

**MINUTES of the Annual Council Meeting of Melksham Without  
Parish Council held on Monday 16 May 2022 at Melksham Rugby Club,  
Oakfields, Eastern Way, Melksham, SN12 7GU at 7.00pm**

**Present:** Councillors Alan Baines, Terry Chivers, John Doel, John Glover (Chair of Council), Mark Harris, Shona Holt, David Pafford (Vice Chair of Council), Stefano Patacchiola, Mary Pile, Robert Shea-Simonds and Richard Wood

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

**In attendance:** Wiltshire Councillor Jonathon Seed, Melksham Without West & Rural

**1/22 Welcome, Announcements & Housekeeping**

Councillor Glover welcomed everyone to the meeting and reminded those present where the various fire escapes were located and that the meeting was being recorded for the purposes of aiding minute taking.

**2/22 Appointment of Chair**

As the outgoing Chair, Councillor Glover sought nominations for the Chair for 2022/23

Councillor Chivers nominated Councillor Glover, which was seconded by Councillor Doel.

There were no further nominations.

**Unanimously Resolved:** Councillor Glover be duly elected as Chair of the Council for the ensuing year.

**3/22 To receive the Chair's Declaration of Acceptance of Office**

**Resolved:** Councillor Glover signed his Declaration of Acceptance of Office.

**4/22 Appointment of Vice Chair**

Councillor Glover invited nominations for the Vice Chair for 2022/23.  
Councillor Shea-Simonds nominated Councillor Pafford, which was seconded by Councillor Pile

There were no further nominations, therefore it was:

**Unanimously Resolved:** Councillor Pafford be duly elected as Council Vice Chair for the ensuing year.

**5/22 To receive Apologies and approval of reasons given**

Apologies of absence were received from Councillor Russell who was on holiday and Councillor Hoyle who was recuperating at home.

**Resolved:** To note and accept Councillor Russell and Councillor Hoyle's reasons for absence.

**6/22 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 during the consideration of the following items of business (Item 9) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

The Clerk advised, as item 9 related to legal negotiations with the Town Council on the Heads of Terms for transfer of Community Infrastructure Levy (CIL) Funds, that this item be held in closed session.

**Resolved:** To hold agenda item 9 in closed session.

**7/22 Declarations of Interest**

**a) To receive declarations of interest**

The Chair advised that within their agenda packs all Members had received their general Register of Interests in order to review and sign. The Clerk reminded members that it was their responsibility to keep their Register of Interests updated but that they were provided annually as a prompt.

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

None were received.

**8/22 Public Participation & Invited Guests**

Standing Orders were suspended in order to allow Members of the public to Speak.

Sergeant James Twyford, Melksham Police was in attendance to update Members on Police activity in the Parish and reported that in April 48 crimes had been reported, which was exceptionally low, with another 79 non crime incidents, 22 of which were violence against the person, 9 of which resulted in injury with only 2 incidences of assault in a public place which were dog bites.

There had been 2 thefts of push bikes in April which were under investigation, with a media campaign anticipated reminding people not to

leave bikes unattended.

There had also been 7 incidences of damage and 3 burglaries of commercial premises in the neighbouring parish of Semington in April.

With regard to the concerns regarding the lack of working pedestrian crossings from the Pathfinder Place development, Sergeant Twyford explained that there was no collision data highlighting an issue. However, he would be visiting other stakeholders, such as Melksham Oak school with the area currently being given extra attention for various reasons.

Sergeant Twyford explained there were several repeat offenders, responsible for 10% of incidents in the area. The Police were aware of the 'Ninja Scooter', as well as others who were using them inappropriately and once caught would have their scooters confiscated.

Questions were invited from Members.

Councillor Shea-Simonds asked if E-Scooters could be impounded.

Sergeant Twyford confirmed E-Scooters could be impounded, similar to uninsured road vehicles, under Road Traffic Act powers.

The Clerk explained reports had been received from residents of Bowood View concerned youngsters had been spotted climbing on the roof of the new Berryfield Village Hall, despite it being closed off as a construction site and had reported this via 101. The contractor was concerned they could fall through one of the Velux windows as still being installed and therefore any extra patrols in the area would be useful, particularly as it appeared there is evidence of people getting on to site via the Heras fencing on more than one occasion. Sergeant Twyford agreed to keep up extra patrols in the area.

The Clerk explained she had received comments from residents in the parish regarding pavement parking, as there was a perception there had been a change in the law. It was understood a new Bill had been put before Parliament, however, it was unclear if this had been passed.

Councillor Twyford explained there had not been a change in the law, however, there had been a change in how the Police would respond to such incidences.

Both Councillors Chivers and Pile highlighted incidences of pavement parking in Whitley, which were causing issues and making it difficult for both pedestrians and those with pushchairs and mobility scooters to get by.

The Clerk explained another issue which had been brought to her attention were cars on Corsham Road, Whitley, waiting quite a while for space to become available in Shaw School car park before turning right into the school, agitating other drivers trying to get past and therefore causing frustration and often inappropriate overtaking.

Councillor Patacchiola explained, this would appear to be a traffic management issue and therefore maybe the school would be better dealing with this matter.

- Wiltshire Councillor Nick Holder, Bowerhill

Councillor Holder had hoped to attend the meeting, but unfortunately had tendered his apologies.

- Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold

Councillor Alford was attending Melksham Town Council's Annual Council meeting.

- Wiltshire Councillor Jonathon Seed, Melksham Without West & Rural

Councillor Jonathon Seed sought an update on when the Bowood View Play Area would be open.

The Clerk explained Wiltshire Council had to sign off on the play area as part of the Section 106 agreement before it could be handed over to the parish council. However, following a recent site meeting, Wiltshire Council were not happy to sign off and the Parish Council were also not happy for it to be signed over to them until issues raised by Wiltshire Council had been resolved.

Councillor Seed sought clarification who was responsible for installing the play area, with the Clerk explaining the developer had installed the play area, however, it was not installed to Wiltshire Council's standard s106 specification or to that agreed with the Parish Council.

Councillor Seed agreed to approach officers at Wiltshire Council to try and get the matter resolved as soon as possible and the play area brought up to the necessary standard in order to be adopted.

It was noted Councillor Holder was in discussions with Wiltshire Council regarding the play area on the Pathfinder Place development for similar reasons.

With regard to the proposed development of 144 houses on Semington Road, adjacent to Bowood View, bearing in mind recent experiences with the lack of progress on infrastructure within the new developments, the Parish Council were keen to make sure that this situation did not happen again.

Both the Clerk and Councillor Glover expressed frustration at things being agreed at outline stage of a planning application and changing at Reserved Matters stage and the lack of awareness from some developers on what is happening at their sites, as well as the lack of joined up

thinking. An example was given, of no drainage being provided for the new village hall at Bowood View, Semington Road, despite the building being included on plans submitted by the developer. Frustration was also expressed that whilst the Parish Council may ask for some things for inclusion on a large planning application, these are sometimes ignored by developers and not supported by Wiltshire Council.

Councillor Seed empathized with the concerns and expressed similar frustration.

It was noted that notices had been erected around the Bowood View play area, stating 'keep out', however, children were getting in to use the play area, which presented a problem for Bellway, as unless they had adequate insurance, it could cause issues.

Councillor Seed agreed to put pressure on the relevant parties to get issues resolved.

It was noted the New Premises Licence application for the New Inn had recently been submitted to Wiltshire Council and would be considered by the Parish Council at its Planning meeting the following week.

The Clerk explained there was an item on the agenda under Planning, seeking any additional comments Members wished to submit regarding the Reserved Matters planning application for 144 dwellings on Semington Road and whether Members wished Councillor Seed to 'call in' the application for consideration at a Wiltshire Council Planning Committee.

Members agreed the 'call in', which Councillor Seed agreeing to submit to Wiltshire Council.

Regarding additional comments, Councillor Baines explained the fact there was no connectivity between the site and the adjacent Bowood View site was contrary to Wiltshire Council policy. The Clerk explained it was also contrary to the National Planning Policy Framework (NPPF).

Councillor Seed left the meeting at 7.32pm.

Standing Orders were reinstated.

**9/22C To Consider Heads of Terms for transfer of CIL (Community Infrastructure Levy) funds to Melksham Town Council (further to MTC consideration) – deferred from last meeting**

This item was held in closed session and was deferred from the previous Full Council meeting.

Previously, the Parish Council had resolved to inform the Town Council the wording of the Legal Agreement was not acceptable as it stood and that the Parish Council would like to be involved in discussions on what alternative

facilities the CIL funding should be spent on if a community centre was not feasible.

The Parish Council also sought an update on progress with regard to a community centre East of Melksham and what assurances could be given that other sites to the East of Melksham had been sought as an alternative.

The Parish Council had also sought clarification on wording within the Legal Agreement, such as what alternative facilities the Town Council were proposing if it was not viable to build a community centre.

The Town Council had responded to explain that they would use every effort to build an East of Melksham community hall within the Hunters Wood and The Acorns developments. However, if it proved unfeasible to build the East of Melksham Community Centre, the Town Council would work with Melksham Without Parish Council to decide how the CIL monies could be spent. Also, the Parish Council would not have a veto vote.

Councillor Glover noted with regard to proposals for 650 houses on Blackmore Farm, which had just undergone community engagement, prior to a potential planning application, there were proposals for a community hub there and maybe this could be made bigger, as it would still be to the East of Melksham and would help ease problems which could come later on, if the development were to go ahead.

It was queried whether the Parish Council could keep the CIL monies earmarked for the East of Melksham community centre.

Councillor Glover clarified any unspent CIL monies received and not spent within 5 years had to be returned to Wiltshire Council.

Councillor Baines explained it had originally been agreed the CIL funding from Hunters Wood and The Acorns, as well as the £500,000.00 Section 106 monies would be used to fund a community centre East of Melksham. The residents of these developments had contributed towards the CIL funding, in purchasing their properties and therefore the Parish Council owed it to them that the money should be spent on a community centre and therefore should not hand over the CIL monies to the Town Council unless the community centre is to be built.

Councillor Baines explained with regard to proposals for 650 dwellings at Blackmore Farm, this site is within the parish and not the town and noted

potentially most sites East of Melksham would be in the parish and not the town.

Councillor Pafford sought clarification on why this issue had not been moved on, as the issue had been going on for some time and insisted the parish council be consulted on what happens next.

Councillor Pafford noted both councils had expressed concern the allocated site was too small for a community centre and understood there had been mention of swapping the site adjacent to Spa Medical Centre, which is too small for a community centre with land available adjacent to Verbena Court. This would also enable Spa Medical Centre to expand, as it was understood their premises were too small.

It was understood that Town Council officers had already made enquiries with landowners regarding the alternative site adjacent to Verbena Court, but with no positive response.

Councillor Wood felt members of Melksham Town Council would be supportive of swapping the two sites around. The Clerk explained she understood this had not yet been discussed at a Town Council meeting.

Councillor Glover expressed confusion in the terminology of swapping the land around, as he understood the land near Spa Medical Centre was set aside for a community centre/GP services and the Parish Council had expressed a wish to take it over to put in a community centre. The piece of land adjacent to Verbena Court, however, is owned by developers and was identified for land for a GP surgery. Therefore, if the developers were to be approached to put something on that piece of land this did not require a swap and were two separate issues.

Councillor Glover also noted on 14 April, Melksham Town Council had written to say they had resolved at a meeting that the parish council did not have a veto vote.

The Clerk stated the Town Council had had the legal agreement drawn up and would pay for the legal fees and therefore the Parish Council were amending their draft legal agreement. She noted they had already approached an architect to see what size community centre would fit on the site next to Verbena Court.

Councillor Baines stated he understood Wiltshire Council had objected to the access for the community centre coming out onto the proposed new eastern distributor road onto the new roundabout and therefore, this piece of land is

not much use, other than as an extension to Spa Medical Centre as it had separate access off Snowberry Lane.

Councillor Pafford felt if Melksham Town Council had not come to a decision the Parish Council were within their rights to seek further dialogue on what was happening.

Councillor Holt wished to highlight a risk that any piece of land earmarked for a hall could be built on in the future and therefore it needed to be stressed to the Town Council this needed to be resolved as soon as possible.

The Clerk explained the site had been put forward for housing under the Local Plan Review consultation last year being undertaken by Wiltshire Council.

Several members felt a joint meeting with the Town Council would be useful to move the situation on.

Councillor Patacchiola explained the wording within the legal document may need to change to say joint decision.

It was suggested if the two parcels of land were not available for any reason, there are two SHELAA (Strategic Housing Employment Land Availability Assessment) sites immediately adjacent to Eastern Way which could be used for a community centre, near the 450 or the original 800 houses and could serve the site of the potential development for 650 houses to the rear of Blackmore Farm, if it came forward and were approved.

**Resolved:** To ask the Town Council for a meeting to discuss a way forward for a community centre East of Melksham and to discuss potential alternative sites, including those on the Strategic Housing and Economic Land Availability Assessment (SHELAA) list. The existing CIL sharing representatives to attend the meeting: Councillor Glover, Pafford and Baines.

To ascertain what the time period was before any land earmarked for community and GP use on the East of Melksham developments would be available for housing.

## **10/22 Standing Orders & Council Policies**

### **a) To review Melksham Without Parish Council Standing Orders and consider**

The Clerk explained any proposed amendments to the Standing Orders would have to stand down until the next meeting in June.

The latest Standing Orders were based on the National Association of Local Councils (NALC) model.

The Clerk explained that the Campus building terms were that the venue closed at 10.00pm and 9.30pm on a Friday and questioned whether the



earlier finish time on the Friday needed to be incorporated in the Standing Orders as they state meetings have to be finished by 10.00pm.

The Clerk explained that for “Operation London Bridge” (The arrangements for the death of a Senior Royal figure) that there would be a period of mourning for 8 days + 2 days for the Proclamation, meaning council meetings could not be called or take place, and therefore sought a steer from Members if they wished to arrange delegated powers to consider items which required an immediate decision within that period, including comments on planning applications and LHFIG (Local Highway & Footpath Improvements Group) requests being forwarded to Wiltshire Council within the required timeframe.

Councillor Patacchiola noted in Standing Orders the Council under 21a it stated ‘...the Council **to appoint** a Data Protection Officer (DPO)’, however, legislation had changed to say this was no longer needed one and queried whether this needed amending to say **may use** a Data Protection Officer.

The Clerk explained the current internal auditor, as part of their internal audit review, was making sure the Council were complying to data protection laws.

**Resolved 1:** To approve and adopt the Standing Orders as submitted with the suggested amendments.

**Resolved 2:** In the event of the death of the Sovereign or another member of the Royal family or a national figure, the Clerk, as Proper Officer, will have delegated powers to action any time sensitive decisions, following confirmation by email by members of the Council or relevant Committee as appropriate. With regard to any planning application or highway requests for the LHFIG (Local Highway Footways Improvement Group) that are time sensitive, for the Clerk to have delegated powers to submit comments/requests following an informal meeting of the relevant members.

#### **b) To review and adopt Complaints Procedure**

Councillor Glover explained this needed to be looked at annually and had last been looked at in 2018, however, there were no changes proposed

other than to remove a date to make the document more generic i.e.: 'to be adopted by the Council at its Annual Council meeting in May'.

The Clerk confirmed the reference to the Chairman's details should be amended to include their name, now a new Chair had been appointed.

It was noted any complaints about staff would go to the Staffing Committee.

Other complaints, bearing in mind people could not complain about a decision made by the Council, but only on how it was made and whether it was lawful, would go to the Monitoring Officer at Wiltshire Council.

Councillor Holt suggested, given the Parish Council were due to move offices shortly to make a note to carry forward, in order to update the address to be up to date.

**Resolved:** To adopt the Complaints Procedure as presented and with the suggested minor amendments.

#### **11/22 Code of Conduct:**

**a) To note revised NALC Legal Topic Note: Members' Conduct and the Registration & Disclosure of their Interests (England) dated 6 May 2022**

The National Association of Local Councils (NALC) had provided a topic paper on changes to the Conduct & Standards regime in the last few years, which was circulated to Members prior to the meeting for information.

The Clerk explained in 2021 Members had reviewed several Codes of Conduct and agreed the Wiltshire Council model as, previously adopted was appropriate, but was re-drafted in a clearer format for easy reference. It was subsequently agreed to embed this policy with the Officer Member/Protocol.

**b) To review and adopt combined Code of Conduct & Protocol for Member/Officer Relationship**

**Resolved:** To adopt the combined Code of Conduct & Protocol for Member/Officer Relationship Policy.

## **12/22 Parish Council Objectives**

### **a) To review Objectives for 2021/22 and set Parish Council Objectives for 2022/23**

Councillor Glover explained that the Chairman's Notes had been circulated to everyone which included the Clerk's notes on why some of the objectives for 21/22 had not been actioned as follows:

#### **Water Refill Point at Bowerhill Sports Pavilion and Shaw Playing Fields**

Unfortunately, it had proved difficult to install the water refill points and therefore there will be a delay while investigations are undertaken to resolve the matter.

#### **Bowerhill Sports Field Enhancements**

Given other priorities, this could be looked at in the Autumn if successful in obtaining funding, with consultations taking place prior to applying for funding.

#### **Shurnhold Fields Car Park and Improved Entrance**

With regard to Shurnhold Fields car park, the Clerk explained this has been delayed due to the Environment Agency. They had initially said the bund for the car park could not be put in, however Wiltshire Council's Land Drainage Team were asking for one to protect the housing on Dunch Lane adjacent to the field from flooding.

The Clerk explained she had spoken to the Land Drainage Engineer at Wiltshire Council who had subsequently managed to get Environment Agency funding in place for a bund behind the houses in Dunch Lane for flood prevention and hoped to draw down on this funding shortly.

It is hoped the car park project can run at the same time as the scraping of the grass/soil which will contribute to the bund. Therefore, there will only be one lot of disturbance. Wiltshire Council Land Drainage will be overseeing this work, which the Environment Agency are happy with as this will be under Wiltshire Council licence.

#### **Paperless Agendas**

A general way forward has been agreed with the IT contractor and it is felt a move towards paperless agendas could be tied in with the move to the Campus.

## **Local Council Award**

To work towards achieving this and set a 5-year business plan, in order to set priorities. To undertake this once the Neighbourhood Plan Review has taken place and look at in 2023.

**Resolved:** To accept the reasons for the delays and to adopt the following objectives for 2022/23:

- Neighbourhood Plan
  - Implementation, monitor and use of policies.
  - Review of Plan.
- To input and influence the Local Plan Review with Wiltshire Council and Melksham Town Council.
- To influence and lobby Central Government to change the new NPPF (National Planning Policy Framework) legislation for Neighbourhood Plans protected to a 3-year land supply, to hold for more than 2 years, working with the Wiltshire Area Localism & Planning Alliance (WALPA).
- Water refill points – to look at installing water refill points at Shaw & Bowerhill sports fields.
- To review the Emergency Plan (reflect on learning from Covid).
- To engage with stakeholders and contractors to ensure a smooth transition for staff, councillors and parishioners during the Parish Council's move into new office and meeting space accommodation at the Campus in Autumn 2022.
- Construction of Berryfield Village Hall.
- Bowerhill Sports Field enhancement project – teen shelter/gym equipment.
- Shurnhold Fields car park and improved entrance project.
- To continue to maintain a good working relationship with Wiltshire Council, the Area Board and all the neighbouring parishes who abut Melksham Without.
- Progressing a CIL sharing arrangement and East of Melksham Community Centre with Melksham Town Council.

### **b) To review Priorities for Term of Council (2021/25)**

Members noted the comments from the Clerk regarding delays to longer term priorities.

Councillor Glover explained the Council needed to consider looking at a business plan going forward and to bear in mind what the Council wished to do, once the 10-year lease on the Campus was up for review.

With regard to a business plan, the Clerk explained that this was part of the Local Council Award but suggested that this could be looked at once the Neighbourhood Plan Review had been undertaken.

**Resolved:** To adopt the following long-term objectives and priorities for the four-year term of office 2021-2025:

- To use less paper/become more climate friendly (in line with Wiltshire Council's goal of being Carbon Neutral by 2030).
- Work towards obtaining Quality Gold Award <https://www.nalc.gov.uk/our-work/local-council-award-scheme>
- To provide enhanced access to council meetings via remote technology to improve community engagement.
- To obtain mains drainage for Beanacre.
- To achieve the best outcome for the parish as a whole, for the proposed A350 Bypass.

**c) To consider holding community awards for 2022/23**

The Clerk explained Melksham Town Council have awarded civic awards for a number of years. This year, a resident of the parish was nominated for a civic award for their work in the parish for a local charity and at the time Members had suggested that the council may wish to consider holding their own community awards, which could be presented as part of the grant giving at the Annual Parish Meeting.

During discussions the following was raised:

- The need for a criteria of who is eligible and why.
- Indication of the time involved and the cost.
- Whether to seek nominations annually or on an ad hoc basis.

**Resolved:** To make investigations on the possibility of making Community Awards, with a view to the first award being presented in 2023.

**13/22 To review and adopt revised Committee Structure & Terms of Reference**

The Clerk explained that she noted the Town Council have an Economic Development Committee which covers both Planning and Highway issues and whether this was something to bear in mind for the Parish Council. It would do away with a long quarterly meeting on highway and footpath issues but as the LHFIG (formerly CATG) only met quarterly they would not be actioned any quicker, and it removed a committee, and potential "on the job" training for a Chairman for succession planning.

The Clerk explained a few amendments had been made to the Committee Structure and Terms of Reference Document as follows:

Temporary arrangements had been put in place to approve accounts and sign cheques, therefore under 3.1(i), the following sentence be removed: 'Currently being authorised at home and accessing records for verification remotely due to Covid Restrictions'.

3.5: Community Area Transport Group (CATG) renamed Local Highways

and Footpath Improvement Group (LHFIG).

3.6: Reference to CATG amended to LHFIG and the following sentence to read ‘... within a timeframe that allows the Council appointed representative to report back to the next LHFIG meeting and submission of requests in time for the LHFIG agenda.’

Councillor Patacchiola stated he was one of the two non-Finance Committee Members appointed to verify bank reconciliations once a quarter and sought clarification this was still required.

The Clerk explained it stated in the Finance Regulations that two non-Finance Members have to check them, however had queried this with the auditors as the bank reconciliations were put before Full Council every quarter.

The Clerk explained she felt the two non-Members of the Finance Committee were no longer required, however, but felt maybe a ‘wet signature’ was required every quarter from two non-Members of the Finance Committee and would seek clarification.

Councillor Holt noted under 3.3 Staffing and Resources it stated ‘the committee would meet at least twice a year’, however, the committee had only met once in the last year.

The Clerk explained some staff matters had been placed on a Full Council agenda, as they were time sensitive.

**Resolved:** To adopt the current Committee Structure, Terms of Reference and Scheme of Delegation as circulated, with track changes and to amend 3.3 Staffing and Resources as follows: ‘The Staffing and Resources Committee will meet as required.’

#### **14/22 Appointment of Committees & Working Parties 2022/23**

It had been previously discussed whether the Chair and Vice Chair were required to be ex-officio members of each committee. It was noted discussion on this had taken place at the Annual Council meeting in 2021 and it had been agreed if it was felt onerous that it could be reviewed.

The Clerk explained Councillor Russell had stated he would like to remain on those committees he is currently a member of.

As Councillor Hoyle was not present, it was agreed, unless he expressed otherwise, he remains on those committees he is already a member of.

**Resolved:** The following committees and working groups were appointed for 2022/23, with the Chair and Vice Chair Ex-Officio of all committees:

**a) Asset Management Committee**

Councillors Alan Baines, Terry Chivers, John Glover, Shona Holt, Rob Hoyle, David Pafford & Andy Russell

**b) Finance Committee**

Councillors Alan Baines, John, Doel, Shona Holt, John Glover, David Pafford, Robert Shea-Simonds & Richard Wood

*(Councillor Stefano Patacchiola & Andy Russell once a quarter to verify bank reconciliations as two non-Finance Committee members)*

**c) Highways & Streetscene Committee**

Councillors Alan Baines, Terry Chivers, John Glover, Mark Harris, David Pafford, Stefano Patacchiola & Robert-Shea-Simonds

**d) Planning Committee**

Councillors Alan Baines, Terry Chivers, John Glover, Mark Harris, Mary Pile, David Pafford & Richard Wood

**e) Staffing Committee**

Councillors Alan Baines, John Glover, Shona Holt, Rob Hoyle, David Pafford, Stefano Patacchiola, Robert Shea-Simonds

**f) Working Parties**

**Community Resilience Working Party**

Councillors John Glover, Rob Hoyle, David Pafford, Mary Pile & Richard Wood

**Shurnhold Fields Joint Working Party (with Melksham Town Council)**

Councillors John Glover; David Pafford & Stefano Patacchiola

**Office Relocation Project Working Party**

Councillors John Glover, Mark Harris, David Pafford, Stefano Patacchiola, Robert Shea-Simonds & Richard Wood

*(Councillor Stefano Patacchiola as IT rep for this project)*

### **New Berryfield Village Hall Working Party**

Councillors John Glover, Mark Harris, Shona Holt, David Pafford & Richard Wood

### **IT & Data Protection Working Party (amalgamation of IT Working Party and Data Protection Working Parties)**

Councillors John Glover, Mark Harris, Shona Holt, David Pafford & Stefano Patacchiola

### **CIL Sharing Working Party (with Melksham Town Council)**

Councillors Alan Baines, John Glover & David Pafford.

## **15/22 Appointment of Organisation Representatives 2022/23**

### **Organisations:**

**Resolved:** To appoint the following Council representatives to the following organisations for 2022/23.

Age Friendly Melksham	John Doel
Berryfield & Semington Road Action Group (BASRAG)	Richard Wood
Berryfield Village Hall	Shona Holt
Bowerhill Residents Action Group (BRAG)	R Hoyle (sub: A Russell)
Bowerhill Hall Management Trust	Andy Russell
CCTV Working Group (Town Council)	Stefano Patacchiola
Environment & Climate Friendly (Town Council)	John Doel
Community Action Whitley & Shaw (CAWS)	Mary Pile
CPRE (Wiltshire Branch)	<b>VACANCY</b>
Dementia Action Alliance	R Shea-Simonds
Local Highways & Footpath Improvement Group	Alan Baines
Market Place Toilet Joint Venture	A Baines & J Glover
Melksham Area Board	J Glover & D Pafford
Melksham ATC	Andy Russell
Melksham Chamber (previously Chamber of Commerce)	Rob Hoyle
Melksham Charities	R Shea-Simonds & John Doel
Melksham Hospital & Community	R Shea-Simonds
Melksham Joint Health Forum (Town Council)	John Glover
Melksham Joint Neighbourhood Plan Steering Group	J Glover & D Pafford (A Baines & R Wood reserve)
Melksham Oak Community School Governor	David Pafford
Melksham Transport User Group	Mark Harris



Operational Flooding Working Group  
Parish Highways & Street Scene Rep

PCSO Liaison  
Press Representative  
Shaw Hall Management Committee  
Shurnhold Fields (Friends of)

Whitley Reading Rooms  
Wilts & Berks Canal Partnership  
WALC (Wiltshire Association of Local Councils)

Alan Baines  
Parish Officer –  
L McRandle  
Officers  
Clerk – T Strange  
Stefano Patacchiola  
(1 of 3 from  
Shurnhold Working  
Group Reps)  
**VACANCY**  
Mark Harris  
Rob Hoyle

**Footpath Representatives:**

Beanacre  
Berryfield  
Bowerhill, Redstocks and The Spa  
Sandridge & Blackmore  
Shaw & Whitley

Terry Chivers  
Richard Wood  
J Glover & **VACANCY**  
Alan Baines  
S Patacchiola &  
T Chivers

**16/22 To approve dates of meetings for 2022/23**

A revised list of meeting dates had been circulated to members.

**Resolved:** To approve the revised list of meeting dates.

**17/22 To approve the Minutes of the Full Council meeting held on 25 April 2022**

Councillor Baines suggested a few minor amendments to the minutes as follows:

Min 537/21: the last word of the first paragraph to read **documents** rather than **minutes**.

Min 540/21(b)(i): First paragraph to read: The Clerk explained unfortunately the information **originally** received and considered at the Highways meeting was incorrect and should have been **Dowding Way**.

**Resolved:** To approve the Full Council minutes of 25 April 2022 with the suggested amendments and for the Chair to sign.

The Clerk explained she had a few updates since the last Full Council meeting:

### **Pathfinder Way Development, Bowerhill**

If any members wished to attend a meeting with herself, Wiltshire Councillor Nick Holder and the CEO of Taylor Wimpey on Thursday, 26 May at 9.45am on site.

Councillor Glover volunteered, with Councillor Wood as substitute.

### **Land to the rear of Kittyhawk Close, Bowerhill**

The Clerk explained the Drainage Engineer at Wiltshire Council and herself had met with residents regarding the removal of the hedgerow to the rear of Kittyhawk Close. Work to clear the ditch would be taking place week commencing 6th June. It had been agreed the contractor would put in a gate to access the ditch with the Clerk asking if one could be provided for access to the area for maintenance, which Members welcomed.

### **Shaw Village Hall**

Councillor Glover explained at a recent Society of Local Council Clerks (SLCC) meeting, the Clerk had spoken to the Council's insurers brokers who were in attendance and they had advised that even though Shaw Village Hall is not insured by the Parish Council, but the trustees of the hall, they felt the hall would not be covered for the works required to the roof, as it was an uninsurable risk and therefore the parish council may have to help fund the repairs if the lawyers find the council is found liable for the repairs as the landlord.

Councillor Harris stated at present the agreement was the Council contribute a third towards the costs. The Clerk clarified if the lawyers found the Council were liable, then all costs would fall to the Council, unless the Area Board and the Shaw Village Hall Trust were minded to make a contribution.

### **Office Relocation to the Campus**

Councillor Glover stated the solicitors had asked if the Council wished to undertake an additional due diligence check at a cost of £300, However, the Office Relocation Working Committee were split on whether to go ahead with this exercise and therefore sought a steer from Members.

With regard to the locks on the doors, it was understood originally a swipe card system was going to be installed, however, it was now proposed to install Digi locks, with the decision having to be made before the next Office Relocation meeting on what system the Parish Council had, as it was time sensitive.

Councillor Patacchiola raised a concern having Digi locks would mean anyone with the code could access the offices and share the code and would be far less secure and therefore asked if the Parish Council could install their own electronic locks which could record entry, particularly on the office door.

**Resolved 1:** Not to go ahead with the extra due diligence check as Wiltshire Council would be liable for any issues which may arise.

**Resolved 2:** To ask Wiltshire Council if the Parish Council are able to install their own electronic lock on the office door on the proviso Wiltshire Council can access it for cleaning or in an emergency.

## 18/22 Planning

**a) To approve the Minutes of the Planning Committee meeting held on 9 May 2022**

The Clerk explained under Min 528/21 regarding public consultation for the 650 houses at Blackmore Farm the minute should read:

**'Resolved:** To send the following comments to the Public Consultation....'

Councillor Glover stated under Min 526/21 it was suggested it was a change in policy to meet with developers on a regular basis and therefore this would need to be reviewed.

Therefore, it was suggested the minutes be amended as follows:

**'Recommendation:** That the Parish Council meet with developers regularly until the project is complete and signed off.'

**Resolved:** To approve with the above amendment and for the Chair to sign the Planning Committee minutes of 9 May 2022.

**b) To formally approve Planning Committee Recommendations of 9 May 2022**

**Resolved:** To formally approve the recommendations of the Planning Committee meeting of 9 May 2022.

**c) To consider requesting the 'Call In' of PL/2022/02749 (Land at Semington Road, Melksham, Reserved Matters for development comprising the erection of 144 dwellings off Semington Road) for consideration by Wiltshire Council's Planning Committee and to consider submitting further comments regarding housing density**

The Clerk reminded Members, if the planning application were to be called in, a representative of the Planning Committee would need to attend the meeting at which the application would be considered.

The Clerk asked if members wished to submit any further comments since the application was considered at a recent Planning Committee meeting and noted since the meeting concern at been raised at the density of the site and the positioning of the play area being isolated and not overlooked.

Councillor Wood raised a concern at the overall impact of the development, with a lot of housing proposed on the western side with two straight roads,

with 4 cul-de-sacs, high density housing, with no green space. In the outline plans there was a better distribution of housing on both sides of the original line of the canal.

Councillor Baines raised a concern at the number of cul-de-sacs and noted 10 places where a refuse lorry would have to reverse after collecting bins from the allocated space and also raised a concern the 20pmh speed limit on the straight road into the development would not be self-enforcing.

Councillor Pile stated following the meeting she had asked what the number of houses that can be built per hectare was and raised a concern at the lack of pavements.

Councillor Harris felt the cul-de-sacs were turning points and noted it mentioned tenders on the plans and assumed this referred to fire engines, with a refuse lorry being a similar size.

Whilst it was noted several of the cul-de-sacs were wide enough to provide turning points for larger vehicles, given experience of cul-de-sacs elsewhere, the space was often used for parking, this could make vehicle maneuvers difficult.

Councillor Wood referred to the adjacent development at Bowood View, which, whilst it had cul-de-sacs, the roads were wide enough to enable vehicles to turn effectively and was an example of a good layout.

Councillor Glover noted recently somewhere else in the Country planning applications had been stopped due to comments made by Natural England with regard to water quality and wondered if it was worth finding out what the reasoning was, as this could be used when commenting on planning applications going forward.

Councillor Glover asked if it was worth mentioning the inconsistency in the way Section 106 Agreements are dealt with and the fact requests made by the Parish Council for inclusion in Section 106s are ignored.

The Clerk explained she had already raised this with the previous Head of Planning and they had no control over what developers would agree to.

**Resolved 1:** Councillor Jonathan Seed 'call in' planning application PL/2022/02749 for consideration at a Wiltshire Council Planning Committee and to include the additional comments in the Council's comments to submit to Wiltshire Council as raised.

**Resolved 2:** To write to the new Head of Planning regarding the inconsistency in Section 106s and the fact requests by the Parish Council for inclusion in Section 106s appear to be ignored and to provide examples of good practice.

#### **d) Melksham Neighbourhood Plan**

##### **i) To note further task group members**

The Clerk had provided an updated list of neighbourhood plan task group members and suggested more members were required on Local Green Space, Design Guides/Codes, Heritage, Climate Issues and Town Centre task groups and sought additional members.

It was noted as part of the new Government 'Levelling Up' agenda recently announced as part of the recent Queen's Speech as part of the State Opening of Parliament that more credence and weight will be given to design codes in planning applications.

**Resolved:** Councillor Chivers to join the Town Centre Master Plan task group

##### **ii) To note Melksham Town Council resolutions on funding**

Members noted the resolutions of the Town Council's Economic Development Committee with regard to funding:

'That the current delegated authority to the Town Clerk to approve payments for the Joint Melksham Neighbourhood Plan up to £10,000, is re-affirmed. Thus, negating the needs for payments to be approved by council before being paid.'

The Town Council had also agreed to contribute 50/50 on the two invoices from Place in support of the recent Appeal Hearing.

##### **iii) To note current live consultations**

The Clerk explained the following consultations were taking place and asked that these were widely publicized by members.

- Local Green Spaces. This closes on 5th June. Therefore, this was the last chance for people to nominate a site and to look at those nominated by others and support or otherwise.
- Housing Needs Survey (running to 30<sup>th</sup> June June)
- Heritage Asset Survey (running until 13<sup>th</sup> June)
- Call for Sites (closes 5 June)

There would be an update in the Melksham News on the latest information regarding the consultation.

## 19/22 Finance

### a) To note Income/Expenditure reports for April

Councillor Glover explained no expenditure was shown due to the bank holiday weekend as the payments did not clear until 3rd May.

**Resolved:** To note the Income and Expenditure reports for April.

### b) To appoint cheque signatories/online authority for April payments

**Resolved:** To appoint Councillors Baines and Holt as cheque signatories/online authority for April payments, as well as undertake spot checks.

### c) To approve delegated powers for the Finance Committee (Monday 23 May) to review and approve the cover, and authorise the payment for the parish council's insurance cover before 1st June deadline

The Clerk explained as the Council's Financial Regulations (4.1) stated prior approval was required for expenditure on revenue items over £5000, that she sought delegated powers for the Finance Committee meeting on 23 May to approve the Council's insurance cover which exceeded this amount. Current quotes for review were £7,897.19 for general insurance cover and £319.20 for Cyber insurance).

**Resolved:** To approve delegated powers for the Finance Committee on 23 May to review and approve the Council's insurance cover and authorise payment of the Parish Council's insurance cover before the 1st June 2022 deadline

### d) To consider grant request for new Carer Café

Councillor Glover explained this was a late submission outside the usual round.

The Clerk explained the group did not exist in January when the grant application deadline applied.

It was noted the group were a new organisation set up by Carers Support Wiltshire who had applied for a grant in January for £2,500, but were not awarded one as it was felt they had enough monies in their own account.

Whilst several members supported the application and felt it was a worthwhile cause, other Members noted the application did not meet the council's grant guidelines as they were unable to prove how many people they helped within the parish, as well as not supplying accounts.

Whilst it was noted a grant had previously been given to a new group outside the normal grant giving process, that particular organisation was wholly in the parish.

**Resolved:** Not to approve the grant request, but invite the group to submit a request again in time for consideration next year.

## **20/22 New Berryfield Village Hall project**

### **a) To note progress meeting 4 held on 27 April (minutes and report) and that the 4<sup>th</sup> staged payment has been made**

Members noted the minutes and report of the meeting held on 27th April and that the 4th staged payment of £69,718.19 (£58,098.49 excluding VAT) had been made.

Certificate 4	£297,740.94	
Less 3% retention	<u>£ 8,932.23</u>	
	£288,808.71	
Less previously paid	<u>£230,710.22</u>	Certificate 1, 2 & 3
	£ 58,098.49	
VAT at 20%	<u>£ 11,619.70</u>	
<b>TOTAL</b>	<b>£ 69,718.19</b>	

### **b) To note any decisions made under delegated powers by the new Berryfield Village Hall Working Party and to consider any new requests for approval**

There were no additional decisions to note, however, the revised sum for the kitchen fit out was now £4,802.24 (ex VAT). £3,000 was in the original contract as a provisional sum, however, the new figure included the additional cupboards, hob, oven, fridge and extractor fan, there may also be some extra costs for the carpenter to fit the extra cupboards.

To note the address for the hall had been registered with Royal Mail and is Berryfield Village Hall, Telford Drive, Melksham, SN12 6GF.

### **c) To approve deed for Section 106 side agreement from Wiltshire Council if received – to seal and sign**

To defer this item as the Deed had not been received as yet.

## **21/22 Community projects/partnership organisations**

### **a) To note Wessex Water drop-in session for Beanacre residents re First Time Mains Drainage arranged for Tuesday 24 May 4pm to 7pm at St Barnabas Church & associated Temporary Traffic Regulation Order for new sewer construction and associated work**

The Clerk reminded members that the parish council were holding a drop-in session with Wessex Water, with the opportunity for one-to-one sessions between residents and engineers at St Barnabas Church on Tuesday

24th May between 4pm and 7pm, Wiltshire Councillor Phil Alford had also been invited to attend.

**b) To note next Melksham Area Board meeting Wednesday 22 June**

The Clerk explained the next Area Board meeting was taking place on Wednesday, 22 June, which Members may wish to attend.

**a) To note the National Highways M4 to Dorset Coast Connectivity Study latest information**

Members noted the latest National Highways M4 to Dorset Coast Connectivity Study which had implications for the proposed A350 Melksham Bypass project.

**b) Melksham Campus Newsletter – April 2022**

Members noted the latest update on the Campus.

**22/22 Meeting the Climate Friendly Objective:**

**a) To note NALC Legal Topic Note: Sustainable Energy & Electric Vehicle Charging**

Members noted the NALC Legal Topic Note Paper: Sustainable Energy & Electric Vehicle Charging.

The Clerk explained she had gone back to NALC stating the paper did not cover batteries and had therefore enquired about this, as well as ground source pumps and asked for legal definitions.

The Clerk also noted £5000 was coming from the Beanacre Battery Storage site as community benefit and it seemed fitting this be used to provide battery storage for community buildings.

Councillor Patacchiola noted within the topic paper it mentioned excess solar energy can be sold back to National Grid and because the Parish Council had the General Power of Competence would be able to do this and thereby buy energy at a lower rate and sell back.

**b) To note the Wiltshire Council Briefing Note on Solar Together Wiltshire and consider for community buildings in the parish**

Members noted the Wiltshire Council Briefing Note on Solar Together Wiltshire.

Councillor Baines explained he had noted in the CPRE Wiltshire Magazine, an article entitled Working Together for the Common Good, Nadder Community Energy talks which talked about battery installations and



thought it was worth flagging up, bearing in mind what the Parish Council had raised with using solar energy for village halls.

The Clerk noted community buildings in the parish could be registered at no obligation and free of charge, as well as the Parish Council itself register and sought a steer from Members if they were happy to submit all community buildings in the parish as well as the Council.

**Resolved:** To register all community buildings in the parish, as well as the parish council for the scheme.

Whilst not on the agenda, the Clerk explained it had already been agreed the Council change to a **.gov** website and email address, but upon registering were informed the council would have to have **-pc** or **parish council** within the addresses and sought a steer from Members which they preferred.

Members agreed the '@melkshamwithout-pc.gov.uk' email and website address.

Meeting finished at 10.00pm

Signed .....  
By the Chair, Full Council, 20 June 2022

Date: 06/05/2022

Melksham without Parish Council Current Year

Page: 151

Time: 16:17

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>1,027,356.91</b>					<b>1,027,356.91</b>	
	<b>Banked: 05/04/2022</b>	<b>30.00</b>						
V2707-BACS	Allotment Holder	30.00			1310	310	30.00	Berryfield plot 5a rent
	<b>Banked: 11/04/2022</b>	<b>9.93</b>						
V2708-BACS	J Glover (British Girlguiding)	9.93			1130	110	9.93	Inv.279- Newsletter photocopy
	<b>Banked: 25/04/2022</b>	<b>117,844.53</b>						
V2706-PREC	Wiltshire Council	117,844.53			1076	110	117,844.53	1st half of PRECEPT
<b>Total Receipts for Month</b>		<b>117,884.46</b>	<b>0.00</b>	<b>0.00</b>			<b>117,884.46</b>	
<b>Cashbook Totals</b>		<b>1,145,241.37</b>	<b>0.00</b>	<b>0.00</b>			<b>1,145,241.37</b>	

Continued on Page 152

## Payments for Month 1

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2022	Bowerhill Village Hall Trust	V2601-BACS	5,000.00			4620	170	5,000.00	Grant Award-22/23
01/04/2022	Bowerhill Village Hall Trust	V2601-BACS	-5,000.00			4620	170	-5,000.00	Grant Award 2022/23- ERROR
01/04/2022	Bowerhill Village Hall Trust	V2601-6054	5,000.00			4620	170	5,000.00	Grant Award CHQ 2022-23
01/04/2022	Shaw Village Hall	V2602-6055	7,000.00			4620	170	7,000.00	Grant Award CHQ 2022/23
01/04/2022	Berryfield Village Hall	V2603-6056	500.00			4620	170	500.00	Grant Award CHQ 2022/23
01/04/2022	Whitley Reading Rooms	V2604-6057	1,700.00			4620	170	1,700.00	Grant Award CHQ 2022/23
01/04/2022	Bowerhill Residents Action Gro	V2605-6058	450.00			4610	170	450.00	Grant Award CHQ 2022/23
01/04/2022	BASRAG	V2606-6059	500.00			4610	170	500.00	Grant Award CHQ 2022/23
01/04/2022	CAWS	V2607-6060	500.00			4610	170	500.00	Grant Award CHQ 2022/23
01/04/2022	1st Bowerhill Scout Group	V2608-6061	250.00			4610	170	250.00	Grant Award CHQ 2022/23
01/04/2022	4 Youth	V2609-6062	2,800.00			4610	170	2,800.00	Grant Award CHQ 2022/23
01/04/2022	2385 (Melksham) ATC	V2610-6063	350.00			4610	170	350.00	Grant Award CHQ 2022/23
01/04/2022	Group Five	V2611-BACS	400.00			4610	170	400.00	Grant Award CHQ 2022/23
01/04/2022	Melksham PHAB	V2612-6065	250.00			4610	170	250.00	Grant Award CHQ 2022/23
01/04/2022	Read Easy	V2613-6066	250.00			4610	170	250.00	Grant Award CHQ 2022/23
01/04/2022	Wiltshire Mind	V2614-6067	300.00			4610	170	300.00	Grant Award CHQ 2022/23
01/04/2022	Wiltshire Sight	V2615-6068	350.00			4610	170	350.00	Grant Award CHQ 2022/23
01/04/2022	Wiltshire Air Ambulance	V2616-6069	500.00			4610	170	500.00	Grant Award CHQ 2022/23
01/04/2022	HELP Counselling Services	V2617-6070	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Life Education Centres	V2618-6071	300.00			4610	170	300.00	Grant Award CHQ 2022/23
01/04/2022	Splitz Support Service	V2619-6072	500.00			4610	170	500.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Money Advice	V2620-6073	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Age UK Wiltshire	V2621-6074	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Stepping Stones	V2622-6075	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Alzheimers Support	V2623-6076	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Food & River Festival	V2624-6077	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Age Friendly Melksham	V2625-6078	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Shaw & Whitley Community Hub	V2626-6079	250.00			4610	170	250.00	Grant Award CHQ 2022/23
01/04/2022	TransWilts CIC	V2627-6080	2,000.00			4610	170	2,000.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Free Dining	V2629-6082	100.00			4610	170	100.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Gardeners Society	V2630-6083	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Amateur Swimming Club	V2631-6084	250.00			4610	170	250.00	Grant Award CHQ 2022/23
01/04/2022	Shaw & Whitley Friendship Club	V2632-6085	400.00			4610	170	400.00	Grant Award CHQ 2022/23
01/04/2022	Shaw & Whitley Garden Club	V2633-6086	150.00			4610	170	150.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Cricket Club	V2634-6087	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Melksham WI	V2635-6088	100.00			4610	170	100.00	Grant Award CHQ 2022/23
01/04/2022	Wiltshire Youth Canoe Club	V2636-6089	500.00			4610	170	500.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Rugby Club	V2637-6090	300.00			4610	170	300.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Tourist Info Centre	V2638-6091	600.00			4610	170	600.00	Grant Award CHQ 2022/23
01/04/2022	Grist Environmental	V2703-DD	123.44		20.58	4770	220	102.86	Inv.P60713- B'Hill Waste away
21/04/2022	Sirus Telecom	V2704-DD	245.86		40.98	4190	120	204.88	Inv.60003-Office phone calls
21/04/2022	Eon	V2705-DD	182.73		8.70	4302	220	174.03	Inv.0009- Pavilion electric

Continued on Page 153

---

Date: 06/05/2022

**Melksham without Parish Council Current Year**

Page: 153

Time: 16:17

**Cashbook 1**

User: MR

**Current Account & Instant Acc**

For Month No: 1

---

<b>Total Payments for Month</b>	28,902.03	0.00	70.26	28,831.77
<b>Balance Carried Fwd</b>	1,116,339.34			
<b>Cashbook Totals</b>	<u>1,145,241.37</u>	<u>0.00</u>	<u>70.26</u>	<u>1,145,171.11</u>

Receipts for Month 1

Nominal Ledger Analysis

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

Continued on Page 76

Date: 06/05/2022

Melksham without Parish Council Current Year

Page: 76

Time: 16:17

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

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

## Receipts for Month 1

## 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 :		359,517.43					359,517.43	
Banked:		0.00						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>359,517.43</u>	<u>0.00</u>	<u>0.00</u>			<u>359,517.43</u>	

Date: 06/05/2022

## Melksham without Parish Council Current Year

Page: 132

Time: 16:17

Cashbook 2

User: MR

Unity Bank

For Month No: 1

## Payments for Month 1

## 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>
07/04/2022	BTA Architects	V2672-BACS	480.00		80.00	4582	142	400.00	Inv.2137- Instal 3- upto 4.4.
07/04/2022	Rigg Construction	V2673-BACS	88,483.61		14,747.27	4582	142	73,736.34	Inv.049/22- Certificate 3- BYF
19/04/2022	Unity Trust Bank	V2674-DD	286.21		40.05	4150	120	24.99	Keyboard and mouse
						4150	120	9.87	A3 Paper
						4120	120	15.05	Full Council Agenda packs
						4250	120	6.00	Land registry search
						4120	120	15.41	Highways & Palnning agenda pac
						4055	130	85.00	Training seminar for Clerk
						4120	120	6.45	Notices and posters
						4175	120	68.40	Office 365 subscription
						4200	120	11.99	Meeting room subscription
						4140	120	3.00	Monthly fee
<b>Total Payments for Month</b>			89,249.82	0.00	14,867.32			74,382.50	
<b>Balance Carried Fwd</b>			270,267.61						
<b>Cashbook Totals</b>			359,517.43	0.00	14,867.32			344,650.11	