

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 14 November 2022 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm

Present: David Pafford (Chair of Council), Andy Russell (Vice Chair of Council), Alan Baines, John Doel, Mark Harris, Shona Holt, Robert Shea-Simonds and Richard Wood

In attendance: Wiltshire Councillors Phil Alford (Melksham Without North & Shurnhold) and Nick Holder (Bowerhill)

In attendance: Teresa Strange, Clerk and Lorraine McRandle, Parish Officer

262/22 Welcome, Announcements & Housekeeping

Councillor Pafford welcomed everyone to the meeting and made the following announcements:

- Defibrillator training was due to take place on Saturday 14th January at Berryfield Village Hall at 2pm. All welcome, please book a space with the parish council staff.
- The next Area Board meeting will be held on Wednesday 7th December at Berryfield Village Hall at 7pm.
- The proposed demolition of the old Berryfield Village Hall will take place after 5th December. The delay is due to waiting for the electricity to be disconnected by Southern Electric. In the meantime, the building has been stripped inside and Heras fencing erected for security.

263/22 To receive apologies and consider approval of reasons given

The meeting was reminded that Councillor Glover has a leave of absence until 1st December and Councillor Mary Pile has resigned from Council.

The Clerk informed the meeting the following Members had tendered their apologies:

Councillor Chivers – for health reasons
Councillor Hoyle – work commitments
Councillor Patacchiola – work commitments

Resolved: To accept and approve the reasons for apology.

264/22 Invited Guests:

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

Councillor Alford informed the meeting the recommendations made at the last Local Highway & Footpath Improvement Group (LHFIG) meeting had been ratified at a recent small meeting of the Area Board, which had resulted in several items being cleared off the list.

Councillor Alford explained that the Area Board had approved £500 to be used to support a community project working with the local Foodbank to purchase 22 slow cookers and food recipe cards, in order to be distributed to those in most need. Feedback on the project will be fed back to the next Area Board meeting and if positive feedback, the Area Board could look at extending this project.

Councillor Alford provided an update on a new Wiltshire Council affordable housing scheme in the neighbouring parish of Semington and work with Ukrainian families who have now been with their host families in Wiltshire for 6 months.

b) Wiltshire Councillor Nick Holder (Bowerhill)

Councillor Holder clarified with regard to the Pathfinder Place development, as stated at a previous Planning Committee meeting, some of the street lighting on the A365 was still not working and he had been in touch with Taylor Wimpey and was still awaiting a response.

Councillor Holder informed the meeting a road closure would be in place from 24 November for 10 days, overnight on the A350 between Berryfield Roundabout and further down the A365 in order to carry out carriageway resurfacing, replacement of road markings, adjustment of ironworks and associated works. Unfortunately, the works did not include repainting the road markings on Pathfinder Way on approaching Bowerhill roundabout which he had received several complaints about with an article in Melksham News.

Cabinet Member for Highways and Chris Clark, Head of Local Highways had been contacted to ask if this element of work could be included in the road closure but to date had not received a response and encouraged the Parish Council to request this work be completed at the same time. **POST MEETING:** It was clarified the road closure did not include the Bowerhill roundabout as originally understood.

With regard to the footpath to the rear of Melksham Oak, Councillor Holder explained he had contacted the new head of Highways who had stated they had made this a priority. However, it was understood there may be landownership issues and was therefore waiting an

update on this issue. The local MP was also in touch with Wiltshire Council to ascertain progress on this project, given safety concerns.

Councillor Holder stated he was aware of concerns regarding highway safety outside Melksham Oak School and had made enquiries on temporary speed restrictions outside schools on main roads to see if this could happen, particularly outside Melksham Oak School, to discover in a number of local authorities in devolved areas it is mandatory for temporary speed restrictions to be installed during school hours, but only discretionary in England. Discussions had taken place with Highways, to ascertain if this could be done, to be informed up-to-date Travel Plans were required and had therefore contacted Melksham Oak School for their travel plan. The Travel Plan was unfortunately out of date, having been produced in 2010 using data from 2006. Therefore, the school needed to submit an updated travel plan to Highways, in order it could be assessed to see if something could be done regarding speeding outside the school.

Councillor Pafford stated as a Governor at Melksham Oak School, the School Governors were also aware of concerns regarding speeding outside the school, which had been raised on several occasions.

Councillor Holder informed the meeting he understood a Bowerhill Residents Action Group (BRAG) meeting was due to take place the following evening via Zoom.

c) Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural).

It was noted Councillor Seed was attending a meeting of Bromham Parish Council.

265/22 a) To receive Declarations of Interests

The Clerk declared an interest in agenda item 10(b) relating to some recommendations within the Staffing minutes of 7 November 2022 and would leave the meeting whilst these were being discussed.

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

The Clerk reported none had been received.

266/22 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 as required (Agenda items 10(b), 11(a) & 11(b)) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Clerk advised the following agenda items be held in closed Session:

10(b) Recommendations of Staffing Committee. **REASON:** Staffing related.

The Clerk explained the following agenda items related to template leases, which Wiltshire Council had asked to be kept confidential:

11(a) Community Asset Transfer of Wiltshire Council assets.

11(b) To consider options for play area lease renewal, if not pursuing Community Asset Transfer option

Resolved: For items 10(b), 11(a) & 11(b) to be held in closed session for the reasons given.

267/22 Public Participation

No members of public were present.

268/22 Councillor Vacancy

a) To note Councillor Vacancy following the resignation of Councillor Mary Pile

Members noted a vacancy had arisen on the parish council in the Beanacre, Shaw, Whitley & Blackmore Ward following the resignation of Councillor Mary Pile.

b) To note Notice of Councillor Vacancy which gives the opportunity for 10 electors in the Beanacre, Shaw, Whitley & Blackmore Ward to call for an election by 24 November; otherwise the vacancy will be filled by co-option

Councillor Pafford explained if 10 electors came forward by 24th November, calling for an election, an election would take place no later than 31st January 2023.

The Clerk explained, if not, the council would be looking to co-opt at its January Full Council meeting, in order to allow time for the co-option to be advertised in the local press, as had previously

happened and sought a steer Members were happy for this approach which was agreed by Members.

c) To consider appointing councillor to committee and representative vacancies

Councillor Shea-Simonds asked if a letter of thanks could be sent to former Councillor Pile.

Councillor Pafford informed the meeting as Chair he had already forwarded the Council's thanks.

Following a query from Councillor Holt on how long Councillor Pile had been on the parish council, the Clerk explained whilst Councillor Pile had only been a councillor on the parish council for 6 years, she had previously been a councillor in Chippenham and prior to that had been a Clerk of a parish council. It had been hoped to put something in the local press thanking Councillor Pile for her tenure on the council, but she had declined the offer.

Resolved: To wait until the new councillor had joined the council, in order they had first priority on the various vacancies left on committees, as well as the various representative vacancies available since Councillor Pile resigned.

269/22 a) To approve the Minutes of the Full Council Meeting held on 24 October 2022.

Councillor Pafford explained at the previous meeting members discussed proposals to put forward for Substantive Highway funding. However, subsequently, Councillor Seed had been in touch to apologise for raising hopes of the council, but unfortunately the parish did not qualify, as quite a bit of funding was available via the Local Highways & Footpath Improvement Group.

Councillor Pafford suggested investigating if funding was available at a later date in order to put proposals forward for consideration.

Resolved: To approve and for the Chair to sign the Full Council minutes of 24 October 2022.

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

It was noted this item referred to Min No 225(c)(iv) with a meeting having been arranged between the hirer of Sports Field and representatives of the Asset Management Committee later in the week.

Resolved: To approve and for the Chair to sign the Confidential

notes to accompany the Full Council minutes of 24 October 2022.

Councillor Alford left the meeting at 7.28pm in order to attend a meeting at Melksham Town Council.

270/22 Planning

- a) **To approve the Minutes of the Planning Committee meetings held on 7 November 2022.**

Resolved: To approve and for the Chair to sign the Planning Committee minutes of 7th November 2022.

- b) **To formally approve Planning Committee recommendations of 7 November 2022.**

Resolved: To formally approve the Planning Committee recommendations of 7th November 2022.

The Clerk explained the landowner of the site allocated within the Neighbourhood Plan had been in touch and a meeting arranged for Thursday at 12.00pm.

271/22 Staffing

Members agreed to defer this item until the end of the meeting in closed session.

- a) **To approve the Minutes of the Staffing Committee meetings held on 7 November**

Resolved: To approve and for the Chair to sign the Staffing Committee minutes of 7th November.

- b) **To formally approve Staffing Committee recommendations of 7th November.**

With regard to Min 254(a)/22: DBS (Disclosure & Barring Service) Policy, the Clerk explained Wiltshire Council undertook DBS checks on behalf of the parish council. However, their system would not allow for enhanced checks of parish council staff. There had been quite a bit of correspondence on this with Wiltshire Council seeking advice, but the Finance Officer had subsequently contacted the Department at

Central Government dealing with DBS checks for advice and was awaiting a response.

The Clerk suggested waiting until the advice from central Government had been received before approving the DBS Policy, in order to ensure that the policy was workable.

The Clerk left the meeting during approval of the recommendation contained within Minute No: 261/22. There was no further discussion on this item with Members approving the recommendation to close the investigation.

Resolved: To formally approve Staffing Committee recommendations of 7th November 2022 but defer the recommendation contained under Min 254(a)/22 regarding the Council's DBS Policy until a response had been received on enhanced checks from the Government Department responsible for DBS checks.

272/22 Asset Management

a) To consider principle of Community Asset Transfer of Wiltshire Council assets in the parish rather than just renewing play area leases (this would include public open spaces etc)

Councillor Pafford explained the council needed to think carefully what commitment to the future it wished to make and the complications there of, and the costs involved.

The Clerk explained the parish council currently leased Kestrel Court, Bowerhill and the Berryfield play areas from Wiltshire Council. The others in the parish were already owned and maintained by the parish council; or due to be adopted shortly.

The Clerk explained the understanding of the parish council had previously been that eventually there would be a community asset transfer and in the meantime, the council had entered into a 7-year lease until Wiltshire Council were ready to discuss community asset transfers with parish councils, as town councils were further up their list for asset transfer discussions.

The Clerk explained having asked to renew these two leases, Wiltshire Council had asked if the parish council wished to take on a longer lease, such as for 125 years, or wished to discuss a wider asset transfer.

The Clerk clarified that on taking on a wider asset transfer the parish council would need to take on public open spaces in the parish at a minimum. Whilst there were very little in some parts of the parish, there were quite a few in Bowerhill, which the council would be responsible for maintaining. There were also other asset transfer options, such as

taking on verge cutting and bin emptying for example.

Members were reminded that originally the Parish Council had been informed they would be unable to eventually take on the Berryfield Play area as part of an asset transfer, as the Wilts & Berks Canal Trust would be the eventual owners, as the play area is on the line of the Melksham Link proposed restored canal.

The Clerk advised members they did not have to make a decision straight away as the leases did not run out until October 2023. However, the legal process would take some time to complete hence why asking the question now. Wiltshire Council leases do not “tick over” like other standard leases, and if no arrangement was put in place, the play areas would no longer be the parish council’s responsibility if no new lease was in place by October 2023.

Councillor Pafford asked if members could consider in principle whether to have a complete asset transfer or just renew leases, if it was clear to Members on the ramifications of each option.

Councillor Shea-Simonds stated the information provided was very complex and sought clarification whether the council could just take on play areas as opposed to taking on such things as maintaining public open spaces. The Clerk explained the council could just lease play areas, but if they wanted an asset transfer, there was a minimum councils could have and it was a bigger list than just play areas.

The Clerk explained the devolution of services from Wiltshire Council had been something Wiltshire Council had been looking at for approximately 10 years and took a long time, as it was complicated, with discussions with town councils being a priority, over parish councils, as they usually had income generators, such as car parks.

The Clerk explained that the parish council had been lucky in getting the 7-year leases previously organised, as being a parish council they were at the back of the queue, however, a previous Melksham Without Wiltshire Councillor had intervened as there was a concern the play areas would deteriorate even further if not maintained by the parish council.

Several Members expressed concern at the costs involved in taking on public open spaces, with the impact of a significant Precept increase and the desire to only lease Berryfield play area, given the uncertainty of its future in its current location.

Councillor Baines expressed concern there would be staffing implications involved in taking on the extra assets, given the extra maintenance and grass cutting involved as well as inspections required.

Councillor Baines questioned whether if the parish council owned

Berryfield Play area, this would give leverage over the route of the canal and if the canal did go through the play area, would the parish council receive funding for a replacement or refurbishment of Bowood View play area to compensate.

The Clerk clarified that the route of the canal was already protected in the Core Strategy, however, would have to wait and see whether it was still protected in the Local Plan currently under review.

Councillor Harris confirmed the route originally protected in the Core Strategy was the same route proposed in the 2012 planning application which went through Berryfield play area.

Standing orders were suspended for Wiltshire Councillor Holder to speak.

Councillor Holder reminded members that many Wiltshire Council public open spaces in Bowerhill were currently being developed into wildflower areas, which would require the same level of maintenance moving forward which was quite extensive for a parish council to take on.

The meeting reconvened.

Councillor Baines expressed a concern at double taxation, given there would not be a reduction in the Wiltshire Council element of council tax for the parish, to compensate the council for taking on public open spaces.

Resolved: For the parish council not to seek community asset transfer with Wiltshire Council.

b) To consider options for play area lease renewal if not pursuing Community Asset Transfer option

The Clerk explained there was an option to have a much longer lease than 7 years, with 125 years as an option offered.

Resolved:

To proceed with lease arrangements with Wiltshire Council for both Kestrel Court and Berryfield Play areas, with the aim to have them in place before the current leases expire in October 2023. To proceed with caution for the Berryfield Play area lease due to the current protected route of the Wilts & Berks Canal Link through the site.

c) Bowerhill Sports Field & Pavilion

i) To approve quotation to relocate the middle pitch to aid goal area recovery and to prevent lost balls in the hedge line

Members were informed a quotation of £1,465 + VAT had been

received from the Council's grass cutting contractor to move the middle 11 aside adult pitch, which was receiving a lot of regular use and causing the goal mouth to deteriorate. In addition, it was the one that suffered the most waterlogging and had a goal directly in front of a hedge with many lost ball complaints.

The Clerk explained the council had previously considered a quotation to improve drainage, however, due to the high costs involved, a quotation had been sought to relocate the pitch instead. The idea being to move the pitch forward slightly, which could involve having to move one of the 5 aside pitches regularly hired for youth matches.

Councillor Baines raised a concern at the high cost involved in moving the pitch, compared to making repairs to the goal mouth, having noted on a recent site visit the condition of the middle pitch was not too bad and queried whether this approach was the most cost effective.

Councillor Pafford noted the constrained area in which the two adult pitches were located and had not realised the number of pitches used for youth matches.

Councillor Shea-Simonds queried if the revenue from hiring of the pitches against the costs involved in moving the pitches was cost effective.

Resolved: To approve the quotation in principle, contingent on a constructive meeting later in the week with one of the hirers of the sports pitches for youth football when the impact of this proposed pitch arrangement could be discussed. With the Chair of Council and Chair of the Asset Committee having delegated powers with the Clerk to decide whether it was appropriate to proceed following the meeting with the youth football club.

Wiltshire Councillor Holder left the meeting at 8.00pm.

ii) To consider proposal for installation of drinking water fountain following site visit

A site survey had been undertaken at the Pavilion by MIW Water Cooler Experts on a suitable location for the outside drinking water fountain. A suitable location on the left-hand side of the pump room adjacent to the sports pitches had been found, which would reach a suitable electric supply and would allow water to be collected and put back into the system, as required by Wessex Water.

The Clerk expressed frustration the installation of the water fountain appeared to be more complicated than originally understood when

the equipment was sold to the Council.

The Clerk explained it was hoped that following the site survey a quotation to install the water fountain would have been received by this meeting, but unfortunately, this was not the case.

Therefore, members noted the report submitted by MIW and awaited the quotation for a future meeting.

d) Shurnhold Fields. To note that a Committee is in place following Friends of Shurnhold Fields AGM

Members noted a new committee was now in place and would continue maintaining the Shurnhold Fields grass cutting and work parties.

Councillor Doel expressed concern it appeared the group did not have sufficient funds.

It was noted that there a s106 commuted sum to cover the costs associated with any maintenance, having been provided by Persimmon when the land was transferred to both councils. However, the group could apply for grant funding from both councils for other things if necessary. The Clerk reminded the council they had previously turned down a grant from the Friends of Shurnhold Fields for maintenance costs as these costs were already borne by the councils, as well as reimbursing petrol costs etc for the mower, whereas the Town Council had approved a grant, but would confirm that was the case.

e) To approve quote for repair of bus shelter (Shaw)

A quotation of £645 + VAT had been received from J H Jones to repair the brick-built bus shelter on Bath Road, Shaw.

Concern was expressed at the costs involved. The Clerk stated on investigating the work involved the contractor had recommended the work be undertaken sooner rather than later. On being shown photographs of the level of repairs required, Members:

Resolved: To approve the quotation of £645 + VAT to repair the bus shelter as soon as possible.

f) To consider quotations for improvements to the Whitworth play area (Bowood View)

A quotation of £13,550 + VAT provided in late papers had been received from E D Bodman Ltd to install a tarmacked path with associated works in the Whitworth play area.

The Clerk informed the meeting that it had previously been agreed to seek costs to undertake this work if the developers, Bellway, were not prepared to undertake the work. Bellway had previously stated once the parish council had agreed to adopt the play area, they would look at a date to tarmac the footpath at their cost, however, the adoption of the play area was in the hands of both party's solicitors at present.

The Clerk explained she had also contacted the contractor who had installed the play area, who were arranging to look at the safety surfacing element that needed quoting as she raised a concern at introducing different contractors if there was a future liability issue.

Concern was expressed at the high costs involved, with the Clerk suggesting other contractors could be approached for quotes if necessary for a comparison.

Concern was expressed by Councillor Harris the tarmac would not go beyond the play area as requested by the parish council in the first instance.

Councillor Russell suggested once the work had been undertaken by Bellway, if there was an issue, the extra piece of tarmac could be undertaken at a later date.

It was noted the costs quoted gave an indication of the costs involved if Bellway were not to undertake the work and also gave an idea of figure to ask for from the Townsend Farm development, as a contribution towards improving a play area in the vicinity.

Resolved: To await Bellway undertaking the work as agreed and note the quotation provided.

273/22 New Berryfield Village Hall project:

a) To consider update from solicitors on legal claim

The Clerk provided an update on the current legal claim with Bellway which members noted.

b) To note revised budget vs anticipated spend report.

The Clerk explained both herself and the Finance Officer & Amenities Officer were currently looking at the budget for 2023/24 and anticipated current year end costs, and that was the ideal opportunity to revisit the costs associated with the Village Hall project which would be an appendix to the budget.

274/22 Finance:

a) To note Receipts & Payments reports for October

The Clerk explained quite a few payments were coming through for allotment rents as the start of the Allotment year was 1st October (Michaelmas).

The Clerk informed Members that c£426,000 had been received from Wiltshire Council, which they had been holding for some time, at least a year. This equated to 75% of £500,000 from Bellway to the parish council through the Section 106 Agreement for the new village hall, which was originally confirmed to be £375,000, however, the funding was index linked, hence the larger figure than originally anticipated.

Resolved: To note the Receipts & Payments reports for October.

b) To approve cheque signatories/online authority for November payments

Resolved: Councillors Shea-Simonds and Wood be cheque signatories/online authority for November payments.

c) To note tax base number for the parish for 2023/2024 of 2,895.42 (2,782.41 in 2022/23) for precept calculation

Members noted the tax base number for the parish for 2023/2024 was 2,895.42 for precept calculations. This equated to 113 additional Band D properties which would yield an additional £9,572, if the parish council did not increase the Budget next year. It was noted that due to increased costs such as higher inflation rates and the recent pay award for example, this figure would not cover all the additional costs expected for 2023/24, in order to keep the precept at the same level as 2022/23.

The Clerk explained the Finance Committee would be looking at budget proposals for 2023/24 and making recommendations to Full Council on 23rd January. Whilst Wiltshire Council requested the relevant precept requirement forms be submitted by 18th January, it was not a statutory requirement that the form is submitted by this date; the parish council had until the end of January.

d) To note amendment to share of Community Benefit funding from Sandridge Solar Farm and receipt

Members noted Sandridge Solar Farm Ltd had confirmed an additional 177 dwellings had been added to the parish council's percentage share of the community benefit fund. However, the town council's share had also increased due to new development within a

2.75km radius of the solar farm, with the new annual base value of the fund for the parish council being £12,757.77 annually, which was index linked.

The Clerk explained the figure was higher than budgeted for as it corrected errors in the preceding years and was index linked, with a cautious £5,000 originally being budgeted in the 2022/23 budget, however, £16,119 had recently been deposited in the bank.

275/22 Policies/Procedures

a) To consider request for Complaints Committee and Independent Person to be appointed.

Councillor Pafford explained that it had already been established that a parish council did not require an independent person but asked if the parish council wanted one in reserve in case one was ever required.

Councillor Harris sought clarification on what the Council's current complaints procedure was.

The Clerk explained the council had no Complaints Committee, with complaints being dealt with by Full Council who would follow the adopted Complaints Procedure policy (a model template from a professional body) and published on the council's website.

The Clerk explained any complaint first went to the Clerk (unless it related to the Clerk) who would try and resolve the complaint in the first instance, prior to following the procedural routes as set out in the policy. Whilst in the model template for complaints procedures, it stated complaints could either be handled by a complaints committee or by Full Council, the council had opted to follow the Full Council route.

Councillor Pafford felt if there was a need in the future to have an independent person, if it was felt one was necessary, there was a possibility one could be found.

Councillor Harris sought clarification where an independent person would be sourced.

The Clerk explained in the Terms of Reference for the joint Neighbourhood Plan it was stated if an independent person was required in case of a dispute between the two councils, to approach the Wiltshire Association of Local Councils (local arm of the National Association of Local Councils) and therefore that could be a suggestion to contact WALC if required

The Clerk explained any complaints about the Council or a Councillor

had to go to the Monitoring Officer at Wiltshire Council for investigation and therefore, they could be approached for advice on seeking an independent person, as well as WALC.

b) To consider ways of streamlining agendas

The Clerk explained she had placed this item on the agenda as recently Councillor Chivers had raised a concern at the length of meeting agendas and the Parish Officer, in their recent appraisal, had suggested the agendas could be reduced, as they were quite lengthy and rather than having to note lots of minutes/information from community groups, this information could be emailed to members instead, however, if there was something which needed to be brought for the consideration of the members then it would be an agenda item.

The Parish Officer explained on occasions the Full Council minutes in particular were quite lengthy and when taking into account the finance attachments, minutes were on occasion over 50 pages.

Councillor Wood stated he found it useful to have the minutes/notes from organisation groups in the agenda pack, as he would look up the relevant agenda and find them there, rather than having to look through several emails to find what he was looking for.

The Clerk explained a lot of the community group minutes were located on the parish council's website, as this enabled them to be found via an internet search without the organisations having to have their own website.

Resolved: Minutes/notes from organisations be emailed to Members and if it was felt something needed to be brought before Council, to request that they be included on an appropriate agenda for discussion.

276/22 Community projects/partnership organisations:

a) To consider way forward for Melksham Community Support, including parish council direct involvement for Emergency Plan

The Clerk stated she would be attending a meeting later in the week regarding the future of Melksham Community Support moving forward.

The Clerk reminded members some time ago consideration was given to what should happen moving forward with Melksham Community Support which had been set up by Melksham Area Board, the Town Council, Melksham Without Parish Council and Age Friendly Melksham in response to Covid. Unfortunately, both Age Friendly Melksham and Melksham Community Response were struggling of late for various reasons and it was unclear what their remit was now, given the main

driver of providing support was during Covid, but recognising, there was a small number of people who did require some support and maybe they could be a signposting organisation.

The Clerk explained funding of approximately £8,000 had been received from Southern Electric's Community Resilience Fund in order to provide fridge magnets and a leaflet with Melksham Community Support's number on, the database of volunteers and all of the "hard to reach" vulnerable residents will also be kept. An idea had been forming which all the stakeholders needed to be happy with, whether everyone transition over to a different type of support group, or Melksham Community Response is made dormant and only activated by the Emergency Plan and staff of both councils transition in for the time required to assist with the emergency.

The Clerk explained a meeting was being held with the stakeholders later in the week on a way forward and also a meeting was being held with a Member of the Community Resilience Team from Wiltshire Council on a particular project they wanted some feedback on.

The Clerk explained a steer was required from Members on what the position of the Parish Council was in order to feed back at the meeting later in the week and suggested a way forward could be for Melksham Community Response to be dormant and activated by the Emergency Plan with staff from both the town council and parish council stepping back in to help during the emergency. Members did not question this suggestion and offer an alternative response.

b) To consider update on Cost of Living/Warm Spaces initiatives.

The Clerk updated Members on the various cost of living initiatives including "Energy Café" drop-in sessions being run by Wiltshire Wildlife Trust and expressed frustration that it was difficult to get an event in the Bowerhill area, despite having had conversations with various groups on holding such an event. It was also hoped to get something separate for residents of the Berryfield Mobile Home Park as their needs were different.

c) To consider request to supply Coronation Mugs to children in the parish

A request had been received from Councillor Chivers to supply Coronation mugs to the children of the parish.

Councillor Pafford explained this request had been deferred from a previous meeting as Councillor Chivers was not present at the time to speak to his proposal and noted as the Coronation of the King was not until May 2023, there was still time for the council to consider this request at another meeting if necessary.

Councillor Doel explained he was aware of another local council who had provided Jubilee mugs to children in their parish at a cost of £10 each.

Councillor Baines expressed concern how children in the parish would be identified, as it was difficult to do it through the schools in the parish, as children were often from other parishes. Also, children from the parish may attend schools in other parishes.

Councillor Shea-Simonds highlighted that not all members of the council were copied into the original request from Councillor Chivers and was intrigued to note members of the press had also been copied in.

Councillor Holt felt given the increased costs the Council would have to bear giving the increased cost of living, felt this was not a good use of council funding.

Resolved: Not to purchase memorabilia to commemorate the Coronation of the new King.

d) To note correspondence regarding potential Community Benefit from the proposed Wessex Water mains drainage scheme

The Clerk explained Wessex Water had previously discussed community gain as part of their scheme with several suggestions being put forward for consideration, which were still being considered. However, Wessex Water had been in touch recently on how they could improve biodiversity in the area, in order to off-set some of the biodiversity disruption from their scheme for mains drainage in Beanacre, with the Clerk suggesting they look at the community field behind St Barnabas Church or Shurnhold Fields which were the closest.

The Clerk explained Wessex Water had been in touch earlier that day with a request she join a Teams call to discuss this idea further. It was explained they were happy to install a wildflower strip of 0.3 hectares at Shurnhold Fields, following their Ecology Officer visiting the site.

The Clerk stated this information had been forwarded to the Town Council for a response, as an answer was required by the end of the week. Previously, however, both Councils had already acknowledged by installing in a car park in an appropriate location that it would mean losing part of the current wildflower meadow and therefore had agreed to replace it.

The Clerk asked if everyone was happy with the proposal, that the Friends of Shurnhold Fields would be contacted for their thoughts on the suggested location.

Resolved: To support Wessex Water improving biodiversity at Shurnhold Fields by planting a 0.3h wildflower area, to off-set against

any biodiversity lost as part of their proposals for mains drainage in Beanacre.

e) To note new group “A350 Alliance” and their support by CPRE Wiltshire

Members noted in a recent newsletter from CPRE (Campaign for Protection of Rural England) a new group called the A350 Alliance had been formed from various groups, including the Stop the Melksham Bypass group.

f) To note latest update on Whitley Community Stores and consider any actions required

The Clerk provided an update on Whitley Community Stores who had to vacate their current premises in the village.

277/2 Parliamentary Boundary Review: To consider submitting comments on proposals for new Melksham & Devizes Constituency (Electorate 71,823) <https://www.bcereviews.org.uk/> Comments by 5 December

It was noted a few changes had been made since the parish council had commented previously with Calne South, Bromham, Rowde, The Lavingtons, Urchfont and Bishop Cannings now included and Corsham and Hilperton moved into another parliamentary constituency.

Councillor Baines stated the new proposals preserved the historic link between Melksham and Bradford on Avon.

Resolved: To welcome the new constituency name which includes Melksham and the changes to the boundaries which preserve the historic link with Bradford on Avon.

Meeting finished at 9.20pm

Signed
Chair, 5th December 2022

Date: 01/11/2022

Melksham without Parish Council Current Year

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 7

Receipts for Month 7			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		589,816.99					589,816.99	
V2967-BACS	Banked: 03/10/2022	30.00						
V2967-5ABY	Allotment Holder	30.00			1310	310	30.00	Allotment 5A Berryfield rent
V2968-BACS	Banked: 03/10/2022	60.00						
V2968-BS18	Allotment Holder	60.00			1320	310	60.00	Allotment Rent 18 Briansfield
V2969-BACS	Banked: 03/10/2022	30.00						
V2969-BY4A	Allotment Holder	30.00			1310	310	30.00	Allotment 4a Berryfield rent
V2970-BACS	Banked: 03/10/2022	30.00						
V2970-BS19	Allotment Holder	30.00			1320	310	30.00	Briansfield allotment 19 rent
V2971-BACS	Banked: 03/10/2022	30.00						
V2971-BS28	Allotment Holder	30.00			1320	310	30.00	Briansfield 28 allotment rent
V2972-BACS	Banked: 03/10/2022	60.00						
2972-BY15A	Allotment Holder	60.00			1310	310	60.00	Berryfield 15a allotment rent
V2973-BACS	Banked: 03/10/2022	60.00						
V2973-BS27	Allotment Holder	60.00			1320	310	60.00	Briansfield allotment 27 rent
V2974-BACS	Banked: 07/10/2022	30.00						
V2974-BY6A	Allotment Holder	30.00			1310	310	30.00	Berryfield 6a allotment rent
V2975-BACS	Banked: 07/10/2022	630.00						
V2975-FoF	Future of Football	630.00			1210	210	630.00	Inv.300- September Training
V2976-BACS	Banked: 10/10/2022	60.00						
V2976-BSF2	Allotment Holder	60.00			1320	310	60.00	Briansfield plot 2 rent
V2977-BACS	Banked: 10/10/2022	30.00						
V2977-BACS	Allotment Holder	30.00			1310	310	30.00	Berryfield 9B allotment rent
V2978-BACS	Banked: 11/10/2022	15.00						
V2978-BS1A	Allotment Holder	15.00			1320	310	15.00	Briansfield 1A allotment rent
V2979-BACS	Banked: 12/10/2022	15.00						
2979-BS16A	Allotment Holder	15.00			1320	310	15.00	Briansfield 16a allotment rent
V2980-BACS	Banked: 14/10/2022	15.00						
2980-BS32A	Allotment Holder	15.00			1320	310	15.00	Briansfield 32a allotment rent
V2981-BACS	Banked: 17/10/2022	30.00						
V2981-BS22	Allotment Holder	30.00			1320	310	30.00	Briansfield 22 allotment rent
V2982-BACS	Banked: 17/10/2022	60.00						
V2982-BY7A	Allotment Holder	60.00			1310	310	60.00	Berryfield 7a allotment rent
V2983-BACS	Banked: 18/10/2022	60.00						
V2983-BS26	Allotment Holder	60.00			1320	310	60.00	Briansfield 26 allotment rent
V2984-BACS	Banked: 21/10/2022	300.00						
V2984-FoF	Future of Football	300.00			1210	210	300.00	Inv.301- September pitch hire

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Melksham without Parish Council Current Year

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Cashbook 1

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Current Account & Instant Acc

For Month No: 7

Receipts for Month 7

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>
V2985-BACS	Banked: 24/10/2022	30.00						
V2985-BSF9	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 9 rent
V2986-BACS	Banked: 24/10/2022	30.00						
V2986-BSF4	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 4 rent
V2987-BACS	Banked: 26/10/2022	30.00						
V2987-BS25	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 25 rent
V2988-BACS	Banked: 31/10/2022	30.00						
V2988-BS21	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 21 rent
V2989-BACS	Banked: 31/10/2022	60.00						
2989-BY16B	Allotment Holder	60.00			1310	310	60.00	Berryfield 16b rent
V2990-VAT	Banked: 31/10/2022	17,477.91						
V2990-VAT	HM Revenue & Customs	17,477.91			105		17,477.91	VAT Return-1.9.22-30.9.22
500167-CAS	Banked: 31/10/2022	120.00						
V2991 (45)	Allotment Holder	30.00			1310	310	30.00	Berryfield 17a rent
V2992-(42)	Allotment Holder	30.00			1320	310	30.00	Briansfield 3 rent
V2993 (43)	Allotment Holder	30.00			1310	310	30.00	Berryfield 3a rent
V2994 (44)	Allotment Holder	30.00			1320	310	30.00	Briansfield 6 rent
Total Receipts for Month		19,322.91	0.00	0.00			19,322.91	
Cashbook Totals		<u>609,139.90</u>	<u>0.00</u>	<u>0.00</u>			<u>609,139.90</u>	

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 7

Payments for Month 7				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>
03/10/2022	Grist Environmental	V2962-DD	137.75		22.97	4770	220	114.78	Inv.P82267-B'hill bin emptying
18/10/2022	Plusnet	V2964-DD	36.60		6.10	4190	120	30.50	Inv.004-WiFi for Campus office
20/10/2022	Sirus Telecom	V2963-DD	148.25		24.71	4190	120	123.54	Inv.5927-Office phone charges
26/10/2022	Eon	V2965-DD	106.05		5.05	4302	220	101.00	Inv.0015-Pavilion Electricity
Total Payments for Month			428.65	0.00	58.83			369.82	
Balance Carried Fwd			608,711.25						
Cashbook Totals			609,139.90	0.00	58.83			609,081.07	

Date: 01/11/2022

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Cashbook 2

User: MR

Unity Bank

For Month No: 7

Receipts for Month 7

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 :		258,432.85					258,432.85	
V2991-BACS	Banked: 06/10/2022	425,997.78						
V2991-S106	Wiltshire Council	425,997.78			1170	400	425,997.78	BYF V Hall S106 2nd payment
Total Receipts for Month		425,997.78	0.00	0.00			425,997.78	
Cashbook Totals		<u>684,430.63</u>	<u>0.00</u>	<u>0.00</u>			<u>684,430.63</u>	

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Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/10/2022	Rigg Construction	V2939-BACS	23,288.26		3,881.38	4582	142	19,406.88	Inv.113-Certificate 9 BYF V Ha
17/10/2022	Unity Trust Bank	V2961-DD	334.49		45.45	4080	120	-79.00	CREDIT Cllr Safety Training
						4175	120	81.00	Monthly Office 365 subscriptio
						4175	120	94.80	1x annual license for Mocosrof
						4190	120	11.30	Calling Plan
						4120	120	20.85	Planning & Highways agenda pos
						4120	120	9.90	NHP Plan agenda pack postage
						4175	120	1.00	Website hosting monthly fee
						4720	120	20.82	Step ladder for noticeboard
						4150	120	4.33	Get well soon cards
						4150	120	3.32	Key tags
						4582	142	31.04	Storage boxes BYF V Hall move
						4120	120	14.98	Magnets for noticeboard
						4200	120	11.99	Online meeting subscription
						4120	120	10.70	Full council agenda pack posta
						4155	120	17.40	Refreshments for meetings
						4150	120	4.36	Pens
						4582	142	7.49	First Aid kit BYF V Hall
						4150	120	19.76	Mouse mats for office desks
						4140	120	3.00	Monthly fee
19/10/2022	Office Right Business Solution	V2940-BACS	4,189.20			4582	142	4,189.20	Inv.97220- Tables & Chairs BYF
27/10/2022	David Pafford	V2960-BACS	65.40			4070	120	65.40	October Chairs Allowance
28/10/2022	JH Jones & Sons	V2941-BACS	456.00		76.00	4721	220	380.00	Inv.3040- Boot brush cleaner
28/10/2022	JH Jones & Sons	V2942-BACS	1,604.65		267.44	4402	320	60.15	Inv.3058-Allotment grass cut
						4400	142	221.90	Inv.3058-Play Area grass cut
						4780	142	52.50	Inv.3058-Play Area bin empty
						4781	220	79.58	Inv.3058-JSF Bin emptying
						4401	220	692.17	Inv.3058-JSF Grass cut
						4400	142	34.66	Inv.3058-Kestrel Court shrub m
						4409	142	163.33	Inv.3058-Hornchuch grass
						4820	142	32.92	Inv.3058-Shumhold Fields gras
						347	0	-32.92	Inv.3058-Shumhold Fields gras
						6000	142	32.92	Inv.3058-Shumhold Fields gras

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Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/10/2022	JH Jones & Sons	V2943-BACS	264.00		44.00	4490	142	220.00	Inv.3075-Sept Carson R'about c
28/10/2022	Agilico	V2944-BACS	102.35		17.06	4130	120	85.29	Inv. 391-Office photocopying
28/10/2022	JH Jones & Sons	V2945-BACS	330.00		55.00	4490	142	275.00	Slabs from BYF V hal to shed
28/10/2022	Playsafety Ltd	V2946-BACS	949.20		158.20	4410	142	581.00	Inv.64- Annual ROSPA inspectio
						4410	142	70.00	Whitworth Play Area inspection
						4410	142	70.00	Shaw playing field inspection
						4820	142	70.00	Inv.64- Annual ROSPA inspectio
						347	0	-70.00	Inv.64- Annual ROSPA inspectio
						6000	142	70.00	Inv.64- Annual ROSPA inspectio
28/10/2022	Tollgate Security Ltd	V2947-BACS	760.80		126.80	4212	220	634.00	Inv.49792- Annual intruder ala
28/10/2022	Complete Weed Control	V2948-BACS	1,227.60		204.60	4500	142	1,023.00	Inv.222-Parish weedspraying
28/10/2022	WPL (Safety) Ltd	V2949-BACS	120.00		20.00	4582	142	100.00	Inv.02- H&S file BYF V Hall
28/10/2022	Radcliffe Fire Protection Ltd	V2950-BACS	436.80		72.80	4582	142	364.00	New fire extinguisher BYF V Ha
28/10/2022	JH Jones & Sons	V2951-BACS	378.00		63.00	4785	142	315.00	Inv.3067-Install 2x bins
28/10/2022	Jens Cleaning	V2952-BACS	300.00			4750	220	300.00	Inv.1068-Deep clean of changin
28/10/2022	HM Revenue & Customs	V2953-BACS	2,359.77			4041	130	819.72	Period 7- October 2022
						4000	130	395.00	Period 7- October 2022-T
						4000	130	289.66	Period 7- October 2022-NI
						4020	130	176.80	Period 7- October 2022-T
						4020	130	132.82	Period 7- October 2022-NI
						4010	130	149.60	Period 7- October 2022-T
						4010	130	113.77	Period 7- October 2022-NI
						4460	142	257.40	Period 7- October 2022-T
						4800	320	8.80	Period 7- October 2022-T
						4070	120	16.20	Period 7- October 2022-T
28/10/2022	Wiltshire Pension Fund	V954-BACS	1,784.47			4045	130	1,344.74	Period 7- October 2022
						4000	130	210.22	Period 7- October 2022
						4020	130	118.93	Period 7- October 2022
						4010	130	110.58	Period 7- October 2022
28/10/2022	Teresa Strange	V2955-BACS	██████			4000	130	██████	October 2022 Salary
						4120	120	55.10	1st Class stamps
						4155	120	27.95	Refreshments for meetings
28/10/2022	Lorraine McRandle	V2956-BACS	██████		0.33	4020	130	██████	October 2022 Salary
						4370	120	1.66	Dishwasher cleaner
28/10/2022	Marianne Rossi	V2957-BACS	██████			4010	130	██████	October 2022 Salary
28/10/2022	Terry Cole	V2958-BACS	██████			4460	142	██████	October 2022 Salary
						4050	142	47.50	Travel Allowance-October

Total Salaries
for October
2022

£6,511.84

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Payments for Month 7

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>
28/10/2022	David Cole	V2959-BACS				4051	142	69.75	Mileage x 155
31/10/2022	Teresa Strange	V2966-S/O	5.30		0.88	4190	120	4.42	494 Out of hours mob reimb Oct
Total Payments for Month			45,670.42	0.00	5,032.94			40,637.48	
Balance Carried Fwd			638,760.21						
Cashbook Totals			684,430.63	0.00	5,032.94			679,397.69	

Receipts for Month 7**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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Cashbook 3

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Fixed Term Deposit

For Month No: 7

Payments for Month 7

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		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	