

**MINUTES of the Full Council of Melksham Without Parish Council held on
Monday 21 February 2022 at 1 Swift Way, Bowerhill at 7.00pm**

**THE PUBLIC WERE WELCOME TO ATTEND THE FACE-TO-FACE MEETING,
BUT WERE ENCOURAGED TO PARTICIPATE VIA ZOOM, DUE TO LIMITED
SPACE AVAILABLE IN THE COUNCIL'S MEETING SPACE TO COMPLY WITH
THE COUNCIL'S RISK ASSESSMENT RELATING TO COVID.
THE MEETING WAS AVAILABLE TO WATCH AFTERWARDS VIA YOUTUBE**

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

In attendance via Zoom: Councillor John Doel (for part of the meeting)

In attendance: Teresa Strange, Clerk, Lorraine McRandle, Parish Officer
For part of the meeting: Wiltshire Councillors Nick Holder, Bowerhill meeting) and Phil Alford, Melksham Without North & Shurnhold and two Members of Public

420/21 Welcome, Announcements & Housekeeping

Councillor Pafford (Vice Chair) was in the Chair in the absence of Councillor Glover (Chair of Council) and welcomed everyone to the meeting and explained the various fire exits in the building.

Councillor Pafford invited Councillor Patacchiola to provide an overview of the camera set-up for the meeting.

Councillor Patacchiola explained a new camera and microphone was being trialed as a potential new method of filming meetings in the future to enable people to take part remotely. Those attending remotely were asked to feedback on any technical issues, and their thoughts on the sound and picture quality from their end.

The meeting was being recorded to aid the production of the minutes and would be available on YouTube until the minutes were approved at the next Full Council meeting on 14 March 2022.

Councillor Pafford informed the meeting that International Women's Day was on the 8th March and the National Association of Local Councils (NALC) were encouraging female council members to take part in a national video #BreakTheBias. To this end the Clerk had asked if Councillors Holt and Pile would like to take part, and they were planning on filming in front of the new village hall site, with a "Building Community Buildings, Building Communities" strap line later in the week; which the members supported.

Members were reminded that the second session of Neighbourhood Planning training was taking place the following evening via Zoom, if members wished to attend.

Councillor Pafford reminded Members the next Area Board meeting was taking place on Wednesday 9th March at the Assembly Hall at 7.00pm.

a) To receive apologies and consider approval of reasons given

Apologies for absence were received from Councillor Glover who was on holiday and Councillor Hoyle due to work commitments.

Members were delighted to see Councillor Doel was attending remotely, as he was recovering from an operation. Councillor Doel understood that whilst he could take part in the meeting, he was unable to vote.

It was noted Councillor Pile had been given a leave of absence until the end of February.

It was noted Councillor Chivers was not present, but had indicated he would be attending the meeting earlier in the day.

Resolved: To approve and accept the reasons for absence.

b) To review Councillor Mary Pile's leave of absence

Councillor Pile had requested that her leave of absence be extended, whilst awaiting a further minor operation.

Resolved: Councillor Pile be given a leave of absence until the end of March.

421/21 Invited Guests:

a) Alison Candlin, Whitley Stores

Alison Candlin, Whitley Stores explained that the new store had completed its second quarter the previous week and hoped to break even by the end of the year. Any monies left over at the end of the year, following a vote from shareholders, would go back to the community.

Since opening the shop some 7,500 transactions had been made and 15,000 items sold, with the average spend being around £7.50, therefore meeting their targets set.

Alison explained that the store worked on a 25% profit margin, which was comparable with larger stores. The store was lucky to have a good volunteer base who undertake tasks such as delivering supplies

to those in the village who are house bound as well as manning the tills. The store was even open during Storm Eunice the previous Friday, with those who ventured out being grateful it was open as it meant they did not have to venture further afield.

Alison explained that the hope was to build on the success so far.

The meeting was opened up to Members to ask questions at this point.

Members were delighted with the progress of the store and congratulated Alison on the success so far.

Councillor Wood asked if customers were just from the village or further afield.

Alison explained there were several regular customers from Shaw, mainly to purchase daily newspapers, but in the main customers were from Whitley, with a very loyal customer base.

Standing Orders were suspended to allow Wiltshire Councillor Holder to speak to this item.

Councillor Holder explained he was aware of successful community stores in Urchfont and All Cannings and suggested they may be a useful source of support/information.

Alison explained that prior to opening advice had been sought from both Bathford and Steeple Ashton community stores and they had proved very useful, the store had also joined a community store network and were now in a position to provide advice to new startups themselves.

Standing Orders were reinstated.

b) Wiltshire Councillor Nick Holder (Bowerhill)

Councillor Holder explained he had forwarded a summary of Wiltshire Council's Full Council meeting which had approved the budget for 2022/23, which had been circulated to Members for their information.

Additional updates:

Area Board

Following the last Area Board meeting, Councillor Holder explained he was happy to report a new Carers Champion had been appointed who had a wealth of experience in caring for a family member. A Health & Wellbeing meeting was due to take place the following day.

It was proposed to have a Young Carers event in October half term, hopefully in the Campus.

Pathfinder Way Lighting/Pedestrian Crossings

The issue of the lack of lighting and pedestrian crossings on the A365/Pathfinder Way was still ongoing, despite several conversations with Wiltshire Council, however flood lighting has been installed on the roundabout in the interim. Councillor Holder explained that unfortunately the matter was in the hands of developers and it was understood the situation should be resolved by March.

Pathfinder Place

The play area has still not been signed off, which is a concern as it was understood children are using it. It was unclear if there was an accident, who would be legally responsible, given the play area had not been signed over by the developers as yet, these issues would be discussed with officers the following day.

Footpath to the Oak from East of Melksham

Councillor Holder explained the school were a bit reticent in having the footpath lit. However, it was his understanding that when the s106 Agreement for the 450 houses was signed, that a footpath would be built from the East of Melksham development to the rear of the school. Due to changes in Community Area Transport Group (CATG) funding, footpaths would now be funded via CATG and therefore he had asked if lighting for this footpath could be considered, if the footpath was not going to be lit by the developers, as it was important not just for pupils of the school who generally travelled in daylight hours, but also for members of the public at other times.

Councillor Pafford invited any questions for Councillor Holder.

Council Baines raised a concern at the construction on the new roundabout connecting the new estate to Spa Road as there appeared to be no footway on the eastern side and was concerned how children would cross the roundabout to the shared footway/cycleway the other side.

Councillor Holder agreed to add this to his list of questions to ask Wiltshire Council officers.

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

Councillor Alford explained that Community Area Transport Groups (CATGs) would be changing their name to Local Highways & Footpaths Infrastructure Group and would have an increase in budget

and officer support. However, funding would have to be spent in that year and will not rolled over to the next financial year.

With regard to Area Board grant funding, whilst LYN (Local Youth Network) and Health & Wellbeing grant funding will remain the same, funding for capital grants will reduce.

With regard to Wiltshire Council's budget, the debate on this had taken some considerable time but was approved with a 1.99% increase and an additional 1% increase for adult social care.

The main discussions at budget setting were around parking charges, however, this needs to be compared to an additional £7m for adult social care, an increase in capital budget and filling a deficit.

Changes to parking charges include a 10p increase per hour, blue badge holders will now have to pay and Sunday parking charges will also be introduced. Whilst it is appreciated that this is controversial this is against a backdrop of demands placed upon Wiltshire Council.

Councillor Alford clarified the design of the primary school on Pathfinder Way had been budgeted for, but not the construction.

The meeting was opened up for Members to ask questions.

Councillor Shea-Simonds noted in the budget report there would be £25m in savings and queried where these savings were coming from.

Councillor Alford explained £10m savings will come from staffing with posts not being filled or removed and harmonizing the varying terms and conditions of staff from the various district councils, following the creation of the unitary authority, which had not been reviewed previously.

The Council were also looking at vehicle contracting, as well as looking at investments.

With regard to the increase in parking charges, Councillor Holder explained parking charges had not been increased for 4 years and the proposed changes would be static for another 4 years. It was noted that revenue from car parking could only be spent on defined expenditure, such as subsidies for rural transport, as Wiltshire Council feel it is important to support rural communities.

Councillor Wood raised a concern at proposals not to fill vacancies, particularly in Planning, with their services being severely impacted by the lack of staff.

It was explained not all roles would be cut completely, however, it was hard to recruit staff in some roles, particularly Planning, noting that there was a national shortage of Planners.

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

Apologies of absence were received from Councillor Seed who was attending another meeting elsewhere.

Alison Candlin left the meeting at 7.40pm

422/21 a) To receive Declarations of Interests

There were no declarations of interest.

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

None were received.

423/21 To consider holding items in Closed Session due to confidential nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business (Item 10c, 10d & 14a)vii) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

Councillor Pafford sought approval for items 10(c), 10(d) & 14(a)(vii) to be held in closed session for the following reasons:

10(c): Community Infrastructure Levy (CIL) legal agreement with the Town Council: Contract negotiations.

10(d): Financial Risk Assessment: Exposes any weaknesses.

14(a)(viii): Confidential as relates to procedures in the event of the death of a senior figure.

Resolved: To approve items 10(c), 10(d) & 14(a)(viii) be held in closed session for the reasons given.

424/21 Public Participation

Mr Carter attended the meeting to put forward an idea for the Queen's Diamond Jubilee.

Mr Carter, as a member of Melksham Remembers, explained display boards which had been used during the 100-year commemorations of World War I were stored at the Town Hall and could be used to display pictures of Royal visits to the area or of members of the community meeting members of the Royal family, particularly the Queen. The idea

being the boards could be moved around to various locations within Melksham and Melksham Without areas.

Mr Carter explained that he wanted to make sure that the Council were happy with such a proposal and if they were aware of anyone else doing anything similar, so as not to duplicate, and would also be in touch with the Town Council to ask the same question.

Members welcomed the proposal with a suggestion Mr Carter approach the various village halls and other locations in the parish, to ascertain if they would be happy to host the display boards for a period of time.

Mr Carter asked if whilst members of Wiltshire Council were present whether he could ask a question, which Councillor Pafford as Chair agreed.

Mr Carter explained he was concerned at the impact the costs of the Bath Clean Air Zone were having on the income taxi drivers earned, as fees were set and could not be increased to include the £9 Clean Air Zone charge. He explained the income taxi drivers could make decreased incrementally the nearer a pick-up was to Bath, therefore impacting the revenue they would normally make, as well impacting those living in rural communities, as drivers were making choices whether to pick up from rural villages on the Bath side of Melksham for a fare into the city.

Mr Carter stated he was raising this issue with the local Licensing Authority and just wanted to make Members of both the parish council and Wiltshire Council aware of the impact of the charge.

Councillors Alford and Holder left the meeting at 7.50pm.

425/21 To approve the Minutes of the Full Council Meeting held on 24 January 2022 and Confidential Notes to accompany the Minutes

A couple of minor typos were noted in the Full Council minutes of 24 January 2022.

Resolved: With the amendments suggested, to approve the Full Council minutes and Confidential notes of 24 January 2022 and for the Chair to sign.

426/21 Planning

a) To approve the Minutes of the Planning Committee meeting held on 7 February 2022

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

b) To formally approve the Confidential notes to accompany the Planning Committee minutes 7 February 2022

Resolved: To approve the Confidential notes to accompany the Planning Committee minutes of 7 February 2022 and for the Chair to sign.

c) To formally approve Planning Committee recommendations of 7 February 2022

The Clerk explained with regard to Min 412/21 Application for a Goods Vehicle Operators Licence from Hangar 7, Lancaster Road that concerns regarding the number of trailers parking in and around Bowerhill Industrial Estate had been raised at the meeting and she had since been given information on those companies who were potentially working outside of their Goods Vehicle Operator Licences and sought guidance from Members on whether to contact the Traffic Commissioner with this information.

Resolved: To approve the Planning Committee recommendations of 7 February 2022 and for the Clerk to contact the Traffic Commissioner with the information of those companies who appeared to be working outside their Goods Vehicle Operators Licenses.

427/21 IT Working Party

a) To approve the Minutes of the IT Working Party Meeting held on 7 February 2022

Resolved: To approve the minutes of the IT Working Party meeting held on 7 February 2022 and for the Chair to sign.

b) To formally approve IT Working Party recommendations of 7 February 2022

Councillor Shea-Simonds noted one recommendation was for the Council to switch to a **.gov.uk** email address and asked how long this process took.

Councillor Patacchiola explained the application process took about a month and the **.co.uk** and **.gov.uk** email addresses could be run in parallel, until such time as the Council decided to switch to the **.gov.uk** email address and suggested once the office had moved to the Campus, this may be a good time to move to the **.gov.uk** email address as the contact details for the council would be updated then.

Councillor Baines congratulated the group on their deliberations.

Councillor Pafford thanked Councillor Patacchiola for his input at the meeting with regard to technical data.

Resolved: To formally approve the IT Working Party recommendations of 7 February 2022.

428/21

Finance

a) To note Receipts & Payments reports for January

The Clerk explained the Council were owed c£425,000 for the new village hall from the s106 agreement funding relating to the Bowood View, Semington Road development and on making investigations had discovered this had already been paid to Wiltshire Council following their invoice to Bellway in October 2021. The Clerk suggested that on receipt of this funding it be deposited in the Unity Bank account, which is the account used to pay Rigg Construction for the Berryfield Village Hall build contract; otherwise, a transfer would have to be made from the Lloyds Bank account.

Resolved: To note the Receipts & Payments report for January.

Wiltshire Council to be requested to pay the £425,997.78 s106 funding for the Bowood View development to the parish council's Unity Bank account.

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

The Clerk sought different cheque signatories/on-line authority to those Members who volunteered in January.

Resolved: Councillors Baines and Pafford to be cheque signatories/online authority for February payments.

c)C To consider draft legal agreement for transferring CIL (Community Infrastructure Levy) to Melksham Town Council for East of Melksham Community Centre

This item was held in closed session.

The parish council had a long-standing understanding and agreement that the CIL funding from the East of Melksham 2nd phase development (450 houses) now known as Hunters Wood/The Acorns (Planning applications 14/10461/OUT, 17/09248/VAR, 19/09963/VAR, 21/01111/REM refer) would be used for the construction of a new Community Centre for East of Melksham; to top up the £500k funding secured within the s106 agreement.

Since the last Governance Review, which came into effect on 1st April 2021, this development now sat in the Melksham Town boundary and the parish council had offered to transfer the CIL funding of £315,029.94 it held for this project to the Town Council. This required a legal agreement between the two councils for two reasons:

- 1) To ensure that the parish council discharged its statutory duty with Wiltshire Council for the legal spending of these CIL funds
- 2) To ensure the parish council's desire that the funding be used for the construction of the East of Melksham community centre be adhered to.

To this end, Melksham Town Council's solicitors had drafted Heads of Terms for the legal agreement, a copy of which was circulated with the agenda papers.

Resolved: To inform the Town Council the wording of the Legal Agreement is not acceptable as it stands as the Parish Council would like to be involved in discussions on what alternative facilities the CIL funding should be spent on.

To arrange a meeting with the Melksham Town Council to seek clarification on the following:

- What progress has been made with regard to a Community Centre East of Melksham
- To understand why the proposed site is not suitable and to seek assurances other sites East of Melksham have been sought as an alternative.
- Clarification on wording within the proposed legal agreement, such as what alternative facilities the Town Council are proposing if it is not viable to build a community centre.

d) To approve Financial Risk Assessment undertaken on 31st January

The working group had applied a numerical risk assessment matrix to the line items and colour coded the risks in a Red, Amber, Green format which easily highlighted the highest risks. Members welcomed the new format of the Financial Risk Assessment and congratulated the working group for their efforts.

Resolved: To approve the recommendations/actions contained within the report.

e) Bowerhill Sports Pavilion Utilities

i) To note new gas supply contract arranged (with direct debit) under delegated powers.

Members noted that following the delegated powers being given to Councillors Glover, Pafford and Patacchiola at the Full Council meeting on 24 January 2022 in order to review and approve quotes from Utility Aid for the Pavilion gas and electric supply, a 36-month contract had been entered into for the gas supply, at an annual cost of £2,888.06. This equated to a difference of -£693.79 on the current contract. Members noted that a new direct debit contract had been set up with SSE (Scottish & Southern Electric).

ii) To consider moving to new electricity supply contract

As the Council are currently still in contract for electricity with Eon until the end of July and any fixed term contract entered into now would not start until 1 August, it was decided not to enter into a new contract at this stage, but to closely monitor the situation.

Councillor Shea-Simonds asked if there were opportunities for the Council to obtain dual fuel discounts. It was explained that dual fuel discounts were only available on the domestic market.

Given the volatility in the fuel market, it was:

Resolved: To wait until nearer July, when the electricity contract is due to end, to look at what offers are available.

f) To give delegated powers to Asset Management Committee (28 February) to review and approve quotations for safety surfacing clean of play areas and MUGAs (Multi Use Games Areas) to enable work to be completed before year end and school Easter Holidays

The Clerk explained funds were still available in the budget for 2021/22 and hoped to get the safety surfacing clean in the play areas and MUGAs maintained by the Parish Council undertaken prior to the Easter school holidays.

Resolved: To give delegated powers to the Asset Management Committee to review and approve quotations for safety surfacing cleaning.

429/21 New Berryfield Village Hall project: To note latest update following progress meeting (2 February) and that the first staged payment has been made

Members noted the information contained within the Progress Report (1) and that the first invoice of £59,291.63 excluding VAT (£71,149.96 including VAT) had been paid to Rigg Construction for the village hall build. The Clerk stated that prior to paying this invoice, agreement had been sought from the Council's Cost Consultant and the two councillors attending the Progress Meeting authorised the payment. Due diligence checks had been undertaken as the contractor was a new company to pay.

Councillor Patacchiola stated that with regard to point 5.1 in the report there was a decision regarding cabling and whilst he had received the electrical plans, he needed to understand the roof structure. The Clerk agreed to forward the relevant plans.

430/21 Meeting arrangements

a) To approve meeting dates for remainder of 2021/22 and 2022/2023

A list of amended meeting dates for the rest of 2021/22 and proposed meeting dates for 2022/2023 had been circulated to members for their information.

The meeting was informed that the proposed Staffing meeting on 28 February had been cancelled due to lack of business and an Asset Management meeting had been scheduled for that evening instead, to be held after the Planning Committee.

The Clerk explained the dates would now be published widely.

Resolved: To approve the list of meetings dates for the remainder of 2021/22 and meeting dates for 2022/23.

b) To consider revising covid protocols for public meetings

Given changes in Covid restrictions, Councillor Pafford sought a steer from Members how they wished future meetings to be set-up.

Members noted the meeting room layout for that evening, which whilst not back to pre-Covid days layout and did not provide 2m distance, did still provide an element of space between people and was more inclusive. It was noted that there would not be space for this style of arrangement in the new Campus meeting room though.

Councillor Patacchiola stated that in his work environment staff had been reminded not to come into the office/keep their distance if they had covid/cold like symptoms and suggested there may need to be

protocols put in place to remind Members/Officers not to attend meetings/come into the office respectively if they had such symptoms.

Councillor Shea-Simonds asked if there was a better set-up for the camera, in order it showed more of the meeting room and those present for those attending remotely.

Councillor Patacchiola offered to show different camera set-ups after the meeting.

The Clerk sought a steer if Members wished to keep the windows open for ventilation. It was agreed the windows could now be shut, particularly during the colder months, but opened if necessary.

The Clerk sought a steer from Members whether they wished to present grant cheques at the Annual Parish Meeting on Tuesday 29th March now Covid restrictions had been lifted.

Members felt each Group would gauge their own risk and if they did not want to attend due to concerns regarding Covid, cheques could be posted to them.

Resolved 1: To approve the meeting space layout as set-out that evening.

Resolved 2: To request councillors/staff/visitors to not to attend the office/meeting if they have covid/cold like symptoms.

Resolved 3: To invite groups to the Annual Parish meeting on 29th March to receive their grant cheques, but to post cheques to those groups who did not wish to attend.

c) To arrange a substitute for Councillor Glover at the Area Board Health & Wellbeing meeting on 22 February at 11.00am

In the absence of Councillor Glover, a substitute was sought to attend the Area Board Health & Wellbeing meeting on 22 February.

As no Member came forward, the Clerk agreed to attend the meeting on the Council's behalf.

431/21 New office and meeting accommodation at Melksham Campus

a) To note update following Campus meeting held on 16th February and to consider any queries raised

The Clerk provided the following update following the campus meeting on 16th February:

- No moving in date as yet, but will keep pushing.
- Heads of Terms Agreement is due to come out in the next couple of weeks and will go to the Full Council meeting in March for approval, if received.
- It was confirmed that the Parish Council will have to supply and install the video intercom system
- Door Access System. Whilst officers will have lanyards to access the suite and the site staff kitchen, there was some discussion how people who need to use the public toilets would be able to regain access back into meetings and some further thought needs to be given to this.
- There will be a separate meeting regarding IT provision. Councillor Patacchiola had undertaken some budget figures on broadband availability.
- Noticeboard. It was agreed a Parish Council noticeboard can be erected outside the Council's meeting suite upstairs, with a suggestion there could be a community one downstairs.
- There will be a kitchenette but the plan for the storage needs to be revisited.

b) To consider a response to Wiltshire Council's amended Campus Pre Consultation on Parking Restrictions

Following feedback on their previous pre consultation on parking restriction at the campus, Wiltshire Council had made amendments to proposals for consultation.

It was stated that the restrictions order would ensure there was reasonable availability of parking for users of the campus. Therefore, it was proposed parking will be pay and display in line with other car parks in the town managed by Wiltshire Council. The order to cover the period 8am-6pm to align with other car parks, with free parking on Sundays and Bank Holidays.

It was noted that the parking charges and free parking on Sundays etc. and blue badge charging was not in line with recent proposed changes to car parking charges, however, it was noted the correspondence pre-dated proposed changes.

Members welcomed that it appeared Wiltshire Council had listened to points raised by both the parish and town council on this matter and therefore had no further comments to make.

432/21 Queen's Platinum Jubilee

a) Queens Canopy

i) To note Queen's Canopy planting schemes in the parish

The Clerk informed the meeting of various tree planting

schemes being organised by various groups/organisations within the parish:

- St Barnabas Church are planting 240 trees in the community field behind the church on Saturday 12 March, with ambitions for up to 500 trees eventually.
- It was understood a landowner is proposing to plant 20,000 trees in Woodrow and there would be a presentation on this at the Area Board meeting on 9th March.
- Shaw Hall Committee propose a wildflower area and tree planting scheme to the rear of the playing field at Shaw and is due to be discussed at the Asset Management Committee meeting on 28 February.

ii) To consider a suggestion of a community woodland on land to the East of Melksham to the rear of The Spa

A resident had suggested planting a Queen's Canopy woodland on land to the rear of The Spa on the remaining old Woolmore Farm land, which they understood to be still owned by Wiltshire Council. It was understood this area had been designated as public open space. The Clerk explained she had contacted Wiltshire Council and understood they were in the process of re-visiting their tree planting policy and reviewing all of their public open spaces this year and therefore, it would be difficult to plant trees on Wiltshire Council public open space land at present.

iii) To consider any other sites for Queen's Canopy planting and approve sites for individual Jubilee Tree Planting

The Council had previously suggested individual tree planting could take place at the following locations:

- Bowerhill Sports Field
- Berryfield, within the soft landscaping of the new Berryfield Village Hall.
- The triangle piece of land on Berryfield Lane to replace a previous tree (will need permission of landowner)

It was suggested approaching both Bellway and Taylor Wimpey to see if they would be prepared to have additional trees planted within their schemes on Semington Road and Pathfinder Way respectively.

Councillor Patacchiola asked if there was a suggested maintenance plan for any tree planting before they are established

The Clerk explained that previously, with regard to Shurnhold

Fields for instance, the Parish Council had taken advice of the Woodland Trust and those who had planted the Scouts Jubilee site on the A350 near West Ashton and interestingly the Woodland Trust advice is not to water saplings, as they want the roots to go deeper to find the water in order to make them stronger later on in life.

The Clerk explained pupils from Melksham Oak undertaking their Duke of Edinburgh award were due to spread the bark chippings from the oak at the Bowerhill Sports fields as mulch.

The Clerk explained that in late papers was correspondence from the Town Council on whether the Parish Council wished to re-consider joining the Environment and Climate Working Group and Planting Strategy Group.

It was unclear what the advantages would be for the Parish Council to join the group, especially as none of the schemes proposed in the parish were adjacent to the town boundary, but quite distinct in the various communities.

The Clerk explained a grant application had been received outside the deadline, regarding a street party for the Queen's Jubilee and asked if the Parish Council wished to look at requests for the Queen's Jubilee separately or as part of the grant process, with grants being considered on 7 March, bearing in mind that for various reasons groups may not have considered celebrations for the Jubilee prior to the 31 January grants deadline.

The Clerk explained Mr Carter's earlier suggestion regarding a portable photo display could be considered under this item, however, the Council's response was covered under Public Participation.

Resolved 1: To purchase trees, rather than whips, to plant in the suggested locations. To be planted during the Winter and to approach Bellway and Taylor Wimpey to see if they would be prepared to have a jubilee tree planted within their respective developments.

Resolved 2: To decline joining Melksham Town Council's Environment and Climate Working Group and Planting Strategy Group, but ask that the Parish Council are updated on progress and informed of any planting schemes adjacent to the parish boundary.

Resolved 3: The Finance Committee to bear in mind grants for Jubilee events at the Finance Meeting on 7 March.

- iv) **To consider suggesting that the “Melksham Oak” ancient tree is nominated to be part of a special project to grow new trees by propagation**

The Clerk explained that the Queen’s Canopy project would be identifying 70 Ancient Trees to be part of a special project to grow new trees by propagation and sought a steer from Members if they wished to nominate the Melksham Oak (also known as Cromwell’s Oak) tree adjacent to Melksham Oak School.

Resolved: To nominate the ‘Melksham Oak’ for this project and to liaise with the school on this.

- v) **To consider purchasing commemorative tree plaques from the Royal British Legion**

The Clerk explained any trees planted as part of the Queen’s Canopy could be registered on a virtual map or the Parish Council may wish to purchase plaques. The cost of the plaques from the Royal British Legion were £150 each, however acrylic plaques costing around £50 could be purchased from elsewhere.

Resolved: To register any trees planted as part of the Queens Canopy via a virtual map.

- vi) **To consider replies from village halls re request for flagpole**

The Clerk explained that this had been raised by Councillor Chivers previously and she had taken an action to contact both Shaw and Bowerhill Village Halls to see if they would be happy to erect a flagpole outside their buildings.

The Clerk explained both were happy in principle but wanted to know more details and if the costs would be borne by the Parish Council

The Clerk reminded Members of the various protocols with regard to flag flying.

Resolved: That the Council do not pay for flagpoles at the various village halls within the parish but advise them they are welcome to purchase one themselves.

- viii)C **Operation London Bridge. To note update from the Clerk and approve the purchase of necessary items**

This item was held in closed session.

Resolved: To purchase the necessary materials to enable two packs for circulation on a rotating basis in the North and South of the parish when required.

433/21 Relevant Central Government News

a) To receive update and agree actions following meeting with Michelle Donelan MP (28 January)

It was noted that an update on some of the issues had already been provided at the recent Planning Committee meeting.

The Clerk informed members that the petition regarding remote meetings, that had been signed by the parish council, now had over 10,000 signatures. It was also understood that Michael Gove, in his role as Secretary of State for Levelling Up, Housing and Communities, was supportive of councils being able to hold remote/hybrid meetings.

The Clerk noted that the Planning Appeal for land to the West of Semington Road next week was online, and another example of a remote meeting/session being held remotely by central government with legally binding decisions; and would contact NALC to advise as evidence.

b) Statement by Michelle Donelan MP on proposed Melksham Bypass (14 February)

Members noted the statement from Michelle Donelan MP clarifying her view on the proposed Melksham bypass.

Councillor Baines felt that at the meeting with Michelle Donelan MP, it was not fully appreciated that proposals for the A350 were as part of a wider scheme by the Western Gateway, which Wiltshire Council were helping to facilitate on their behalf, and whilst she had indicated she did not like the proposed route, she had not offered an alternative.

Councillor Baines explained that as Melksham is due to expand even further, if proposals for large housing numbers are carried forward by Wiltshire Council, that without improved road infrastructure, things will only get worse, and this had been raised with Michelle Donelan MP by Members, as well as the fact that this will be compounded with the permanent closure of Cleveland Bridge in Bath to HGVs.

It was noted Michelle Donelan MP was due to hold a constituency meeting at Bowerhill Village Hall on 25 March between 4.00pm and 5.00pm.

c) Govt response to proposals made to build on local response to covid community spirit 'Levelling Up Our Communities: Proposals for a New Social Covenant'

Members noted the Government had issued a response to Danny Kruger MP's 2020 report on proposals for a New Social Covenant which was based on a series of proposals to sustain the community spirit seen during the coronavirus pandemic.

Councillor Wood felt "levelling up" should not be about those in the North and South, but more about those who "don't have", as areas of deprivation are not exclusive to the North.

434/21 Community projects/partnership organization

a) Beanacre first time sewerage. To note latest update from Wessex Water meeting and to consider facilitating a meeting of residents and possibly building contractors

The Clerk explained that both herself and Councillor Baines had met with the project team from Wessex Water to discuss proposals for first time sewerage in Beanacre which had proved useful, particularly on how to encourage residents to sign up to connect to the system and whether to facilitate a meeting between residents and Wessex Water.

Councillor Baines explained it was proposed work would start in Westlands Lane first, given the difficulties in closing the A350 and each resident would have to make their own arrangements to connect to the main sewer once installed.

Discussion ensued on whether it was worthwhile inviting builders to such a meeting, as there might be economies in scale for residents, but could be misconstrued as the parish council recommending building contractors.

Resolved: It was agreed to facility a meeting/'drop-in' event in Beanacre between residents and Wessex Water and to possibly hold a meeting with building contractors at a later date.

b) To note Melksham Community Support update

Members noted an update had been provided by Melksham Community Support on their activities during 2021.

c) To note minutes from CAWS meeting on 19 January

Members noted the minutes of the Community Action Whitley & Shaw (CAWS) meeting held on 19 January 2022.

d) Civic Awards. To consider response to a request from Melksham Town Council

Melksham Town Council had received a nomination for a Civic Award from someone who lived in the Parish and sought a steer from the Parish Council on whether the Chair wished to present the award at the Mayor's Reception.

During discussion, it was suggested the Parish Council may wish to have its own award ceremony in the future, possibly at the Annual Parish meeting.

Resolved:

- To inform the Town Council that the Parish Council were happy for the Town Mayor to present the award with a suggestion the Chair could congratulate the recipient, once the award had been presented, if the Town Mayor was happy with this suggestion.
- To invite the Civic Award recipient to the Annual Parish meeting to congratulate them.
- To place an item on a future agenda for the Parish Council to consider holding their own Civic Award ceremony.

e) BRAG (Bowerhill Residents Action Group). Update following EGM meeting held on Tuesday 15th February

Councillor Pafford explained he had attended the BRAG meeting as a resident, as did Councillor Shea-Simonds, with Councillor Hoyle attending as the Parish Council's representative. As the meeting was quorate, the committee were able to approve changes to the constitution.

There was no discussion regarding a change of name for the group, however, this may change in the future. The committee had agreed to tackle various issues in the community such as litter picks and the BRAG picnic area for instance. The group were also hoping to have a Wiltshire Council and Police representative on the committee with voting rights.

f) Great British Clean - 25 March and 10 April. To consider if the Parish Council wish to take part and note any community groups taking part

Members noted the Great British Clean was due to take place between 25 March and 10 April.

The Clerk explained she was aware Community Action Whitley &

Shaw (CAWS) were undertaking a litter pick, but was not aware of other community groups as yet taking part. The Clerk reminded Members, that the Parish Council held litter picking equipment which groups could use with officers being able to arrange collection of any litter collected on their behalf.

g) Melksham Transport User Group. To note update and meeting arranged for 9 March 2022 at 7.30pm via Zoom.

Members noted the latest update from Melksham Transport User Group and the date of the next meeting.

Councillor Patacchiola particularly noted their support for the reinstatement of the early train service to London.

435/21 Climate Friendly Objective

The Clerk explained that she hoped to have the Climate Friendly objective as a standing item at Full Council meetings in order for Members to note actions undertaken towards meeting the Council's objective.

a) To note local contractors and materials supply for Berryfield Village Hall (from 2 to 50 mile radius)

A list of the various contractors and materials for Berryfield Village Hall had been circulated prior to the meeting.

Members noted contractors and supplies had been sourced locally, with only one contractor having to be sourced from 50 miles away.

b) To note re-issue of "Sustainable Homeowner Water Management" leaflet to Shaw & Whitley residents as part of flood prevention works

Members noted the Sustainable Homeowner Water Management leaflet produced by BART (Bristol & Avon Rivers Trust) had been re-issued to Shaw and Whitley residents recently via the Connect magazine.

c) To note planned local media programme of "green tips" for Residents

The Clerk explained 'green tips' suggestions were being highlighted via social media as well as a commitment from the Melksham News to include as a regular item; this was part of ongoing work with the town council.

d) To note officer attendance at Village Hall Buildings and Net Zero considerations event 16th February

Members noted that the Parish Officer and the Finance & Amenities Officer had attended a “Village Hall Buildings and Net Zero” event held remotely on 16th February which had proved useful; and had provided a report in the agenda pack.

Officers had particularly noted the availability of hall booking systems that could be linked to the heating system, in order that heating only came on when needed and without the need for someone to physically be in the building to turn it on.

e) To note green investment of Wiltshire Pension Scheme funds

Members noted the various green investments of the Wiltshire Pension Scheme fund.

f) To consider speaker at Annual Parish meeting from Wiltshire Climate Alliance

The Clerk explained at a recent SLCC Branch meeting the Chair of Biddestone & Slaughterford Parish Council, who was also a member of the Wiltshire Climate Alliance Group had given a useful talk on climate change and what parish councils can do at their level and asked if Members were still happy that they were invited to speak at the Annual Parish meeting.

Resolved: To invite the Chair of Biddestone & Slaughterford Parish to speak at the Annual Parish meeting on 29th March.

Meeting closed at 9.48pm

Signed
Chair, Full Council, 14 March 2022

Receipts for Month 10

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 :		1,024,264.45					1,024,264.45	
V2541-ALLO Banked: 04/01/2022		30.00						
V2541-ALLO Allotment Holder		30.00			1310	310	30.00	Allotment rent for 12a BYF
V2542-STAV Banked: 17/01/2022		60.00						
V2542-STAV STaverton Rangers (Sunday)		60.00			1210	210	60.00	Inv.263-match 4th Dec21
V2544-BACS Banked: 20/01/2022		5,512.72						
V2544-BACS HM Revenue & Customs		5,512.72			105		5,512.72	VAT Return-01.10.21-31.12.21
V2547-BACS Banked: 21/01/2022		60.00						
V2547-BACS Staverton Rangers (Sun)		60.00			1210	210	60.00	Inv.268- 16th Jan match
Total Receipts for Month		5,662.72	0.00	0.00			5,662.72	
Cashbook Totals		1,029,927.17	0.00	0.00			1,029,927.17	

Continued on Page 146

Date: 02/02/2022

Melksham without Parish Council Current Year

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Time: 11:29

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 10

Payments for Month 10				Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail
04/01/2022	Water2business	V2537-DD	50.46			4323 320	50.46 BSF Allotment water
04/01/2022	Grist Environmental	V2538-DD	52.43		8.74	4770 220	43.69 Inv.P47300-Pavilion waste coll
04/01/2022	Water2Business	V2539-DD	60.77			4323 320	60.77 Inv.323-BYF Allotments water
04/01/2022	Water2business	V2540-DD	219.37			4322 220	219.37 Inv.656-Pavilion water
20/01/2022	Eon	V2545-BACS	520.67		24.79	4312 220	495.88 Inv.006-Pavilion Gas
20/01/2022	Sirus Telecom	V2546-DD	224.75		37.46	4190 120	187.29 Inv.58288-Office phone calls
24/01/2022	Eon	C2548-DD	192.13		9.15	4302 220	182.98 Inv.006-Pavilion electricity
Total Payments for Month			1,320.58	0.00	80.14		1,240.44
Balance Carried Fwd			1,028,606.59				
Cashbook Totals			<u>1,029,927.17</u>	0.00	<u>80.14</u>		<u>1,029,847.03</u>

Receipts for Month 10

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 :		657,709.19					657,709.19	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>657,709.19</u>	<u>0.00</u>	<u>0.00</u>			<u>657,709.19</u>	

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Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
18/01/2022	Unity Trust Bank	V2543-DD	127.41		19.96	4175	120	68.40	Office 365 Subscription
						4120	120	4.78	Finance Committee agenda packs
						4150	120	-43.54	Envelope refund
						4150	120	41.12	Envelopes
						4150	120	5.65	Wound cleaning wipes-Caretaker
						4150	120	11.91	Pens & washing up liquid
						4150	120	4.14	Batteries for card reader
						4200	120	11.99	Meeting subscription
						4140	120	3.00	Bank charges
28/01/2022	Teresa Strange	V2565-BACS	████████	Total Salaries		4000	130	████████	January 2022 Salary
						4120	120	3.50	Council Xmas card postage
						4150	120	3.99	Envelopes
28/01/2022	Lorraine McRandle	V2566-BACS	████████			4020	130	████████	January 2022 Salary
						4150	120	10.76	Gusset envelopes
28/01/2022	Marianne Rossi	V2567-BACS	████████	£5,914.28		4010	130	████████	January 2022 Salary
28/01/2022	Terry Cole	V2568-BACS	████████			4050	142	47.50	Travel Allowance
						4051	142	67.95	Mileage 151 miles
						4460	142	████████	January 2022 Salary
28/01/2022	David Cole	V2569-BACS	████████			4800	320	████████	January 2022 Salary
28/01/2022	TDP Ltd	V2549-BACS	1,424.63		237.44	4590	142	395.73	Replacement bench-Sandridge Hi
						4575	142	791.46	2x replac benches Beanacre P/A
28/01/2022	JH Jones & Sons	V2550-BACS	132.00		22.00	4490	142	110.00	Inv.2589-Carson R'about cut
28/01/2022	Place Studio Ltd	V2551-BACS	600.00		100.00	4680	170	500.00	Inv.5958-NHP support
28/01/2022	Wiltshire Publication	V2552-BACS	69.60		11.60	4230	120	58.00	Inv.65196-Grant advert
28/01/2022	JH Jones & Sons	V2553-BACS	1,422.00		237.00	4721	220	1,185.00	Inv.2585-Moving 11 aside goals
28/01/2022	JH Jones & Sons	V2554-BACS	1,604.65		267.44	4402	320	60.15	Inv.2588- Allotment grass cut
						4400	142	221.90	Inv.2588- Play Area grass cut
						4780	142	52.50	Inv.2588- Play Area bin empty
						4781	220	79.58	Inv.2588- JSF Bin empty
						4401	220	692.17	Inv.2588- JSF Grass cut
						4400	142	34.66	Inv.2588- Kestrel shrub mainte
						4409	142	163.33	Inv.2588- Hornchurch grass cut
						4820	142	32.92	Inv.2588- SHF Grass cutting
						347	0	-32.92	Inv.2588- SHF Grass cutting
						6000	142	32.92	Inv.2588- SHF Grass cutting
28/01/2022	Agilico	V2555-BACS	86.90		14.48	4130	120	72.42	Inv.026-Office photocopying
28/01/2022	Wiltshire Village Hall Associa	V2556-BACS	50.00			4650	170	50.00	Membership for 2022-23
28/01/2022	Whitley Reading Rooms	V2557-BACS	105.60			4560	142	105.60	Phone costs for CAWS CEG
28/01/2022	Acer Tree Surgeons	V2558-BACS	2,070.00		345.00	4405	220	1,725.00	Inv.033-B'hill Oak Tree works
28/01/2022	Pope Building Services	V2559-BACS	426.60		71.10	4582	142	355.50	Inv.4362-4-BYF V HALL M&E Serv
28/01/2022	BTA Architects	V2560-BACS	480.00		80.00	4582	142	400.00	Inv.2101-Architect services
28/01/2022	Wiltshire Wildlife Trust	V2561-BACS	556.20		92.70	4405	220	463.50	Inv.818- Oak tree bat survey

Continued on Page 124

Payments for Month 10				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/01/2022	Kanconnections	V2562-BACS	84.00		14.00	4721	220	70.00	Inv.1453-CCTV repair-Pavilion
28/01/2022	HM Revenue & Customs	V2563-BACS	1,982.12			4041	130	650.70	Period 10- January 2022
						4000	130	345.60	Period 10- January 2022-T
						4000	130	261.81	Period 10- January 2022-NI
						4020	130	125.20	Period 10- January 2022-T
						4020	130	117.58	Period 10- January 2022-NI
						4010	130	132.40	Period 10- January 2022-T
						4010	130	122.23	Period 10- January 2022-NI
						4460	142	218.40	Period 10- January 2022-T
						4800	320	8.20	Period 10- January 2022-T
28/01/2022	Wiltshire Pension Fund	V2564-BACS	1,705.46			4045	130	1,294.53	Period 10- January 2021
						4000	130	202.56	Period 10- January 2021
						4020	130	103.06	Period 10- January 2021
						4010	130	105.31	Period 10- January 2021
28/01/2022	Teresa Strange	V2570-S/O	5.30			4190	120	5.30	Out of Hours mobile Feb 22
Total Payments for Month			18,980.45	0.00	1,512.72			17,467.73	
Balance Carried Fwd			638,728.74						
Cashbook Totals			657,709.19	0.00	1,512.72			656,196.47	

Receipts for Month 10

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>

Continued on Page 70

Payments for Month 10

Nominal Ledger Analysis

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