(i) Resolved 1 to read: ...whether advertising hoardings can be **'installed'**..., rather than **'installing'**.

Min 315/21(c), page 14, first paragraph to read: ...the current constitution required five BRAG **Committee** members for any decisions to be made. Instead of **BRAG members**.

The Clerk clarified with regard to the Market Place Toilets as discussed at the meeting, it was only the ceiling in the Market Place disabled toilet that had collapsed and was currently being repaired, no comments or complaints have been received during their closure.

Resolved: To approve with the above amendments and for the Chair to sign the minutes of the Full Council Meeting held on 22 November 2021 and the Confidential Notes to accompany these minutes.

344/21 Planning:

a) To approve the Minutes of the Planning Committee meeting held on 22 November 2021 and confidential notes to accompany these Minutes

The Clerk informed Members that Taylor Wimpey had a Traffic Management plan in place as from today to enable them to undertake their outstanding highways works, including the public art panel, which was an item on the Planning agenda the following week.

The Clerk explained she was due to meet a representative of Taylor Wimpey earlier that day to go through various issues, but unfortunately, they had postponed the meeting.

The Clerk also informed Members with regard to proposals for 50 houses behind Townsend Farm, Semington Road, the developers had now changed and therefore, 100% affordable housing was being proposed. This item was on the Planning agenda for the following week for consideration. However, noted Members had objected to proposals for 100% affordable housing previously.

Resolved: To approve and for the Chair to sign the Planning Committee meeting minutes of 22 November 2021 and the Confidential Notes to accompany these minutes.

b) To formally approve Planning Committee Recommendations of 22 November 2021

Resolved: To formally approve the recommendations contained within the Planning minutes of 22 November 2021.

345/21 Asset Management:

a) To approve the Minutes of the Asset Management Meeting held on 22 November 2021

Councillor Holt wished to record her thanks to Councillor Wood for substituting for her at the meeting.

Resolved: To approve and for the Chair to sign the Asset Management Committee minutes of 22 November 2021.

Councillor Baines left the meeting briefly at 8.25pm, but did vote on approving the minutes.

b) To formally approve Asset Management recommendations of 22 November 2021

With regard to item 333a/21: quotes for repairs to the footpath outside of Berryfield Play Area, the Clerk explained at the meeting Members had agreed to defer this work. It was noted that the current route of the Melksham Link canal would go through the middle of the play area and therefore works to the play area and surrounds always bared this in mind. As Rigg were due on site next year to demolish the adjacent temporary portacabin village hall perhaps any repairs to this part of the footpath could be added to their contract, rather than defer this item indefinitely.

Resolved:

1. To formally approve the recommendations contained within the Asset Management minutes of 22 November 2021.
2. To include the repairs to the footpath near Berryfield play area in the contract to demolish the portacabin village hall.

Councillor Baines returned to the meeting at 8.27pm.

b) Shurnhold Fields: To note tree damage due to Storm Arwen on Saturday 27 November and to note works undertaken under delegated powers/consider quotation as appropriate

Following a large section of a pine tree coming down in Storm Arwen on Saturday, 27 November the Clerk had visited site later that day and arranged with the Town Council Amenities Manager for the area to be cordoned off in case more of the tree fell in the high winds. The tree was about 30ft tall and had split down the middle.

The Clerk and Councillor David Pafford had returned on Wednesday to meet an approved contractor of the parish council, to arrange for an

assessment of the damage and level of works required to make safe and clear.

A quote of £1,080 had been received to undertake the work, with Melksham Without Parish Council's share being £540, £40 over the Clerk's delegated powers. However, as Chair of Council, Chair of the Finance Committee, and Chair of Asset Management Committee, Councillor Glover stated he had given authority for the works to go ahead; with Councillor David Pafford in agreement as Councillor Glover fulfilled all of the other authorizing roles. As the parish council already had the contractor booked to do tree works to the large oak at Bowerhill Sports Field today, they had switched to make safe the tree at Shurnhold Fields instead, as this was considered the higher risk area. The Clerk had liaised with the Friends of Shurnhold Fields, and arranged for the tree waste to be chipped and left on site so that it could be used for mulching young and new trees.

Councillor Glover explained the Council may wish to consider raising the £500 spend limit of the Clerk in its Finance Regulations, at its Finance Committee meeting in January.

The Clerk explained that currently she only had delegated powers to spend up to £500 in the event of extreme risk to council services, which did not cover urgent works for health and safety reasons. And noted for comparison that the Clerk to Melksham Town Council had delegated powers to spend up to £10,000 in the event of an emergency, but suggested perhaps this was too high a figure for the Parish Council to consider.

The Clerk had suggested the funding for this work come out of the Shurnhold Fields Open Space Maintenance Contribution.

Resolved: To note the work undertaken by Acer Tree Surgeons Ltd under delegated powers at a cost of £1,080 excluding VAT to come out of the Shurnhold Fields Open Space Maintenance Ringfenced Reserve.

d) Bowerhill Sports Field & Pavilion:

i) To consider more regular collections of trade waste.

The Clerk explained the trade waste (1 x mixed commercial waste bin and 1 x mixed recyclables) were currently being emptied once per month. However, in recent months these had been constantly overflowing and asked if Members felt it was appropriate for these to be emptied on a more frequent basis.

A report had been provided showing the current and proposed costs:

Current

Mixed Commercial Waste	£24.28 per month
Mixed Recyclables	£16.49 per month
	£489.24 (per annum)

Twice per month

Mixed Commercial Waste	£48.56 per month
Mixed Recyclables	£32.98 per month
	£978.48 (per annum)

Once a week

Mixed Commercial Waste	£97.12 per month
Mixed Recyclables	£65.96 per month
	£1956.96 per annum

Resolved: For trade waste to be collected from the Pavilion twice per month at a cost of £978.48 per year, excluding VAT, to be paid by monthly direct debit.

ii) To approve revised quotation for installation of drinking water station

The Clerk explained a quotation of £250 to install the drinking water station had been approved in February 2020, pre Covid and therefore had sought an updated quote, which had been received totalling £514 (confirmation had been received from the Plumber - Philip J Alford Ltd that VAT was not applicable).

The Clerk explained the increase in cost was mainly due to additional pipe work required to connect to the water supply, which was further away from the initial location. The works may require drilling through the fire wall; however, advice was being sought from the fire alarm contractors who had been on site recently updating the fire alarm.

Resolved: To approve the revised quotation of £514 to install the drinking water station at the Pavilion.

e) Bus Shelter on Falcon Way. To note response from stakeholders regarding transfer of small strip of land on Falcon Way and consider way forward.

The Clerk explained Heron Land Developments, the landowners of the strip of land the bus shelter was to be erected on were happy to transfer it to Wiltshire Council. Whilst Wiltshire Council were happy with this, they are unable to pay the legal fees associated with such a transfer and had asked if the Parish Council had sight of the original Section 106 Agreement which would therefore make legal fees less.

The Clerk explained that the Senior Traffic Engineer had asked before Wiltshire Council embarked on any land transfer process for the Parish Council to provide written confirmation that the residents of the adjacent property had been consulted on the proposal, which they had and their response objecting to the proposal was included in the agenda pack. The Clerk explained another nearby resident had also objected to the proposal for various reasons.

The Clerk explained she had not put this item before Members again, despite being considered some two years ago due to delays for various reasons, as Members had already agreed to erect a shelter at this location, despite residents' objections at the meeting it was agreed (December 2019).

Councillor Baines confirmed it had been agreed to install a bus shelter at this location, despite several residents objecting for the same reasons as highlighted in the recent letter from the adjacent resident. Several of the residents who had complained at the time lived quite a distance from the shelter site and would not be affected.

The Clerk confirmed she had spoken to the Senior Traffic Engineer regarding the adjacent resident's response to the Parish Council's letter and reiterated the Council had previously made a decision to erect a bus shelter, despite objections at the time, as the Parish Council had taken into account the views of the residents who had requested the shelter due to mobility issues in being able to walk to the next bus stop with a shelter.

Councillor Baines noted the next nearest bus shelter was on Mitchell Drive, which was some distance to walk to and was on a slight incline. Having recently spoken to regular users of the bus stop, from Kingfisher Drive and Martlet Close they had informed him they would find the walk to Mitchell Drive difficult due to mobility issues. Councillor Baines was also aware of several other regular users who would find this walk difficult for similar reasons.

It was also noted those with mobility issues would have to cross several roads to get to the shelter on Mitchell Drive.

Councillor Baines noted in 2005, Wiltshire Council had been prepared, as part of a bus upgrade to the Devizes/Bath service to install a shelter at this location, however, due to complaints from one resident in particular, Wiltshire Council had decided not to go ahead and the Parish Council had accepted this at the time, however, since then, more development has taken place and therefore more people would benefit from a shelter at this location.

Councillor Glover declared an interest in this item as he used this bus stop on a regular basis and asked Councillor Pafford to continue chairing

this item.

Councillor Shea-Simonds, given the adjacent residents had not given their consent, suggested further dialogue needed to take place, to try and alleviate any concerns they had.

Resolved: To write to the Senior Highways Engineer stating the Council were minded to support the installation of a shelter at the Falcon Way bus stop adjacent to Kingfisher Drive, but note the adjacent residents have not given their consent and what suggestions he had for a way forward.

f) Briansfield Allotments. To approve the erection of a 6 x 8 greenhouse contrary to tenancy agreement.

Correspondence had been received from a Brainsfield allotment tenant stating the greenhouse they had ordered, whilst it was understood it was 6 x 4 was in fact 6 x 8, which they were aware was against allotment rules and therefore sought approval of the Council.

The Clerk explained approval of this request was above her delegated powers hence why before Members at this meeting.

Resolved: To approve the installation of a 6 x 8 greenhouse on the tenant's allotment plot.

g) To agree cover for weekly visual play area and allotment inspections over Christmas period.

The Clerk sought volunteers to undertake a weekly visual check of the play areas and allotments (as per the Council's risk assessment and insurance cover) during the Christmas and New Year break when the offices were shut and staff on holiday.

Resolved: Members to undertake weekly visual play area and allotment inspections over the Christmas period (week beginning 27 December) as follows:

Bowerhill Playing Field & Basketball Court:	Councillor Shea-Simonds
Kestrel Court Play Area, Bowerhill:	Councillor Glover
Hornchurch Road Play Area & MUGA/Basketball Court:	Councillor Pafford & Councillor Hoyle
Berryfield Play Area, Teen Shelter & MUGA:	Councillor Wood
Shaw Play Area and MUGA:	Councillor Pile
Beanacre Play Area:	Councillor Pile
Berryfield & Briansfield Allotments:	Councillor Wood

h) To note reported incidents of anti-social behaviour.

The Clerk informed Members that whilst relatively recently the Police had stated there were no anti-social behaviour hotspots in the Parish, a few incidents had occurred recently with the Police undertaking enquiries, which the Clerk wanted to update members on, as it could have a bearing on future CCTV provision.

Door to door enquiries had been made regarding the graffiti at Kestrel Court Play Area in Bowerhill but to no avail and therefore the police had now closed this case.

The Clerk updated Members on an incident which happened the previous Thursday at the Pavilion, stating initially it had been thought there had been an incident of fly tipping, as one of the large bins had been moved over to the Pavilion and several black bin bags left outside. However, on checking the CCTV it showed two male youths coming directly to the Pavilion from the road with one then gaining access to the roof after moving the bin to stand on. The Police had been made aware of the incident and CCTV footage provided, as one of the youths was on the roof for at least 5 minutes, which seemed very odd. It had been a deliberate visit with some determined work to get on the roof, as opposed to the usual scenario of a football being retrieved from the roof.

The Clerk explained she had checked all the changing rooms and the sky lights and nothing was amiss.

Councillor Baines stated that with regards to allegations of potential anti-social behaviour on Falcon Way if a bus shelter was erected, he had made enquiries with a resident and asked if they had experienced similar behaviour and they had stated they had not.

The Parish Officer informed Members that over the weekend she had been made aware of concerns from a resident of intimidating behaviour by youths at Hornchurch Road play area.

i) To receive update from Melksham Town Council CCTV working party held on 23 November)

Councillor Glover unfortunately could not attend the meeting, however, Councillor Patacchiola had attended and invited Councillor Patacchiola to speak to this item.

Councillor Patacchiola explained the Terms of Reference for the group were debated and amendments suggested which were going back to the Town Council for approval.

The working group were looking at the possibility of a portable CCTV system, which could be installed for a week at a time, with footage being transmitted back via WiFi, with a demonstration being planned for January.

The Clerk asked if the Council needed to consider any budgetary requirements for the new financial year to help contribute towards the costs.

Councillor Patacchiola explained budgetary requirements had been mentioned. However, currently the group was a Melksham Town Council working group and himself and Councillor Glover were only there to consultant/observe and until such time as the Terms of Reference had been agreed it was difficult to say at this stage.

Councillor Patacchiola felt it would take 8/9 months before it was known how the group would work and therefore budgetary requirements could be considered then.

346/21 Wilts & Berks Canal - Melksham Link Project:

a) To note feedback on proposals from residents

Members noted the comprehensive response to proposals, following the drop-in session, from a resident of Berryfield.

b) To consider a response to the consultation

The Clerk asked if Members wished to give a response to the proposed scheme as part of the consultation.

Councillor Glover invited Members to make further comments over and above what the Council had made previously to the application submitted in 2012.

Members raised concern at the number of houses proposed and the impact on local residents and felt it was difficult to comment on proposals until the modifications to the scheme were fully known, such as access into Berryfield, construction detail etc.

Resolved: To not make additional comments at this time, but to raise a concern at the number of houses proposed and to make a fuller response on receipt of the revised plans.

347/21 New Berryfield Village Hall project

a) To receive update from Clerk following drop in session on 18 November at Berryfield Village Hall

The Clerk explained 5 or 6 people had come forward at the drop in session expressing an interest in getting involved with the new village hall project and sought a steer from Members whether it was appropriate to hold a meeting in January and invite those who had expressed an interest in getting involved.

Resolved: To hold a meeting in January for those who had expressed an interest in the Berryfield Village Hall project.

b) To approve payment schedule for David Sharp, Architect

A suggested payment schedule from David Sharp, bta architects for his contract had been circulated to Members.

The agreed fee for the construction stage totalled £4,100 + VAT.

Resolved: To approve the staged payment schedule as produced by David Sharp, bta architects.

c) To approve additional costs due to delays on site

Papers had been emailed to Members showing increased costs of £20,672.89 (based on a 3% increase) on materials due to delays since the original tender from Rigg Construction for the construction of the village hall had been approved and a letter of intent sent. It was noted that the tender submission deadline had been the 2nd April 2021 with the price held for 3 months, with the letter of intent dated 30th June 2021, but the date to start on site was now 4th January 2022, some 6 months later. The parish council's cost consultant had been involved with the negotiations and felt that the increase was very fair considering the delay and the current supply chain issues.

The Clerk explained although there was an increase in costs there were less loan interest costs than anticipated as the Public Works Loan had been taken out for 5, not 10 years as initially calculated. There was also more income to come from 75% of the Section 106 payment, as this is index linked and the Council had been conservative in their estimate of how much extra the Council would receive, with an extra £25,000 being received further to initial calculations.

The Clerk wished to point out to Members if the development of 144 houses near the site of the village hall did not happen the Council would be £95,000 short of CIL (Community Infrastructure Levy) for

this project. However, an extra £38,000 was now available in the project budget due to the changes mentioned about, with some four years to fund the remaining amount as the public works loan was repaid.

SUMMARY FROM PROJECT COSTING DOCUMENT:

Total cost of Berryfield Village Hall Project

<p>Amount of recommended building contract</p> <p>Increased costs due to delays in starting on site, as per email from Martin Pickard QS 26th November 21</p> <p>Actual revised contract price is £740,469.07 Rigg Construction £ <u>1,500.00</u> Kerry Lemon artist £741,969.07</p>	<p>£721,296.18</p> <p style="text-align: right;">+</p> <p style="text-align: right;">£20,672.89</p> <p style="text-align: right;">=</p> <p style="text-align: right;">£741,969.07</p>	<p>Remove signage element of £1,500 for public art contract</p>
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	£50,000	

(£500k at 1%)		
ACTUAL COST NOW CONFIRMED FOR £495K FOR 5 YEARS	£17,015.65	
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
TOTAL COST	£888,338	
REVISED TOTAL COST	£876,026.54	

Total income/funding for Berryfield Village Hall Project

	Actual Income	Anticipated Income	
CIL (Community Infrastructure Levy) from Bowood View development	£107,056		Received
25% of £500,000 from Bellway Homes s106 legal agreement, at 76 th dwelling occupation (index linked)	£136,450		Received April 21 so not showing in Reserves at year end 31/3/21
75% of £500,000 from Bellway Homes s106 legal agreement, at 112 th dwelling		£400,000	Estimated as £375,000 index linked

occupation (index linked)			
WILTSHIRE COUNCIL HAVE INVOICED BELLWAY IN OCT 21 FOR INDEX LINKED VALUE AT		£425,997.78	
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) Have to start on site before 10th September 2022, actual CIL amount unable to be confirmed until sqft area known at Reserved Matters
TOTAL ACTUAL	£393,506		

INCOME			
TOTAL ANTICIPATED INCOME		£495,000	Shortfall to make up with Public Works Loan for cashflow reasons
		£520,997.98	Includes confirmed figure for s106 contribution but still estimated for CIL

TOTAL INCOME	£888,506	£914,503.78	REVISED
TOTAL COST	£888,338	£876,026.54	REVISED
DIFFERENCE / BUFFER	£168	£38,477.24	REVISED

Resolved: To approve the new contract value with Rigg Construction (Southern) Ltd for the new Berryfield village hall and associated drainage and external works of £740,469.07 excluding VAT.

c) To note progress on recovering increased costs due to delays to start on site

The Clerk sought a steer from Members to seek reimburse from Bellway of the extra costs.

Resolved: For the Clerk to seek reimbursement of the additional £20,672.89 costs incurred due to their delays in transferring the land to the parish council.

348/21 Highways

a) Proposed A350 Bypass. To receive update following Wiltshire Council Cabinet meeting on 30 November 2021

Councillor Glover noted an M4 to Dorset Connectivity Study was currently underway, the result of which would be known next year and a similar study had taken place looking at the A46 several years ago.

Councillor Shea-Simonds noted the Benefit Cost Ratio (BCR) of the scheme was now 1.5 which seemed low given the investment and suggested setting up a working group to carry the dialogue forward on the whole question of the A350, as the scheme progressed, given the money Wiltshire Council would be contributing to it.

Councillor Glover explained individual Members may have differing views and the BCR would be looked at in some detail by the Department of Transport before they made their decision on progressing the scheme further.

Councillor Wood felt as this was not a project of the Parish Council, a working party was not the best vehicle, as working groups were usually created to see a particular project through to its end.

Councillor Shea-Simonds felt it was important as there were 7 Bowerhill councillors on the Council, which represented the majority of the Council and Bowerhill residents were clearly against the bypass these views needed to be borne in mind.

Councillor Patacchiola felt it would be advantageous to have a group collating the information received on the scheme as it progressed and forwarded on to Members to enable them to be better briefed.

Councillor Baines felt the request was not within the remit of a working party, the Parish Council had already submitted their response to the consultation, suggesting enhancements where it affected the parish. As Councillors were elected to the Council to represent the whole parish, not just their ward and everyone in the parish was affected by the proposed A350 bypass scheme the Council had to consider the views of everyone in the parish.

Councillor Baines reminded the meeting, the bypass was not just a Melksham one but an enhancement to the A350 and to improve matters for South Wiltshire i.e. Trowbridge, Westbury, Warminster and would give better access to the M4 and the North and to just look at it from a Melksham and parish point of view was not appropriate, as it was a bigger scheme.

Councillor Pafford stated it was a real dilemma for Bowerhill Councillors and whilst he understood the Council had to give a response to the consultation, which was to ask for more evidence for the appropriateness of the scheme, appreciated different Councillors would have differing opinions.

With regard to a working group Councillor Pafford felt he was not qualified to do detailed research via a working party, but raised concern also at the low BCR, but noted this would be looked at in some detail by the Department of Transport.

Councillor Pafford also noted getting traffic away from the town would be beneficial, as well as creating better facilities, but would be interested in a group of people keeping an eye on progress and not necessarily Bowerhill councillors.

Councillor Glover suggested a standing item on the Highways agenda which met 4 times a year. However, noted until the outcome of the M4 to Devon study was complete and the outcome of the business case was known, there would not be a lot for discussion.

Councillor Shea-Simonds suggested seeking the views of the local MP Michelle Donelan on the scheme. Councillor Glover stated Michelle Donelan MP had already expressed her view which the Clerk agreed to forward.

9.20pm Councillor Hoyle left the meeting briefly

The Clerk explained she was trying to arrange a meeting with Michelle Donelan MP to discuss various issues including the proposed bypass and was looking to arrange a meeting one Friday in person at the parish council's meeting venue.

The Clerk informed the meeting she had received a call from Steve Wilson, Major Highways Projects at Wiltshire Council, thanking both the Parish Council and the Town Council for their detailed response to the consultation and providing suggestions for mitigation.

The Clerk informed Members the Government were undertaking an assessment of how Wiltshire Council were undertaking their business case and a number of stakeholders were being interviewed and had been asked to take part.

The Clerk explained officers had put together an electronic mailing list of anyone who had given permission to be kept informed on progress on the proposed bypass and had recently made them aware of the upcoming Area Board meeting and also provided links to the various documents submitted to the Cabinet meeting on 30 November.

9.28pm Councillor Hoyle returned to the meeting.

The Clerk confirmed the Area Board meeting would be in person at the Assembly Hall on Wednesday, 8 December at 7.00pm.

Resolved: To have the proposed A350 bypass as a standing item on the Highways agenda.

349/21C Office Accommodation

- a) **New accommodation at Melksham Campus - To note response from Wiltshire Council regarding Strategic Partner application and consider a way forward**

Members noted no response had been received despite being chased.

- b) **To note updates from Clerk following office investigations**

Councillor Glover explained a good offer had been received regarding potential office space and have asked to keep this offer open as the Council were still in negotiation on the accommodation within the Campus.

- c) **To note Covid Risk Assessment spot check undertaken on the office by HSE (Health & Safety Executive) on 26 November and changes in working practices**

The Clerk explained on 26 November the Council offices at the Pavilion had been subject to a random Covid Assessment spot check by the Health & Safety Executive (HSE).

The Clerk explained interestingly the HSE representative did not ask to see the Office Risk Assessments, despite saying one was available and asked a series of questions, one was whether frequently contact points were wiped down every day. The Clerk had stated this was not the case during the last year, although it had been done during the initial outbreak. Staff members kept to their own separate areas and sanitised their hands before moving into any shared space. Due to a maximum of two people working in the office at any one time, there were limited high frequency contact points, but having had this pointed out, staff were now wiping communal touch points daily.

The Clerk reported it appeared users of the Pavilion changing room facilities were still using the QR code and logging into the venue after receiving an alert that several people had tested positive for Covid and had notified the venue through the NHS app. Within a couple of hours of receiving the alert the various users of the Pavilion over the particular weekend in question had been contacted, as well as staff and contractors to make them aware.

The Clerk informed Members that the NHS Test & Trace had contacted the office 10 days after the alert, which was a surprise, given the incubation period for Covid. The Clerk had informed them on receiving the alert she had already contacted the various users to make them aware and was informed that she should have left it to the NHS as it was their responsibility to have contacted the users. The

Clerk stated if another alert was received, she will not hesitate in contacting users immediately again due to the time lag by the NHS team, as would have had to pass the information on to the NHS for them to have acted on; which the council agreed.

d) To approve quotation to enable improved mechanical ventilation in Pavilion office – to service the Mitsubishi air circulation system

A report had been circulated explaining that under the Office Covid Risk Assessment, only two out of three officers were in the building at any one time, as there are no opening windows for security reasons. When visitors or contractors were in the office space, the doors were opened and this was difficult during the Winter months and during windy days.

It was stated that whilst a mechanical ventilation system was installed in the pavilion office area, this had never been used. Whilst noting the offices were only temporary with covid still around the Clerk was requesting that in order for all three officers to be able to work back in the office together that the system be serviced to filter the air and to this end a quote of £450 (ex VAT) had been received. This included the Vent Axia extractor system in the changing rooms, and suggested going forward the system be serviced every year.

Within the report the Clerk had suggested funding could be paid out of the second Covid grant received from Wiltshire Council, due to the rateable value of the Pavilion and sportsfield.

Councillor Patacchiola noted materials may also be required, such as filters, as the system had not been serviced for quite some time and suggested funding for these be approved at the same time.

Resolved: To approve the quotation of £450 (ex VAT) from Wiltshire Air Conditioning Services for the ventilation systems to be serviced in both the office and changing rooms, as well as any material costs to be funded via the second Covid grant received from Wiltshire Council.

350/21 Finance

a) To note Receipt & Payments reports for November

Resolved: To note the Receipts & Payments reports for November and that £14,800 had been received from Sandridge Solar Farm as community funding.

b) To seek cheque signatories/online authority for December payments

Resolved: Councillors Baines and Holt to be cheque

signatories/online authority for December.

c) Grant Policy & Application Form. To consider any amendments to the policy and form prior to sending out to applicants for 30 January deadline

The Clerk stated grants were due to be advertised shortly and in the new year and asked if Members wished to make any amendments to the Grant Policy or Application Form prior to being advertised.

Resolved: To make no changes to the grant policy

351/21 Climate Change Strategy

a) To receive feedback from recent parish council specific climate change meetings and consider how best to move forward and action

The Clerk had circulated a report, which was in the agenda pack, following herself and Councillor Doel attending a seminar on 16 November on climate change which was run by Wiltshire Council and the Centre for Sustainable Energy to offer advice on how parish/town councils can support the climate emergency.

9.32pm Councillor Baines left briefly during this item.

The Clerk had also attended a Society of Local Council Clerks (SLCC) Wiltshire Branch meeting on 19 November at which there had been an excellent guest speaker, the Chair of Biddestone & Slaughtford Parish Council and active member of Wiltshire Climate Alliance, with a suggestion they be invited to the next Annual Parish Council meeting where hopefully 40+ local groups will be in attendance and give a short presentation to give ideas and encourage them on green initiatives.

The Clerk suggested the Council look at things as they arose i.e. electricity/gas supply bearing in mind 'green' ways of doing things, to lead by example, with the hope others followed.

Councillor Baines returned at 9.35pm

b) To acknowledge a Climate Emergency

Discussion ensued on what the Council could effectively do whilst acknowledging a climate emergency.

Resolved: The Council acknowledges there is a climate emergency and therefore seek to look at how they do business going forward which has the least impact on the environment.

352/21 Community projects/partnership organisations

a) Shaw Village Hall Committee. Update following latest meeting

It was noted following the AGM held on 1 November, the new Chair had decided to step down and therefore, Mike Booth had agreed to act as Chair until the March AGM.

b) Campus. To note November newsletter

Members noted the latest Campus newsletter.

c) To consider update on BRAG (Bowerhill Residents Action Group) following AGM on 2 November and to approve Gardener Licence template

The Clerk explained following the receipt of the Gardeners Licence template from Wiltshire Council that she had forwarded it to members of BRAG who had then raised a few queries which had been answered, and was awaiting a response to these answers.

It was noted a meeting had been arranged for 14 December, which was a public meeting. At which it was understood there would be a proposal to change the name of BRAG to Bowerhill Community Group.

The Clerk informed the meeting she would speak to the Chair of BRAG to seek an update and discuss insurance cover for projects such as the bulb planting project on Brabazon Way at the same time.

Meeting Closed at 9.44pm

Signed:.....
Chair, Full Council 24 January 2022

Date: 01/12/2021

Melksham without Parish Council Current Year

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Time: 14:30

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,003,492.47					1,003,492.47	
V2453-ALLO Banked: 01/11/2021		60.00						
V2453-ALLO Allotment Holder		60.00			1320	310	60.00	Briansfield 16 rent
V2454-BACS Banked: 01/11/2021		120.00						
V2454-BACS Staverton Rangers (Saturday)		120.00			1210	210	120.00	Inv.252- For October 21 fixtur
V2455-ALLO Banked: 01/11/2021		30.00						
V2455-ALLO Allotment Holder		30.00			1310	310	30.00	Berryfield plot 8B rent
V2456-ALLO Banked: 02/11/2021		30.00						
V2456-ALLO Allotment Holder		30.00			1310	310	30.00	Berryfield plot 6 rent
V2457-ALLO Banked: 05/11/2021		30.00						
V2457-ALLO Allotment Holder		30.00			1320	310	30.00	Briansfield plot 5 rent
V2458-ALLO Banked: 08/11/2021		60.00						
V2458-ALLO Allotment Holder		60.00			1310	310	60.00	Berryfield plot 13 rent
V2459-FOF Banked: 08/11/2021		1,118.00						
V2459-FOF Future of Football		1,118.00			1210	210	578.00	Inv.253 September training
					1210	210	540.00	Inv.259- October training
V2460-SAND Banked: 11/11/2021		14,850.31						
V2460-SAND Sandridge Solar Farm		14,850.31			1140	110	14,850.31	Sandridge Solar Farm community
V2461-BACS Banked: 11/11/2021		1,750.00						
V2461-BACS AXA Insurance		1,750.00			1460	142	1,750.00	Damaged SID insurnace claim
V2462-ALLO Banked: 15/11/2021		60.00						
V2462-ALLO Allotment Holder		60.00			1320	310	60.00	Briansfield plot 2 rent
V2463-FOF Banked: 15/11/2021		300.00						
V2463-FOF Future of Football		300.00			1210	210	300.00	Inv.254- September football ma
V2483-BACS Banked: 17/11/2021		30.00						
V2483-BACS Allotment Holder		30.00			1310	310	30.00	Berryfield plot 12B rent
V2486-ALLO Banked: 22/11/2021		30.00						
V2486-ALLO Allotment Holder		30.00			1310	310	30.00	Berryfield plot 3b rent
V2488-ALLO Banked: 22/11/2021		30.00						
V2488-ALLO Allotment Holder		30.00			1320	310	30.00	Briansfield 16A allotment rent
V2491-ALLO Banked: 25/11/2021		30.00						
V2491-ALLO Allotment Holder		30.00			1320	310	30.00	Briansfield 26 allotment rent
V2492-BACS Banked: 29/11/2021		21.71						
V2492-BACS British Girlguiding		21.71			1130	110	21.71	Inv.260- Autumn newsletter pri
V2493-STAV Banked: 30/11/2021		60.00						
V2493-STAV Staverton Rangers (Sunday)		60.00			1210	210	60.00	Inv.261-Pitch hire 21st Nov 21

Continued on Page 143

Total Receipts for Month	18,610.02	0.00	0.00	18,610.02
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Cashbook Totals	<u>1,022,102.49</u>	<u>0.00</u>	<u>0.00</u>	<u>1,022,102.49</u>
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Continued on Page 144

Date: 01/12/2021

Melksham without Parish Council Current Year

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Time: 14:30

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 8

Payments for Month 8				Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
01/11/2021	Grist Environmental	V2451-DD	170.77		28.48	4770 220	142.29	Inv.P32360-Pavilion waste coll
02/11/2021	ICO	V2452-DD	35.00			4391 120	35.00	Annual ICO Payment fee-GDPR
22/11/2021	Sirus Telecom	V2487-DD	225.17		37.53	4190 120	187.64	Inv.57120- Office phone charge
24/11/2021	Eon	V2489-DD	74.80		3.56	4312 220	71.24	Inv.0004-Pavilion Gas
24/11/2021	Eon	V2490-DD	173.39		8.26	4302 220	165.13	Inv.B6D-Pavilion Electricity
Total Payments for Month			679.13	0.00	77.83		601.30	
Balance Carried Fwd			1,021,423.36					
Cashbook Totals			<u>1,022,102.49</u>	0.00	<u>77.83</u>		<u>1,022,024.66</u>	

Date: 01/12/2021

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Time: 14:30

Cashbook 2

User: MR

Unity Bank

For Month No: 8

Receipts for Month 8

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 :	694,643.02					694,643.02	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>694,643.02</u>	<u>0.00</u>	<u>0.00</u>			<u>694,643.02</u>	

Continued on Page 120

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/11/2021	Teresa Strange	V2484-BACS	5.30		0.88	4190	120	4.42	Nov Out of hours mob reimburse
16/11/2021	Unity Trust Bank	V2485-DD	262.40		29.65	4120	120	27.95	Planning and Highways packs
						4120	120	6.60	Full Council agenda packs
						4120	120	33.00	Full Council agenda packs
						4490	142	18.98	Graffiti remover for play area
						4150	120	1.62	Blue tac
						4500	142	15.82	Weedkiller for trial
						4175	120	72.20	Office 365 subscription
						4120	120	4.86	BYF V HALL Land transfer doc
						4070	120	27.58	Christmas cards
						4200	120	11.99	Zoom meeting subscription
						4120	120	9.15	Office relocation agenda packs
						4140	120	3.00	Monthly fee
24/11/2021	Agilico	V2464-BACS	169.06		28.18	4130	120	140.88	Inv.0969346-Office Photocopyin
24/11/2021	Wilts Assoc of Local Councils	V2465-BACS	36.00		6.00	4080	120	30.00	Inv.2403- Cllr Hoyle Training
24/11/2021	Wilts Assoc of Local Councils	V2466-BACS	30.00		5.00	4080	120	25.00	.2447-Cllr Shea-Simonds traini
24/11/2021	IAC Audit & Consultancy Ltd	V2467-BACS	390.00		65.00	4100	120	325.00	Inv.1297- 1st Audit 21/22
24/11/2021	JH Jones & Sons	V2468-BAC	1,604.65		267.44	4402	320	60.15	Inv.2494-Allotment Grasscuttin
						4400	142	221.90	Inv.2494-Play Area grass cutti
						4780	142	52.50	Inv.2494-Play Area bin empty
						4781	220	79.58	Inv.2494-JSF Bin emptying
						4401	220	692.17	Inv.2494-JSF Grass cutting
						4400	142	34.66	Inv.2494-Kestrel Shrub mainten
						4409	142	163.33	Inv.2494-Hornchurch cut
						4820	142	32.92	Inv.2494-SHF Grass cut
						347	0	-32.92	Inv.2494-SHF Grass cut
						6000	142	32.92	Inv.2494-SHF Grass cut
24/11/2021	JH Jones & Sons	V2469-BACS	1,536.00		256.00	4721	220	1,280.00	Inv.2525- fertilise x3 pitches
24/11/2021	ROSPA Play Safety	V2470-BACS	283.20		47.20	4410	142	236.00	Inv.58991- Davey play area ins
24/11/2021	SLCC Enterprises Ltd	V2471-BACS	410.00			4055	130	410.00	Inv.15-1-Parish Officer CiLCA
24/11/2021	Staverton Rangers	V2472-BACS	50.00			550		50.00	Refundable deposit
24/11/2021	Glasdon U.K Limited	V2473-BACS	834.17		139.03	4721	220	695.14	Inv.624- New bin for JSF
24/11/2021	JH Jones & Sons	V2474-BACS	72.00		12.00	4590	142	60.00	Inv.2531-Shaw bin moved
24/11/2021	HM Revenue & Customs	V2475-BACS	1,865.78			4401	220	603.03	Period 8- November 2021
						4000	130	345.60	Period 8- November 2021-T
						4000	130	261.81	Period 8- November 2021-NI
						4020	130	133.00	Period 8- November 2021-T
						4020	130	122.56	Period 8- November 2021-NI
						4010	130	125.20	Period 8- November 2021-T
						4010	130	117.58	Period 8- November 2021-NI
						4460	142	148.80	Period 8- November 2021-T

Continued on Page 121

Payments for Month 8

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>
24/11/2021	Wiltshire Pension Fund	V2476-BACS	1,706.16			4800	320	8.20	Period 8- November 2021-T
						4000	130	202.56	Period 8- November 2021
						4020	130	105.47	Period 8- November 2021
						4010	130	103.06	Period 8- November 2021
24/11/2021	Radcliffe Fire Protection Ltd	V2482-BACS	2,897.57		482.93	4045	130	1,295.07	Period 8- November 2021
						4721	220	2,414.64	Inv.5148- New fire alarm syste
26/11/2021	Teresa Strange	V2477-BACS	██████	—		4000	130	██████	November 2021 Salary
						4048	130	6.65	Mileage for first aid training
26/11/2021	Lorraine McRandle	V2478-BACS	██████			4020	130	██████	November 2021 Salary
26/11/2021	Marianne Rossi	V2479-BACS	██████			4010	130	██████	November 2021 Salary
26/11/2021	Terry Cole	V2480-BACS	██████			4460	142	██████	November 2021 Salary
						4050	142	47.50	November Travel Allowance
						4051	142	48.15	Mileage x107 miles
26/11/2021	David Cole	V2481-BACS	██████	—		4800	320	██████	November 2021 Salary
Total Payments for Month			17,891.99	0.00	1,339.31			16,552.68	
Balance Carried Fwd			676,751.03						
Cashbook Totals			694,643.02	0.00	1,339.31			693,303.71	

Date: 01/12/2021

Melksham without Parish Council Current Year

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

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

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Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	