

**MINUTES of the Full Council of Melksham Without Parish Council held on  
Monday 25 April 2022 at Melksham Rugby Club, Oakfields,  
Eastern Way, SN12 7GU at 7.00pm**

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

**In attendance via Zoom:** Wiltshire Councillor Jonathon Seed (Melksham Without West and Rural)

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

For part of the meeting: Wiltshire Councillors Phil Alford (Melksham Without North & Shurnhold) and Nick Holder (Bowerhill)

**532/21 Welcome, Announcements & Housekeeping**

Councillor Glover welcomed everyone to the meeting, particularly Councillor Doel who was recovering from a major operation.

**a) New meeting venue until September – Melksham Rugby Club**

Councillor Glover explained until the Parish Council moved into the Campus, meetings of the Council would take place at Melksham Rugby Club until September.

**b) Meetings of note:**

Councillor Glover informed those present of the following meetings taking place.

- i) Public consultation for 650 houses at Land at Blackmore Farm on Tuesday 26 April between 2-7pm at Melksham Assembly Hall.
- ii) The Planning Committee at their meeting on Monday 9 May would be considering its comments to submit to the public consultation for 650 houses at Blackmore Farm and also the Reserved Matters application for 144 dwellings at Land East of Semington Road.
- iii) Demolition of Christie Miller Sports Centre was due to start imminently.
- iv) A copy of the press release of forthcoming consultations for the Neighbourhood Plan was available for Members' information.

**533/21 To receive apologies and consider approval of reasons given**

Apologies were received from Councillor Rob Hoyle who was currently travelling and Councillor Mary Pile due to a prior engagement.

It was noted Councillor Chivers was not in attendance.

**Post Meeting Note:** Councillor Chivers gave his apologies the following day.

**Resolved:** To accept and approve the reasons for apology for both Councillors Hoyle and Pile.

**534/21 Invited Guests Part 1:**

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

Councillor Holder explained the ongoing issue of the lack of street lighting and crossings on the entrance to Pathfinder Way was still not resolved satisfactorily and therefore had contacted officers at Wiltshire Council again to try and get the matter resolved. The most recent communication with Wiltshire Council stated they had written to Taylor Wimpey in the strongest terms to bring the matter to a conclusion as a matter of urgency, but unfortunately no response had been received.

With regard to the play area on Pathfinder Way, Councillor Holder explained there had been an update that day, which gave the same response as previously a few months ago and stated he intended to contact the press later in week regarding Taylor Wimpey's lack of adherence to planning obligations on these two matters.

With regard to the work which had taken place at the rear of Kittyhawk Close, Bowerhill the previous week, Councillor Holder explained he and the Clerk had met on site with the Wiltshire Council Streetscene Team some weeks ago and it had been agreed a full removal of the hedge and clearing of the ditch at the back of the whole length of Kittyhawk Close would take place, with replanting of a hedge further into the public open space to enable access for maintenance of the ditch going forward.

Prior to the works taking place, it had been agreed a wildlife survey and newt method statement would be carried out. A method statement would be undertaken by the contractor and forwarded to both himself and the Clerk to make comment and observations. Following which, a letter would be sent to residents to make them aware of the works to be undertaken and the timeframe, in order to enable them to secure their property boundaries, if necessary. It was stated to residents at the time that it was not Wiltshire Council's

responsibility to plant hedging to protect/secure their properties, but the property owners themselves. However, it was recognized the hedge had been in-situ for approximately 17 years and probably only been cut once, and therefore residents may well have relied on the hedge for protection in the past.

Whilst those involved had understood a plan had been put in place, including contacting residents, it had been disappointing to get 'phone calls the previous week from angry residents upset as to why the hedge had been grubbed out, as they had not been made aware. Luckily the work had managed to be stopped to enable investigations. As a consequence, a meeting was being arranged between Wiltshire Councillor Holder, the Drainage Officer and Streetscene team to understand what had happened and then the agreed process for the works would be followed, including updating residents.

Councillor Holder asked if there were any questions.

Councillor Glover noted the footpath on Pathfinder Way had been dug up to enable cabling for the pedestrian crossings and asked if the whole footpath would be resurfaced at some point. Councillor Holder understood this would be the case.

Councillor Glover explained with regard to the pedestrian crossings not yet being up and running on Pathfinder Way/A365, he was aware of someone recently having to physically stop traffic to enable parents taking their children to Aloeric School to cross the road, and felt it was an accident waiting to happen. Councillor Glover noted it appeared Bowerhill Primary School was full, hence why parents from Pathfinder Way were having to send their children elsewhere.

Councillor Holder explained with regard to planning application **21/09742: Extension to 404B The Spa**, which the parish council had previously made no objection, had been made aware by the applicant, that the application was likely to be refused following conversations with the Planning Officer. None of the neighbours had objected, in fact, had welcomed the improvements to the bungalow and felt it was a more appropriate development for the setting in The Spa and therefore Councillor Holder had 'called in' the application for consideration at committee if refusal was being recommended and therefore the Chair of the Planning Committee may be asked to attend the committee meeting.

The disappointing news that Matty's Burgers in Bowerhill had closed, was noted. It had only recently opened following the closure of Robinsons Fish & Chip shop.

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

Councillor Alford explained there was currently a temporary 40mph speed limit on Lower Woodrow for the duration of the new drainage roadworks and had received a few concerns from residents, in particular horse riders, having witnessed people speeding on New Road presumably to catch-up time. However, on using New Road regularly himself, felt the diversion was working well and people on the whole seemed to be respecting the 40mph speed limit. This was interesting to note for two reasons, that the temporary limit had been put in place by the Highways department following his request, and that drivers were respecting it, as this was useful evidence for such requests elsewhere.

Councillor Alford explained a special meeting of the Area Board had recently taken place to discuss a grant for repairs to Shaw Village Hall and following a lengthy debate £4000 was awarded. Councillor Alford noted representatives from Shaw Village Hall were in attendance to update the parish council later in the meeting.

With regard to current proposals for 650 dwellings at land at Blackmore Farm, Councillor Alford explained following Wiltshire Council recently issuing a statement on the 5-year land supply, information had been received from Georgina Clampit-Dix, Head of Spatial Planning at Wiltshire Council clarifying that a Neighbourhood Plan **could** be considered a “major policy” when considering speculative planning applications outside Settlement Boundaries, and felt this application was inappropriate. The Clerk confirmed Members had been circulated the email from Georgina Clampit-Dix earlier in the day, with concerns still about the wording “could”.

Councillor Glover sought clarification on whether other Wiltshire Councillors were aware of the response from Georgina Clampit-Dix; as this was an issue affecting all Neighbourhood Plans in the area, not just the Melksham one.

Councillor Alford explained he had not had discussions with other Members at Wiltshire Council, other than local Members with regard to keeping Neighbourhood Plans ‘live’ to keep the 2-year protection against a lack of 5-year land supply. However, he would be having conversations with Councillor Nick Botterill, Cabinet Member for Development Management and Strategic Planning and Wiltshire Council Leader, Richard Clewer on this matter.

The Clerk explained a group called WALPA (Wiltshire Area Localism & Planning Alliance) had been set-up specifically to challenge the length of time a made Neighbourhood Plan needed to be live in order to give protection against a lack of 5-year land supply, the “paragraph

14" protection in the NPPF (National Planning Policy Framework); working with both Wiltshire Council and local MPs. This group had now evolved to be a group of Wiltshire Neighbourhood Plan groups who were meeting regularly with Wiltshire Council with a meeting of WALPA representatives arranged with Councillor Nick Botterill on 5 May to discuss Neighbourhood Plan protection. The Clerk agreed to forward this information to Councillor Alford.

**c) Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural) Part 2**

Councillor Seed joined the meeting during public participation and apologised for joining the meeting late and stated he was pleased to see the progress being made on Berryfield Village Hall.

Councillor Seed explained he was at the recent Area Board meeting regarding the Shaw Village Hall Grant and echoed support for the work undertaken by Rigg in moving the Shaw Village Hall situation forward.

Councillor Seed explained he would be attending the public consultation event at the Assembly Hall for the proposed development at Blackmore Farm, as he had concerns about the proposals and knew the area very well.

**535/21 a) To receive Declarations of Interests**

Councillor Wood declared an interest in agenda item 8(d) regarding the reserved matters application for 144 dwellings on Semington Road as he was a consultee, as a neighbour.

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

None received.

**536/21 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 12c)i) & 13h)) as publicity would be**

**prejudicial to the public interest because of the confidential nature of the business to be transacted.**

The Clerk advised agenda items 12(c)(i) and 13(h) be held in closed session for the following reasons:

12(c)(i): Heads of Terms for the office lease in the Campus

13(h): CIL Sharing Legal Agreement with Melksham Town Council

**Resolved:** Items 12(c)(i) and 13(h) be held in closed session for the reasons given.

## **537/21 Public Participation**

Mike Booth and Peter Richardson representing the Shaw Village Hall Committee were in attendance regarding a request for additional grant funding for Shaw Village Hall.

Peter explained the hall was owned by the Parish Council but leased back to the Shaw Village Hall & Playing Field Charity with the hall being well used by the community, with various groups using it, which had over 10,000 attendances in any one year.

Peter explained the hall was built in 1976 by the Parish Council. Repairs were required to the North facing gable end wall and to tie it in to the roof structure following a surveyor's report on the work required. An insurance claim had been unfortunately unsuccessful and therefore the group had applied for a grant from the Parish Council to undertake the repairs, with a grant of £2,500 being awarded. At a recent special Area Board meeting the group had been awarded £4,000 towards the costs.

Peter explained that since the Area Board meeting, the scope of work to be undertaken had reduced, following investigations by the appointed contractor, with costs being reduced by £4,760 to £10,000. The repairs are ongoing and commenced in mid-April, during the school Easter Holidays, whilst the pre-school was closed. Therefore, the group were asking the Parish Council to increase their grant funding by a further £500, to match fund the Area Board grant, which they were suggesting be reduced from £4,000 to £3,000, so that there was a parity of the match funding.

There were still some unknown factors, however, such as, the Area Board grant was granted on the proviso legal advice was sought on who was liable for the works, whether this was the Management Committee/Charity as tenants, or Melksham Without Parish Council as landlords. The

management committee were currently undergoing the process of commissioning some independent legal advice on this issue.

The group were also asked to challenge the insurers again, perhaps with legal advice; this was ongoing too.

The grant was to be paid back to the Area Board if the liability for the repair sat with the parish council, or if the insurance claim came to fruition.

Peter explained at the Area Board Meeting on 12 April the total cost of works at the time had been quoted as £14,760, however, earlier in the day, a revised quote of £10,000 had been received following further investigations by the appointed contractor as the gable wall did not have to be rebuilt, or even a hole put in to tie in the roof trusses.

Therefore, the group were updating their funding requests as follows:

Area Board	£ 3,000 (granted – to revise from £4,000)
Melksham Without parish Council	£ 3,000 (£2,500 already granted of a total £7,000 grant)
Village Hall Reserves	£ 3,000
Other contributions	<u>£ 1,000</u> (from Jubilee Fair/Volunteer work)
TOTAL	£10,000

In summary, the group were asking the Parish Council to contribute a further £500 in funding, on the basis of them going back to the Area Board suggesting a reduction in their grant to £3,000.

Questions were invited from Members.

Councillor Wood sought for clarification on why an additional £500 was being requested of the parish council if the funding was already in place from the Area Board.

Peter explained that at the Area Board meeting there was a general feeling of the spirit of equity, with each party contributing a third.

Wiltshire Councillor Alford clarified that a special meeting of the Area Board had been called due to the urgency of the work required and its health and safety nature. The Area Board had worked on the basis of a third being given at the time, in the hope the parish council would make the same commitment.

Councillor Alford explained unfortunately, Area Boards could no longer give grant funding to town/parish councils. The option of the funding going direct to the parish council as landlord, with their obvious financial benefit of being reimbursed VAT, had been explored but had to be dismissed for that reason. In addition, the Area Board grant funding was reduced by half this financial year and the point was made that other

groups had not been offered an opportunity to apply for grants in this new financial year as yet.

Councillor Glover explained there were also other issues to be resolved and legal advice was required to ascertain the legalities of who was responsible for undertaking the work, if the Parish Council were found to be liable, the Area Board would pull their funding and the Council would be liable for the whole amount, if the insurance company did not pay out, including the share of the village hall committee.

Councillor Baines confirmed when the building was constructed, a condition of a grant from Wiltshire County Council at the time was, that the construction was inspected by an officer of Wiltshire County Council before the funding was paid and therefore the officer was satisfied in 1976 that the building was constructed appropriately and therefore this should be the argument with the insurers; it was agreed to forward this information which was included in a set of parish council documents.

Councillor Pafford sought clarification on what the responsibility Wiltshire Council held, given that in 1976 a Wiltshire Council officer would have declared the building was completed satisfactorily at the time.

Councillor Glover felt this would not be the case as the build met the standards in place at the time and could not be looked at retrospectively.

Councillor Pafford asked whilst the Parish Council may be found liable for costs and at the same time there was a legal contract between the parish council and hall committee, which took precedent?

It was clarified that the lease between the parish council and the management committee was ambiguous as it covered maintenance but not large-scale repairs.

Peter Richardson offered full transparency of the commissioning document for the legal advice they were looking to appoint, and of the subsequent findings.

The Clerk explained for transparency the various legal representations. The parish council and the Shaw Hall Committee had used Wansbroughs in Devizes for the last lease for Shaw Village Hall and the parish council were currently using Wansbroughs for the legal work pertaining to the Land Registration of the hall and playing field.

The Clerk (and members of the Area Board/Town Council) had therefore suggested Wellers Hedley to the Hall Committee for independent legal advice, as they were parish council specialists, and the parish council had appointed them to draw up the new lease for the new hall at Berryfield. The Clerk reported that she had confirmed to Wellers Hedley at the end of



the previous week that there was no conflict of interest in them acting for the Hall Committee as they had double checked.

Councillor Patacchiola asked if the Area Board could retract their insistence on this legal advice, as it was costing the collective stakeholders more in additional costs. Councillor Alford explained this was difficult, as it was a stipulation of the Area Board grant offer.

The Clerk asked if it would be in order to write a thank you letter to Rigg Construction for being a considerate contractor in recognition of them not undertaking works that they felt did not need to be done in this community building. Councillor Alford asked if the thanks of the Area Board could also be included.

**Resolved:**

1. A further £500 grant be awarded to Shaw Playing Fields and Village Hall Charity.
2. If it is subsequently found the parish council are liable for the repairs and associated costs, then the parish council to cover the cost of all the works, from Reserves.
3. To send a letter of thanks to Rigg.

During this item Councillor Seed joined the meeting and his update is included under Min 534c/21 Part 2.

**538/21 a) To approve the Minutes of the Full Council Meeting held on 14 March 2022 and Confidential Notes to accompany the Minutes**

It was noted there were a couple of minor typing errors which did not change the context to the minutes.

**Resolved:** With the minor amendments, to approve and for the Chair to sign both the Minutes of the Full Council meeting held on 14 March 2022 and the Confidential Notes to accompany the minutes.

**b) To approve the Minutes of the Annual Parish Meeting held on 29 March 2022**

It was noted there was one minor typing error which did not change the context of the minutes.

**Resolved:** With the minor amendment, to approve and for the Chair to sign the minutes of the Annual Parish Meeting held on 29 March 2022.

**539/21 Planning**

**a) To approve the Minutes of the Planning Committee meeting held on 21 March and 11 April**

Councillor Baines sought an amendment to the 21 March 2022 Planning Committee minutes with regard to Min 494/21(a)(i) as follows:

‘...Wiltshire Council were currently looking to install a Toucan crossing on **Eastern Way** as part of this new route, .... Instead of **the A365**.

**Resolved:** With the above amendment, to approve and for the Chair to sign the Minutes of the Planning Committee meetings held on 21 March and 11 April 2022.

**b) To formally approve Planning Committee recommendations of 21 March and 11 April**

**Resolved:** To formally approve the Planning Committee recommendations of 21 March and 11 April 2022.

**c) To consider additional representatives for Neighbourhood Plan task groups**

The Clerk explained with regard to Min 530/21(c)(ii) relating to the Neighbourhood Plan, the Steering Group were currently looking for representatives to stand on the various tasks groups and explained the following had already agreed to sit on the following task groups:

**Housing:** Councillor Pafford (Lead), Melksham Without  
Councillor Wood, Melksham Without  
Councillor Baines, Melksham Without  
Councillor Aves, Melksham Town Council

**Local Green Space:** Councillor Glover (Lead), Melksham Without

**Town Centre:** Councillor Rabey (Lead), Melksham Town Council

**Implications of A350 Bypass:** Councillor Harris, Melksham Without  
Councillor Sankey, Wiltshire Council

**Canal Link:** Councillor Harris, Melksham Without

With regard to the **Heritage Group**, there were no members at present, however, the Melksham & District Historical Association had

been contacted and hopefully they would have a representative to join the group in due course.

**Climate Issues, Shirley McCarthy**

Both Councillors Baines and Pafford volunteered to join the A350 Bypass group.

- d) To note two large developments to be considered at 9th May Planning Committee and to consider any potential community benefits to request as part of consultation process and to consider giving the Planning Committee delegated powers for any new requests/ideas that come forward at the 9th May meeting, due to timescales**

The Clerk explained with regard to proposals for 650 houses at Blackmore Farm, the developers had agreed to extend the public consultation for the Parish Council until 10 May, the day after the Planning meeting on Monday 9 May (deadline Friday 6 May).

The Clerk explained the Wiltshire Council Rights of Way Officer had recently visited the offices and had discussed improvements to several Rights of Way in the area (which were shown on the map provided at the meeting), which the Rights of Way team would be forwarding to Gleasons as part of their response, in terms of suggested community benefit.

The Clerk had discussed these improvements to Rights of Way with Councillor Baines, as Chair of the Highways Committee, who had provided some supplementary suggestions to the proposals put forward by the Rights of Way Officer as follows:

- The provision of pedestrian access to Praters Lane from Sandridge around Lopes Close by providing a route under the overhead power lines on the proposed development site
- MELW30 becoming a bridleway to connect up bridleways at MELW40 & 41, particularly as there are many stables in this area.

There was a concern however at the surfacing of Praters Lane as this may be open to abuse by 4x4s and motorbikes?

The Clerk explained there was a standardised list of mitigation and benefits the Council always asked for at pre-app stage but was seeking thoughts on any additional community benefits to inform the public consultation response by the Planning Committee when they met on the 9 May.

It was noted Gleeson were offering to include allotments in their proposals which could be useful as the parish council had previously sought land in other parts of the parish, as their only provision is south west of the parish in Berryfield

Members suggested the following community benefit be requested as part of the Council's submission to the public consultation, in addition to the allotments already suggested by the developer:

- Large contribution towards the enhancement of public transport for at least the first 5 years.
- Contribution towards bus shelters, to be erected at a later stage, which are tall enough and with a power supply to enable real time information to be installed.
- More land be set aside to enable a functional community hub.
- Provision of local centre, similar to Verbena Court, with the provision of electric car charging points.
- Large contribution towards community facilities, noting a precedent has been set with £500,000 coming forward for village hall/community centres by both developers for the 450 dwellings East of Melksham and the 150 dwellings on Semington Road (Bowood View) for village halls/community centres.
- Improvements to Rights of Way as suggested by the Rights of Way Officer with the additional suggestions of Councillor Baines
- Contribution towards green initiatives i.e., provision of charging points and local green energy production.

Following concerns of piecemeal development and its impact, and the lack of a joined-up approach, Councillor Glover felt it was worth the Neighbourhood Plan looking at a policy for the provision of housing over the 2036 local plan period, so as not to get caught out by piecemeal development and enable more joined up thinking.

The Clerk explained as part of the Neighbourhood Plan Review, various technical support packages had been applied for and a technical support diagnostic interview had taken place with AECOM when the Design Code/Policy aspect had been discussed with this type of speculative development, not Plan led, in mind. Therefore, support with place shaping design principles that can be applied to speculative development outside the Neighbourhood Plan had been discussed and AECOM had agreed to proceed on this basis. This would also cover housing allocations in the Neighbourhood Plan and sites coming through the Local Plan review as well.

Regarding the application for 144 dwellings on Semington Road, the Clerk explained the application was being submitted by David Wilson Homes, however, the pre app meeting had taken place with the other

stakeholders at the time, before David Wilson had an interest in the site. This application would also be considered at the 9 May Planning Committee meeting and sought a steer from Members on what community benefit to request. This application already had outline permission; it was the reserved matters application which was being consulted on.

Following discussion, it was agreed to ask for the following in community benefit, as part of the response to the planning application on 9 May:

- Provision of bus shelters tall enough and with a power supply to enable real-time information (in line with the provision for Bowood View) and kerbs etc to match that at Bowood View, to be located in the vicinity of the New Inn bus stops.
- Replacement of the brick-built bus shelter on Semington Road (near Shails Lane)
- Traffic calming on Semington Road as requested by a resident at a recent Highways Committee meeting.
- Rights of Way Improvements to MELW7, as requested at a recent Highways Committee meeting, taking the route down to the river. It was noted the Rights of Way Officer is in support of this request and is in discussion with the landowner, with a suggestion the Parish Council ask for funding to cover the diversion order and the bridge construction.
- The provision of a footpath from the new development across the brook with a footbridge, to provide pedestrian access to the village hall, without the need to go out onto Semington Road.
- Provision/contribution towards interpretation signs for the historic line of the Wilts & Berks Canal through the development.
- A contribution towards the new Berryfield village hall for equipment/landscaping/land transfer costs, associated with the provision of a patio outside the hall.
- Battery to store power for the village hall/lighting the footpath access in the immediate vicinity.

**Resolved:** To give the Planning Committee on 9 May, delegated powers for any new requests/ideas that come forward at the meeting other than those suggested above, due to timescales.

540/21

#### **Highways:**

##### **a) To approve the Minutes of the Highway & Streetscene Committee meeting held on 21 March**

It was noted reference was made to some agenda items being **resolved** rather than a **recommendation** and one minor typing

error was also noted, which did not change the context of the minutes.

**Resolved:** To approve and for the Chair to sign the minutes of the Highways & Streetscene Committee meeting held on 21 March 2022.

**a) To formally approve Highway & Streetscene Committee recommendations of 21 March**

**Resolved:** To formally approve the recommendations of the Highways & Streetscene Committee meeting held on 21 March 2022.

**b) To approve any additional requests for the CATG (Community Area Transport Group) meeting to be held on 5 May, that have been received further to the Highway Committee meeting**

**i) To extend house numbering signage to Dowding Way**

The Clerk explained unfortunately the information originally received and considered at the Highways meeting was incorrect and should have been Dowding Way.

Members felt given the layout of Dowding Way it was also difficult to locate house numbers.

**Resolved:** To approve a request for signage on both Dowding Way and Duxford Close be submitted to CATG for consideration.

**ii) To approve site location for 2 x new bus shelters on Semington Road**

Following a site visit with the Clerk, Councillor Baines and Andy Cadwallader, Highway Engineer, locations for the 2 bus shelters had been located at the entrance to Telford Drive and next to the Mobile Home Park.

The Clerk explained Phil Grocock, Bus Network Manager, Wiltshire Council had suggested a shelter with no sides and just a perch, in order to discourage loitering. However, she felt Members would prefer a shelter with sides and proper seating, to protect those with less mobility when waiting for a bus, which Members agreed.

Councillor Holt asked if the current grassed path adjacent to the Mobile Home Park would be made into a footpath. It was noted the Parish Council had previously tried to get this area paved, but as the land was owned by the Mobile Home Park, the Highways Department at Wiltshire Council were not keen, as the strip of land was not wide enough for a footpath, particularly for those less

mobile; and they raised concerns that residents would end up on the road at this point.

**Resolved:** To approve the site locations suggested for 2 new bus shelters and for the request to be submitted to CATG for consideration.

**iii) To request dropped kerbs for crossing Halifax Road to access community facilities at Tesco/Pilot**

A request for dropped kerbs had been received from a resident of Bowerhill who used a mobility scooter, as they were experiencing difficulties crossing Halifax Road to access community facilities such as Tesco and The Pilot public house. Following a site visit with the Highway Engineer, locations for dropped kerbs on Halifax Road had been identified outside 1 Brampton Court and opposite, at the bottom of Sunderland Close.

**Resolved:** To approve the request for dropped kerbs on Halifax Road at the locations suggested and forward to CATG for consideration.

**iv) To request additional signage to warn of upcoming 30mph zone on A350 Beanacre**

Following concerns of speeding on the A350 through Beanacre, it was suggested some form of warning signage of a change in the speed limit to 30mph be installed on the Lacock side.

**Resolved:** To note the request for warning signage as recommended by the Highway Committee and forward to CATG for consideration.

**v) To consider request for new pavement strips to aid crossing Halifax Road at DeHavilland Place and Dowding Way**

A request for new pavement strips to aid crossing Halifax Road at DeHavilland Place and Dowding Way to Bowerhill Industrial Estate and Commerce Way had been received from a resident of Bowerhill who was partially sighted.

It was noted this request had been made the previous year, by Bowerhill Residents Action Group (BRAG) on the resident's behalf, but had not progressed at CATG, as a meeting needed to be arranged with BRAG who were going through a period of change at the time. However, a site visit had recently taken place with the resident who raised the concern and correspondence with BRAG had continued on this issue.

Councillor Baines explained the Council had previously tried to get further dropped kerbs into the industrial estate opposite DeHavilland Place. However, at the time it was suggested this would encourage those with additional needs into further hazards, as there were so many defects in the highway/footway in the industrial estate and therefore it was not feasible to encourage those with additional needs into the industrial estate.

Councillor Glover noted the routes suggested were the only way to access businesses on the industrial estate and those businesses on Commercial Way on foot.

**Resolved:** To approve the request for new pavement strips on Halifax Road at DeHavilland Place and Dowding Way and to forward to CATG for consideration.

**vi) To consider request for additional signage/restrictions for HGVs on Westlands Lane**

The Clerk explained in the last week a representative of Beanacre Community Group had contacted the office concerned at the number of HGVs using Westlands Lane to access possibly the battery storage facility on Westlands Lane, with one clipping a vehicle parked on the side of the road. The Clerk sought a steer from Members, whether they wished this request to go to CATG for consideration for more signage or barring of HGVs or whether to forward to Enforcement for investigation.

Members raised concern at HGVs travelling over the bridge on Westlands Lane, which had a weight restriction, therefore, it was:

**Resolved:** To forward the concerns to Enforcement for investigation.

**c) To note Wiltshire Council advice on legality of using Speed Indicator Devices (SIDs) and to consider request for additional device now resolved**

Following the Clerk highlighting a recent National Association of Local Councils (NALC) Legal Topic Note had suggested town and parish councils did not have the legal powers to erect SIDs in their parish unless powers had been delegated by the Local Authority, clarification had been received from Rhys Schell, Service Manager - Engagement and Partnerships at Wiltshire Council. It was clarified that Wiltshire Council's legal team felt that town and parish councils were working within the following legal powers:

“ Section 31 of the Local Government and Rating Act 1997 permits a parish council or community council, in order to prevent or detect crime, to install and maintain any equipment, to establish and



maintain any scheme; or to assist others to install and maintain any equipment or to establish and maintain any scheme. Section 31 refers to any equipment; not just those items listed in paragraph 5 of the NALC guidance.

Under section 89(1) of Road Traffic Regulation Act 1984, a person who drives a motor vehicle on a road at a speed exceeding a limit imposed by or under any enactment to which this section applies shall be guilty of an offence (i.e., a crime)".

With the advice "The legislation refers to preventing crime, not whether there is a prosecution. It is our view that the display of a SID does deter some drivers from exceeding the speed limit and therefore is preventing crime".

A request had been received from residents of Shaw Hill seeking an additional SID device, which had been forwarded to the Highways Committee for consideration. However, at the meeting it had been agreed an additional device would be for all eligible sites in the parish, with the request being put on hold whilst awaiting clarification from Wiltshire Council on the legalities of parish councils erecting SIDs.

The Clerk explained the current device cost approximately £2,000, plus the cost of installation, however, the current device did not have the capabilities to store data.

Councillor Patacchiola stated at the Highways meeting it had been suggested to look at a more upgraded device which could store data.

Councillor Pafford noted it had been agreed to ask the Police & Crime Commissioner if there was an opportunity to install one of his new machines in the parish which could issue tickets.

Councillor Patacchiola explained due to illness unfortunately the Community Speedwatch Group in Shaw/Whitley were not out and about as often as usual and people had commented how noticeable it was now they had no presence in the Shaw/Whitley area.

Councillor Pafford felt there was a need to have more than one SID unit for the parish and noted at a previous meeting it had been raised there was no Community Speedwatch Group in Bowerhill due to a lack of volunteers coming forward and agreed to raise this at the next Governors meeting at Melksham Oak who had raised concerns at speeding outside the school and possibly they could contribute towards the cost of an additional device.

It was noted whilst there had previously been a Community Speedwatch Group in Bowerhill which had disbanded, due to a lack of volunteers, the sites previously agreed would need to be re-assessed

by the Police, as it had been some time since there had been a group in Bowerhill and possibly prior to the school being built.

**Resolved:** For officers to investigate SID devices with the ability to store data and advanced performance and to forward this information to a future meeting for consideration.

**d) To approve way forward with Weed Spraying quotation (element of quote confirmed already due to timescales)**

The Clerk explained the Bowerhill residential area was covered in the Wiltshire Council weed spraying contract as it met the eligibility requirement of having over 2,000 residents. However, it was still unclear if and when Wiltshire Council would undertake the weed spraying and if undertaken would not be until July. Therefore, the Clerk sought a steer from Members if they wished weed spraying to be undertaken everywhere in the Parish in the Spring, including Bowerhill residential areas and if Wiltshire Council did undertake weed spraying in the Summer, then perhaps not to undertake weed spraying in Bowerhill in the Autumn.

The Clerk asked if Members wished Bowerhill Industrial Estate to be weed sprayed at the same time, as it was understood Wiltshire Council did not weed spray this area.

Councillor Glover noted the poor condition/appearance of the highway verges in Bowerhill Industrial Estate due to HGVs parking on these and hoped following recent contact with the Driver & Vehicle Standards Agency (DVSA) some improvements might be made to the appearance of the verges following their investigations.

**Resolved:**

1. To undertake weed spraying in all areas of the parish in the Spring, including Bowerhill residential areas.
2. To undertake weed spraying in all areas of the parish except Bowerhill in the Autumn as being sprayed by Wiltshire Council in July.
3. If Wiltshire Council do not undertake weed spraying in Bowerhill in the summer then to weed spray Bowerhill with the other areas in the parish in the Autumn.
4. To not undertake weed spraying in Bowerhill Industrial Estate and review in the future if any general improvements to the grass verges can be undertaken.

**e) To note proposed changes to CATG (Community Area Transport Group) scope and funding**

Members noted Wiltshire Council Cabinet were considering a proposal to increase funding and widen the scope of its current Community Area

Transport Groups (CATGs) at its meeting on 26 April. If proposals were approved, CATGs be rebranded to Local Highway and Footway Improvement Groups (LHFIGs) with local communities being given a greater say and more funding to improve highways and footways in their area.

**f) To note 3<sup>rd</sup> non statutory public consultation to be held on the proposed A350 bypass in June/July and the Clerk providing input on the Communications Plan**

The Clerk explained she had no further update on the proposed Bypass for Members. However, she was aware Wiltshire Council were looking to hold a third non-statutory public consultation on a proposed A350 bypass and had been asked to comment on their communications programme prior to the consultation. The Clerk explained that her invite to comment on the communications was following feedback given on the previous consultations when drop-in sessions were held at the library, particularly for residents not online, but did not allow enough timing to be advertised in the Melksham News which was the best way to reach those residents not online.

Councillor Glover explained it was understood Wiltshire Council would not undertake a third consultation until feedback from the Government proposals had been received. The Clerk explained she had contacted Steve Wilson, Major Highways Project Engineer at Wiltshire Council in order to clarify this, but was awaiting a response.

Councillor Harris clarified Wiltshire Council had previously said they would not send their Outline Business Case for a proposed A350 bypass to the Department of Transport, until the outcome of the M4 to Dorset Connectivity Strategic Study, which was looking at the A350, A46/A36 routes and was due to be published in July.

**h) To note Wiltshire Council briefing note on Electric Charging Points and consider any parish council schemes**

Members noted Wiltshire Council had recently adopted an Electric Vehicle Charging Infrastructure Strategy.

A feasibility study was currently underway on all Wiltshire Council public electric vehicle charging units and Wiltshire Council workplaces and were also offering to explore trials of on-street charging points put forward by town/parish councils. There was not an appetite for the parish council to put forward their own schemes as they did not own any land, apart from at village halls, and noted that there were commercial schemes being put in place already in the parish.

**541/21 Asset Management:**

**a) Bowerhill Pavilion & Sports Field:**

**i) To consider and approve quotation for replacement CCTV**

Whilst the original quote to replace the CCTV system at the Pavilion was £1,350.00 + VAT and like for like with the current system, Councillor Glover explained following advice from Councillor Patacchiola that a more up to date system was available, a revised quote of £2,300 + VAT had been received from the same contractor for a 6 camera IP system.

Councillor Patacchiola explained the IP system was more interoperable with other systems and monitoring stations and would allow for remote monitoring/streaming from elsewhere, such as The Campus. However, following conversations with the contractor, there was still some flexibility in equipment quoted and anticipated whilst the new costs could be lower than quoted, would not be higher than £2,300 + VAT.

**Resolved:** To approve the installation of a 6 camera IP CCTV system up to the value of £2,300 + VAT, with funding to come from the capital replacement reserve for the Pavilion.

**ii) To note boundary fence repair undertaken (storm damage) under Clerk's delegated powers**

Following recent storms, a tree had fallen down causing damage to one of the boundary fences which caused a security issue for an adjacent property and therefore under delegated powers and in consultation with both the Chair and Vice Chair, the Clerk had arranged for the damaged tree to be removed and repairs to the fence to be undertaken.

Members noted the costs associated with removing the dead tree of £260 + VAT and £426.95 + VAT to replace the broken fence panel and make good.

**b) Shaw Village Hall:**

**i) To note work undertaken during Easter School Holidays**

As discussed earlier in public participation, Members noted the work to the village hall had been undertaken during the Easter holidays.

**ii) To note that Shaw Hall's insurance company have refused claim and to receive update on further challenge with legal**

### **assistance**

As discussed earlier in the meeting under Public Participation, Members noted Shaw Hall's insurance company had refused the claim and noted further legal assistance in challenging this decision was being sought.

#### **iii) To note outcome of Shaw Hall Management Committee taking independent advice on who liable for cost of wall and roof works required**

As discussed earlier in the meeting under Public Participation, Members noted the Management Committee were still awaiting the outcome of independent legal advice on who was liable for the cost of the works to the village hall.

#### **iv) To note outcome of Area Board grant application and conditions applied**

As discussed earlier, under Public Participation, Members noted the outcome of the Area Board grant application and conditions applied. Minutes of the Area Board meeting had been included in agenda papers.

#### **v) To consider/approve either additional funding to Shaw Hall management committee or to approve that costs be borne by the parish council as landlord**

See Public Participation.

### **542/21 New Berryfield Village Hall project**

#### **a) To note Progress Meeting 3 held on 6th April (minutes and report) and that the third staged payment has been made and will form asset valuation for year end**

Members noted the minutes and report of the meeting held on 6 April and that the third staged payment of £88,483.61 (£73,736.34

excluding VAT) had been made and would form the asset valuation for the end of year accounts.

Certificate 3	£237,845.59	
Less 3% retention	<u>£ 7,135.37</u>	
	£230,710.22	
Less previously paid	<u>£156,973.88</u>	Certificate 1 & 2
	£ 73,736.34	
VAT at 20%	<u>£ 14,747.27</u>	
<b>TOTAL</b>	<b>£ 88,483.61</b>	

**b) To approve Minutes from Council working party (4th April) and note Notes of Residents working parties (13th & 21st April)**

Councillor Harris queried why secondary glazing was being installed as it appeared double glazing was also being installed. As there was a meeting the following day the Clerk suggested this could be raised at the meeting for clarification, however, it would have been included in the original specification agreed some time ago.

The Clerk explained whilst delegation had previously been given to the Working Group to enable decisions to be made on those things which did not cost money, delegation had not been given with regard to expenditure. However, the first fix on the build had started the previous week and therefore decisions had to be made on various aspects of the build, including where certain items had to be located, such as a defibrillator, CCTV, mosquito etc. as they required cabling and rather than being listed as recommendations for approval, were listed with decision against them in the minutes. This did not mean that the items would definitely be purchased, just that there was a charge for installing the cabling at this stage, so in place in case required at a future date.

**Resolved:** To approve the minutes of the Council Berryfield Village Hall Working Party meeting held on 4th April and the decisions made and to note the notes of the Residents Working Party meetings held on 13th and 21st April.

**c) To consider any decisions/additional cost implications required**

The Clerk explained there were a few items referred back to the Full Council to comment on as follows:

**Mosquito Anti-Loitering device**

Four Mosquito devices were included in the contract, one for each elevation, which were intended to deter people from loitering outside the building at unsocial hours. The specification of the devices detailed a range of up to 30 metres. There are several properties on Semington

Road and Telford Drive that are within a 30m radius of the building. Therefore, the Clerk sought a steer from Members on whether to provide cabling for all 4 devices as per the contract or only install devices on two elevations away from adjacent housing.

Clarification was sought if the devices could be switched on individually, it was suggested they could be and maybe their range could be reduced and therefore, it was:

**Resolved:** To install all 4 mosquito devices as per the specification and to switch off the two adjacent to existing properties once installed.

### **Electrical First Fix**

The Clerk explained that the first fix of mechanical and electrical services had commenced after Easter, and a few items needed precise positions in the building marked on site, and sought a volunteer(s) to attend the site meeting with the Clerk the following day.

Councillors Holt and Wood agreed to attend if available.

### **Security Alarm**

The Clerk confirmed the security alarm was included within the contract and therefore would be installed.

### **Kitchen**

The Clerk explained that £3,000 was in the tender specification which covered a domestic style kitchen with an additional cost for appliances which included a basic hob, oven, fridge and extractor fan. However, there had been discussions at the residents meeting regarding the inclusion of a dishwasher and following investigations with a host of users, village halls and stakeholders had been advised that a commercial dishwasher, commercial or at least double oven and a bigger hob would be advantageous to be installed if there was a potential for lunch clubs to be run from the village hall.

To enable the council to make an informed decision, prices for this style of kitchen which was a higher specification than a domestic kitchen, but not a full commercial kitchen, had been sought and price indications were included in late agenda papers.

A commercial dishwasher would cost approximately £2,759 and would require a change in location of the water boiler in order to house it with the additional plumbing costs as detailed. Quotes had also been received for a 5/6 ring hob and double oven of between £2,360-£5,100 and different specification worktops. Plus, instant boiling water provision rather than a kettle/urn.

Councillor Glover noted that the Residents Group did not want a dishwasher and felt the hall was available for residents to use and not necessarily for outside groups to use to provide luncheon clubs, such

groups would have to make their own arrangements. He felt spending £20,000 to fit out such a kitchen, which met the necessary specification, was a large expense for the Parish Council to meet, which several Members supported.

**Resolved:** To approve the original kitchen specification in the contract with the additions of the hob, oven, fridge and extractor fan and not install a dishwasher or boiling water provision, but to install extra cupboards either side of the hatch as proposed.

### **Hearing Loop**

There was a query whether this was required due to the more recent improvements to personal hearing aids and therefore advice regarding the law on installing such equipment in a community building had been sought. The advice received was that the law states that service providers are required to make changes, where needed, to improve service for disabled customers or potential customers and the question to consider is whether reasonable adjustments had been judged not to be made if a permanent hearing loop was not installed. There was an opportunity for a portable loop to be provided as an alternative. As the permanent hearing loop was included in the contract price, with a reduction of £720 if not provided, but the indicative costs of a portable loop were approximately £1,800 then it was:

**Resolved:** To keep the permanent hearing loop as set out in the contract.

### **d) To consider giving the Council working party delegated powers for specification decisions and additional cost implications**

The Clerk explained as the project was moving along quickly it would be useful if delegated powers could be given to the New Berryfield Village Hall working party, rather than having to wait for a Full Council meeting to make decisions on those items requiring expenditure.

The Clerk explained if decision on expenditure were being made it would be useful to have a fifth member on the working group so there was an odd number as this was easier for decision making.

**Resolved:** Councillor Mark Harris to join the working party and for the working party to be given delegated powers for those decisions requiring expenditure up to a cumulative £5,000, with any such decisions being shared by email with Members of the Council.



**e) Signage**

**i) To confirm purchase order to Kerry Lemon for internal mural interpretation sign**

**Resolved:** To confirm a purchase order be made for an internal mural interpretation sign of £547.88, to come out of the signage package of £1,500 leaving the remaining £952.12 for general internal signage.

**ii) To confirm list of internal signs and if to be “dementia friendly”**

The Clerk confirmed this item had been deferred until the Residents Group meeting again.

**f) To note correspondence with Bellway re additional land for patio/terrace and approve costs of land and legal costs if received**

Members noted Bellway were currently reviewing the plans submitted with the application regarding the area around the village hall and would be in touch shortly on their response to the request. It was dependent on any planning condition regarding the percentage of Public Open Space that they had to provide.

**g) To note legal costs for land transfer to date and to consider terms of lease**

Members noted and approved the legal costs so far associated with the land transfer of £900 + VAT and £40 for registration fee to undertake a Land Registry registration.

**h) To note budget implications of Reserved Matters application for adjacent site as will provide CIL (Community Infrastructure Levy)**

The Clerk explained that the Village Hall budget included a sum of approximately £90,000 of CIL funding that would be received from the adjacent site for 144 houses on Semington Road. It was noted that the outline application had a condition that the work had to start on site before the 10<sup>th</sup> September but noted the positive step that a Reserved Matters application had recently been submitted to Wiltshire Council. The newly appointed developer was David Wilson Homes who had been invited to the 9th May Planning meeting to discuss their proposals.

**i) To approve and sign the side agreement for the s106 funding for the village hall, and to note 2<sup>nd</sup> installment due early May**

The Clerk explained an agreement would need to be signed by the Council, agreeing the Section 106 funding for the village hall would be used by the council to build the village hall and had completed the

necessary instructions to the Legal Services Commercial Team. Approval to sign the legal agreement, which would require the use of the Council's Seal would require a resolution of Full Council once the agreement had been received.

Members noted the second installment of s106 funding was due in early May. This was £425,997.98, based on 75% of £500k that had been index linked. The initial 25% had been paid in May 2021 and was also index linked at £136,450.

**Resolved:** To approve the terms of the side agreement for the S106 funding for the village hall to enable a legal agreement to be produced for seal and signature.

**j) Existing village hall**

**i) To note correspondence with Planning Enforcement**

Members noted correspondence from Planning Enforcement and welcomed their pragmatic approach to the timescales for the demolition and removal of the current village hall.

**ii) To consider quotes for demolition and make good and for asbestos survey**

The Clerk explained Rigg had given an indicative budget figure of £5,000 to demolish, remove and make good the existing portacabin village hall, and since the recent site visit, they felt that there was no need to revise that cost, pending an asbestos survey to be undertaken. For due diligence the Clerk had contacted another contractor Pennys (currently employed by Wiltshire Council to demolish the nearby Christie Miller sports centre) who had provided a quote of £6,900 + VAT to carry out the work plus an asbestos survey and therefore sought a steer from Members if they were happy to proceed with Rigg Construction on this basis. The contractor that they had recommended for an asbestos survey, Hawkins Ltd had also provided prices of a comparative nature.

**Resolved:** For the parish council to proceed with Rigg Construction to provide a formal quotation for the demolition, removal and make good of site for the existing portacabin village hall at Berryfield Park following an asbestos survey undertaken by their recommended contractor Hawkins Ltd.

**543/21 Office and Meeting accommodation**

**a) To note restricted access for 1 Swift Way premises and approve formal thank you for community benefit provided (Gompels)**

The Clerk explained that since the last meeting Gompels had been in

touch to say that they required their old office space to expand their warehouse operations. This of course was great news that the local business was expanding, but it meant that the parish council would no longer be able to use the space as their meeting venue. Gompels had generously allowed the parish council to store their meeting furniture on the first floor. They could continue to use the first floor for meetings, but as not suitable for public use due to the accessibility limitations it would remain for internal meetings only. Likewise, they had offered their meeting rooms for use in the main building, but were not large enough to contain public meetings, but could be used for internal meetings.

The Clerk asked if Members wished a letter to be sent to Gompels thanking them for letting the Council use their premises for meetings on a temporary basis for the last couple of years free of charge as a community benefit.

**Resolved:** For the Clerk to write a letter of thanks to Gompels for allowing the Council to use their premises for meetings on a temporary basis.

**b) To note new public meeting venue arranged and terms agreed (Melksham Rugby Club)**

The Clerk informed Members the new meeting venue had been booked until the beginning of September at a cost of £50 per meeting with refreshments included. Other venues had been investigated but were limited on availability and parking whereas the Rugby Club was available, in the parish, with lots of parking available, Wi-Fi, a large screen and good accessibility as a new venue with a lift.

The Clerk asked if Members were happy the recording of the meetings were not uploaded to YouTube until after the move to the Campus with new AV equipment, as it had been noted the quality of the recordings recently were not that audible, with Members agreeing to this suggestion.

**c) Melksham Campus**

**i)C To approve the draft Heads of Terms Agreement and note appointment of legal representation**

Members welcomed that Wiltshire Council had taken on board the previous comments made with regard to the hours the office/meeting room would be required, with the office/meeting space being available Monday-Thursday until 10.15pm and until 9.30pm on Fridays.

Councillor Baines noted it appeared the Parish Council and Wiltshire Council solicitor details had been transposed.

**Resolved:** To approve the draft Heads of Terms Agreement and to highlight to the Campus Team the solicitor details had been transposed on the Agreement.

**ii) To consider any new requests/decisions required from the monthly meeting to be held on 21 April**

There were no new requests/decisions for Members to consider following the meeting held on 21 April.

**544/21 Finance**

**a) To note Receipts & Payments reports for March**

**Resolved:** To note the Receipt & Payments reports for March.

**b) To seek cheque signatories/online authority for April payments**

**Resolved:** Councillors Holt and Wood to be cheque signatories/online authority for April payments.

**c) To renew the standing order to the Clerk for the out of hours mobile**

**Resolved:** To renew the standing order of £5.30 per month to the Clerk for the out of ours mobile.

**d) To approve transfer of funds from Lloyds to Unity Bank for access for online banking**

The Clerk explained that £270,000 was currently in Unity Bank and £1.6m in Lloyds Bank and therefore there needed to be a transfer to Unity Bank which was used for the online bank payments by the council, including the payments to Rigg for the village hall staged payments, and the repayment and interest payments for the Public Works Loan. As the s106 payment of c£425k was due shortly at Unity Bank, and in order to spread risk, the Clerk suggested £400,000 be transferred from Lloyds Bank to Unity Bank by means of a cheque.

**Resolved:** To approve the transfer of £400,000 from Lloyds Bank to Unity Bank by cheque.

**e) To note new Employer pension contribution rates (decreased) from 1/4/22**

**Resolved:** To note Employer pension contributions rates had decreased from 19.7% to 18.7% from 1 April 2022.

**f) To note new Employer National Insurance contribution rates (increased) from 1/4/22**

**Resolved:** To note the Government's new Employer National Insurance contribution rates applicable from 1<sup>st</sup> April 2022. An increase of 1.5%, meaning 15.5% for employees earning above the secondary threshold.

**g) Quarterly Reports for Qtr 4 (January, February, March)**

**i) To note Budget vs Actual (before yearend adjustments)**

**Resolved:** To note the Budget vs Actual report for January, February and March prior to yearend adjustments.

**ii) To note Bank Reconciliation**

**Resolved:** To note the Bank Reconciliation.

**iii) To note VAT reclaim NOT submitted and to consider submitting monthly for 2022/23 due to cashflow/amounts**

The Finance & Amenities Officer had provided a report which explained due to an error in the amount of VAT paid back to the Parish Council for Quarter 3, a VAT return had not been submitted for Quarter 4, due to difficulties in making the submission online and was advised by Rialtas (specialist accountancy software provider) to submit a VAT claim at Year End.

The Finance & Amenities Officer also suggested it would be prudent of the Council to submit the VAT reclaim every month for the 2022/23 financial year, due to the large amount of VAT the Council would be claiming back from the Berryfield Village Hall build which would aid the council's cashflow.

**Resolved:** To note a VAT claim had not been submitted for Quarter 4 and for the Council to submit a VAT reclaim every month for the 2022/23 financial year.

**g) To consider heads of terms for transfer of CIL (Community Infrastructure Levy) funds to Melksham Town Council (further to MTC consideration)**

Given the lateness of the meeting, it was agreed to defer this item until the Annual Council meeting on 16 May 2022 for consideration and to discuss it at the beginning of the meeting.

**h) To note Council Tax Levels for 2022/23**

Members noted the Department of Levelling Up, Housing and Communities had published information on Council Tax levels for 2022-23, the annual Band D Precept charge by a Parish Council for 2022-23 was £74.94 per year an increase of £3.07 or 4.3% from 2021-22.

In comparison, Melksham Without's Band D charge for 2022-23 was £84.71 per year, an increase of £2.60 or 3.16% on 2021-22.

**545/21 Emergency Plan / Community Resilience**

**a) To consider grant application for Community Resilience funding for contribution to running Melksham Community Support and fridge magnets (in conjunction with Melksham Town Council)**

The Clerk explained grant funding was available via the Scottish and Southern Electricity Networks annual Resilient Communities Fund and suggested applying for funding for fridge magnets which would include the Melksham Community Response number, which was particularly important for the most vulnerable who were unable to access online resources in an emergency situation. The magnets would be delivered with the Melksham News to every household in the area. The Clerk had quotations for the fridge magnets and delivery with the Melksham News, and was working with the Town Council and Age Friendly/Melksham Community Support on fleshing out a potential grant application to include some elements for funding the telephone line and licence for the Lamplight database for volunteers and users.

**Resolved:** Members were happy in principle with the suggestion from the Clerk and to go ahead with applying for grant funding.

**b) To note that Clerk and Finance Amenities Officer are attending CAWS CEG session on Tuesday 26 April to renew/make new DBS checks on Flood Wardens**

The Clerk informed Members both herself and the Finance & Amenities Officer were attending a Community Action Whitley & Shaw Community Emergency Group (CAWS CEG) session on 26 April to renew or undertake new DBS checks on the flood wardens whilst they were showcasing their kit and services to residents and potential new flood wardens.

**546/21 Community projects/partnership organisations:**

**a) To note minutes from CAWS meeting on 4 April**

Members noted the minutes of the Community Action Whitley & Shaw meeting held on 4 April 2022.

**b) To note no villages in the parish entering the CPRE Best Kept Village Competition this year but tree/planting projects have been encouraged to enter the RHS It's Your Neighbourhood competition**

Members noted no villages in the parish were entering the CPRE Best Kept Village Competition this year due to the lack of community activity/projects in the last year due to covid. However, the Clerk had encouraged tree planting projects in the parish to enter the RHS It's Your Neighbourhood award scheme in tandem with the Melksham in Bloom group in the town.

**c) To note minutes of Swindon & Oxfordshire Canal Partnership Meeting held on 3 March 2022 and Branch meeting notes**

Members noted the information contained within the minutes of 3rd March 2022.

**d) To note information from NALC and Wiltshire Council re Ukraine refugee support**

Members noted the information from both NALC and Wiltshire Council on Ukraine refugee support.

**e) To note Jubilee event information**

Members noted the information received from Melksham Town Council regarding events they had planned for the jubilee weekend 2-5 June.

**547/21 Meeting the Climate Friendly Objective:**

The Clerk reported there was nothing to report under this item this month.

Meeting closed at 9.55pm

Signed:.....  
Chair, Annual Council 16 May 2022

Date: 07/04/2022

Melksham without Parish Council Current Year

Page: 149

Time: 11:18

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 12

Receipts for Month 12

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 :		1,028,050.95					1,028,050.95	
V2664-FOF Banked: 22/03/2022		120.00						
V2664-FOF Future of Football			120.00		1210	210	120.00	Inv.276- Feb Training sessions
V2665-BACS Banked: 22/03/2022		200.00						
V2665-BACS Future of Football			200.00		1210	210	200.00	Inv.275- Feb22 football matche
V2666-BACS Banked: 28/03/2022		60.00						
V2666 Staveron Rangers (Sun)			60.00		1210	210	60.00	Inv.277 Pitch hire 20th Mar
<b>Total Receipts for Month</b>		380.00	0.00	0.00			380.00	
<b>Cashbook Totals</b>		<u>1,028,430.95</u>	<u>0.00</u>	<u>0.00</u>			<u>1,028,430.95</u>	

Continued on Page 150



Date: 07/04/2022

**Melksham without Parish Council Current Year**

Page: 150

Time: 11:18

**Cashbook 1**

User: MR

**Current Account & Instant Acc**

For Month No: 12

**Payments for Month 12****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>
01/03/2022	Grist Environmental	V2640-DD	109.02		18.18	4770	220	90.84	Inv.P57025- B'Hill Waste away
16/03/2022	Eon	V2642-DD	73.99		3.52	4302	220	70.47	Inv.EBC- Pavilion Electricity
24/03/2022	Sirus Telecom	V2643-DD	225.01		37.50	4190	120	187.51	Inv.59425-Office phone charges
29/03/2022	Eon	V2641-DD	366.02		17.43	4312	220	348.59	Inv. 0008-Pavilion Gas
31/03/2022	AFC Melksham	V2628-CHQ	300.00			4610	170	300.00	Section 137 Grant-AFC Melksham
<b>Total Payments for Month</b>			<b>1,074.04</b>	<b>0.00</b>	<b>76.63</b>			<b>997.41</b>	
<b>Balance Carried Fwd</b>			<b>1,027,356.91</b>						
<b>Cashbook Totals</b>			<b>1,028,430.95</b>	<b>0.00</b>	<b>76.63</b>			<b>1,028,354.32</b>	

Date: 07/04/2022

Melksham without Parish Council Current Year

Page: 128

Time: 11:18

Cashbook 2

User: MR

Unity Bank

For Month No: 12

Receipts for Month 12

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>662,746.48</b>					<b>662,746.48</b>	
000022	Banked: 23/03/2022	497.60						
22-V2668	Allotment Holder	60.00			1310	310	60.00	Allotment rent 16B BYF
22-V2669	AFC Melksham	60.00			1210	210	60.00	Inv.278- Pitch hire 13th March
22	Melksham Town Council	377.50			1440	142	377.50	Inv.266- 50% GHF Orchard bo
<b>Total Receipts for Month</b>		<b>497.50</b>	<b>0.00</b>	<b>0.00</b>			<b>497.50</b>	
<b>Cashbook Totals</b>		<b>553,242.96</b>	<b>0.00</b>	<b>0.00</b>			<b>553,242.96</b>	

## Payments for Month 12

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/03/2022	BTA Architects	V2602-BACS	480.00		80.00	4582	142	400.00	Inv.2125- Berryfield V Hall fe
04/03/2022	Rigg Construction	V2601-BACS	117,218.70		19,536.45	4582	142	97,682.25	Inv.021/22- BYF V HALL 2 Cert
16/03/2022	Unity Trust Bank	V2639-DD	223.02		33.76	4150	120	29.62	Keyboard and mouse for Clerk P
						4150	120	21.53	Batteries
						4055	130	30.00	Accessible word & pdf training
						4175	120	68.40	Microsoft office subscription
						4120	120	17.43	Asset Management agenda packs
						4200	120	11.99	Meeting subscription
						4150	120	7.29	Laminating pouches
						4140	120	3.00	Monthly fee
23/03/2022	Public Works Loan Board	V2671-DD	52,593.75			4583	142	49,500.00	1st instalment of PWL repayme
						4584	142	3,093.75	1st instalment of PWL interes
25/03/2022	Arlen Signs and Graphics	V2644-BACS	984.00		164.00	4590	142	820.00	Inv.7423- Pathfinder Way notic
25/03/2022	Agilico	V2645-BACS	202.06		33.68	4130	120	168.38	INV.0998664-Office photocopy
25/03/2022	Bowerhill Village Hall	V2646-BACS	36.25			4200	120	36.25	Inv.69- Annual Parish room hir
25/03/2022	JH Jones & Sons	V2647-BACS	1,722.00		287.00	4590	142	478.34	Sandridge Hill bench installat
						4575	142	956.66	x2 Beanacre P/A bench install
25/03/2022	JH Jones & Sons	V2648-BACS	1,604.65		267.44	4402	320	60.15	Inv.2682-Allotment grass cut
						4400	142	221.90	Inv.2682-Play area grass cut
						4780	142	52.50	Inv.2682-Play area bin empty
						4781	220	79.58	Inv.2682-JGF Bin emptying
						4401	220	692.17	Inv.2682-JGF Grass cut
						4400	142	34.66	Inv.2682-Kestrel Court shrub m
						4409	142	163.33	Inv.2682-Homchurch grass cut
						4820	142	32.92	Inv.2682-GHF Grass cutting
						347	0	-32.92	Inv.2682-GHF Grass cutting
						6000	142	32.92	Inv.2682-GHF Grass cutting
25/03/2022	Trade UK	V2649-BACS	23.55		3.92	4490	142	19.63	Inv. 086- Items for Caretaker
25/03/2022	Aquasafe Environmental Ltd	V2651-BACS	138.00		23.00	4212	220	115.00	Inv.220205-Feb PPM Visit
25/03/2022	Community Heartbeat Trust	V2652-BACS	126.00		21.00	1190	142	105.00	Inv.11699-Child pads b v Hall
25/03/2022	Berryfield Village Hall	V2653-BACS	12.00			4200	120	12.00	Room hire for residents meet
25/03/2022	JH Jones & Sons	V2654-BACS	132.00		22.00	4490	142	110.00	Inv.2702-Carson R/about maint
25/03/2022	Melksham Town Council	V2650-BAC	5,164.56			4670	170	5,164.56	Public toilets 2020/21
25/03/2022	Place Studio Ltd	V2655-BACS	600.00		100.00	4680	170	500.00	Inv.5976-NHP appeal support
25/03/2022	HM Revenue & Customs	V2656-BACS	2,855.76			4041	130	909.03	Period 12- March 2022
						4000	130	462.60	Period 12- March 2022-T
						4000	130	337.12	Period 12- March 2022-NI
						4020	130	236.20	Period 12- March 2022-T

Continued on Page 130

## Payments for Month 12

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4020	130	188.30	Period 12- March 2022-NI
						4010	130	228.00	Period 12- March 2022-T
						4010	130	183.11	Period 12- March 2022-NI
						4010	130	4.00	Period 12- March - Student Lao
						4460	142	248.00	Period 12- March 2022-T
						4800	320	10.60	Period 12- March 2022-T
						4070	120	48.80	Period 12- March 2022-T
25/03/2022	Wiltshire Pension Fund	V2657-BACS	2,151.40			4045	130	1,634.20	Period 12- March 2022
						4000	130	245.23	Period 12- March 2022
						4020	130	137.24	Period 12- March 2022
						4010	130	134.73	Period 12- March 2022
25/03/2022	John Glover	V2663-BACS	195.46			4070	120	195.46	Final Instalment-Chairs allow
28/03/2022	Teresa Strange	V2658-BACS	████████			4000	130	████████	March 2022 Salary
28/03/2022	Lorraine McRandle	V2659-BACS	████████			4020	130	████████	March 2022 Salary
28/03/2022	Marianne Rossi	V2660-BACS	████████			4010	130	████████	March 2022 Salary
28/03/2022	Terry Cole	V2661-BACS	████████			4460	142	████████	March 2022 Salary
						4050	142	47.50	Travel Allowance- March 22
						4051	142	61.20	Mileage x136 miles
28/03/2022	David Cole	V2662-BACS	████████			4800	320	████████	March 2022 Salary
31/03/2022	Unity Trust Bank	V2667-	28.50			4140	120	28.50	Quarterly service charge
<b>Total Payments for Month</b>			193,725.53	0.00	20,572.25			173,153.28	
<b>Balance Carried Fwd</b>			359,517.43						
<b>Cashbook Totals</b>			553,242.96	0.00	20,572.25			532,670.71	

Total Salaries for  
March 2022

£7,125.17

Receipts for Month 12

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 74

Payments for Month 12

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	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 General Account Income</b>								
1076 Precept	221,234	217,977	217,977	(0)			100.0%	
1100 Grants and Donations RCVD	0	2,338	10,000	7,662			23.4%	
1120 Shaw VH and Playing Field-Rent	10	10	10	0			100.0%	
1130 Photocopying and YE Account Sa	70	45	50	5			90.1%	
1140 Solar Farm Community Fund	38,008	14,850	5,842	(9,008)			254.2%	
1150 Covid-19 Grants	20,001	934	0	(934)			0.0%	
1430 Wessex Water Compensation	230	0	0	0			0.0%	
<b>General Account Income :- Income</b>	<b>279,663</b>	<b>238,164</b>	<b>233,879</b>	<b>(2,276)</b>			<b>101.0%</b>	<b>0</b>
<b>Net Income</b>	<b>279,663</b>	<b>238,164</b>	<b>233,879</b>	<b>(2,276)</b>				
<b>120 Administration costs</b>								
4070 Chairs Allowance	802	816	802	(14)		(14)	101.8%	
4080 Members Training	30	455	1,000	545		545	45.5%	
4090 Members Expenses	0	0	50	50		50	0.0%	
4100 Audit Fees	2,450	325	1,500	1,175		1,175	21.7%	
4120 Postage	605	714	700	(14)		(14)	102.0%	
4130 Photocopying	1,672	1,868	500	(1,368)		(1,368)	373.7%	
4140 Bank Charges	157	153	156	3		3	97.8%	
4150 Admin and Stationery	1,392	1,093	1,024	(69)		(69)	106.8%	
4155 Refreshments Comm Events	0	20	150	130		130	13.6%	
4160 Minute Books Binding	0	410	200	(210)		(210)	205.0%	
4175 Email & Cloud hosting	574	880	937	57		57	93.9%	
4180 IT Support	260	0	600	600		600	0.0%	
4185 Accountancy Support	845	260	850	590		590	30.6%	
4190 Telephone/Broadband/Line Rent	2,410	3,986	2,100	(1,886)		(1,886)	189.8%	
4195 Wifi Connection for meetings	126	0	0	0		0	0.0%	
4200 Room Hire/Zoom	168	223	200	(23)		(23)	111.6%	
4210 Safety/IPAT Check	0	195	122	(73)		(73)	160.1%	
4220 Chairman's Brd/Chain of Office	0	62	100	38		38	62.0%	
4230 Advertising	336	429	500	71		71	85.8%	
4240 Quarterly Newsletter	1,485	495	2,000	1,505		1,505	24.8%	
4250 Land Search Fee	34	45	50	5		5	90.0%	
4271 Office Utilities	0	0	1,500	1,500		1,500	0.0%	
4351 New Equip & Furniture	3,085	3,296	3,600	304		304	91.6%	
4370 Cleaning Materials	0	5	100	95		95	4.6%	
4372 Covid-19	2,126	913	500	(413)		(413)	182.6%	
4380 Cleaning - Contractor	840	147	800	653		653	18.4%	
4390 Professional Services	0	0	300	300		300	0.0%	

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4391 GDPR Compliance	35	35	110	75		75	31.8%	
4720 Repairs & Maintenance - Office	0	0	50	50		50	0.0%	
<b>Administration costs :- Indirect Expenditure</b>	<b>19,432</b>	<b>19,828</b>	<b>20,601</b>	<b>3,876</b>	<b>0</b>	<b>3,876</b>	<b>82.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(19,432)</b>	<b>(19,828)</b>	<b>(20,601)</b>	<b>(3,876)</b>				
<b>130 Staffing</b>								
4000 Clerk's Salary	38,226	36,466	38,218	1,753		1,753	95.4%	
4010 Finance & Amenities Officer Sa	20,620	22,237	23,000	763		763	96.7%	
4020 Parish Officer Salary	22,645	22,806	25,000	2,194		2,194	91.2%	
4041 NI - Employer	7,716	7,763	12,000	4,237		4,237	64.7%	
4045 Superannuation - Employer	16,869	16,057	17,500	1,443		1,443	91.8%	
4048 Office Staff Mileage & Parking	0	34	100	66		66	34.3%	
4055 Staff Training	342	865	800	(65)		(65)	108.1%	
4060 Staff DBS	0	111	0	(111)		(111)	0.0%	
<b>Staffing :- Indirect Expenditure</b>	<b>108,417</b>	<b>108,338</b>	<b>118,618</b>	<b>10,278</b>	<b>0</b>	<b>10,278</b>	<b>91.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(108,417)</b>	<b>(108,338)</b>	<b>(118,618)</b>	<b>(10,278)</b>				
<b>142 Parish Amenities</b>								
1440 Shurhold Fields Income	5,000	952	0	(952)			0.0%	
1450 Berryfield Village Hall PWL	0	494,827	0	(494,827)			0.0%	494,827
1460 Insurance Claim	0	1,750	0	(1,750)			0.0%	
<b>Parish Amenities :- Income</b>	<b>6,000</b>	<b>497,629</b>	<b>0</b>	<b>(497,629)</b>				<b>494,827</b>
1190 Defibrillator	756	1,321	756	(565)		(565)	174.7%	
4050 Caretaker Travel Allowance	665	570	570	0		0	100.0%	
4051 Caretaker Mileage & Parking	517	554	600	46		46	92.4%	
4281 Insurance	4,285	4,268	5,120	852		852	83.4%	
4350 New Equipment for Parish Caret	0	0	100	100		100	0.0%	
4385 Play Area Safety Surface Clean	2,233	2,930	8,750	5,820		5,820	33.5%	
4400 Play Area - Grass Cutting	3,079	2,822	3,079	257		257	91.7%	
4409 Hornchurch Road Public Open Sp	1,960	1,797	1,960	163		163	91.7%	
4410 ROSPA Inspections	652	801	750	(51)		(51)	106.7%	
4415 Tree Inspections and Work	3,440	0	0	0		0	0.0%	
4420 St Barnabas Annual Rent	10	10	10	0		0	100.0%	
4460 Caretaker Salary	9,025	9,548	9,363	(185)		(185)	102.0%	
4480 Equip Hire & Petrol for Mower	0	0	50	50		50	0.0%	
4490 Repair & Maintenance - Parish	161	1,500	300	(1,200)		(1,200)	499.8%	
4500 Weedspraying	2,744	2,760	2,900	140		140	95.2%	
4510 CATG Contributions	245	0	5,500	5,500		5,500	0.0%	

Continued over page



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4540 Speed Indicator Device	125	1,915	1,111	(804)		(804)	172.3%	
4560 Shaw & Whitley Flood Resource	251	493	650	157		157	75.9%	
4575 Village Halls & Play Areas (Ne	80	31,287	25,000	(6,287)		(6,287)	125.1%	
4576 Drinking Water Fountains	0	3,088	0	(3,088)		(3,088)	0.0%	
4582 New Berryfield Village Hall Pr	31,368	161,646	5,000	(156,646)		(156,646)	3232.9%	
4583 PWL Capital Payment	0	49,500	0	(49,500)		(49,500)	0.0%	
4584 PWL Interest Payment	0	3,094	0	(3,094)		(3,094)	0.0%	
4585 East of Melksham Community Cen	0	0	315,030	315,030		315,030	0.0%	
4590 Street Furniture	4,028	3,069	4,011	942		942	76.5%	
4600 Bus Shelters Cleaning	300	450	600	150		150	75.0%	
4780 Play Area - Bin Emptying	630	578	630	53		53	91.7%	
4785 Replacing Wiltshire Council bl	0	1,172	500	(672)		(672)	234.4%	
4820 Shurnhold Fields Project	5,300	2,196	1,595	(601)		(601)	137.7%	1,915
4825 Shurnhold Fields CAPITAL Expen	332	1,904	0	(1,904)		(1,904)	0.0%	
<b>Parish Amenities :- Indirect Expenditure</b>	<b>72,186</b>	<b>289,272</b>	<b>389,836</b>	<b>104,863</b>	<b>0</b>	<b>104,863</b>	<b>73.4%</b>	<b>1,915</b>
<b>Net Income over Expenditure</b>	<b>(87,186)</b>	<b>208,267</b>	<b>(389,836)</b>	<b>(802,192)</b>				
6000 plus Transfer from EMR	4,813	1,915						
6001 less Transfer to EMR	0	494,827						
<b>Movement to/(from) Gen Reserve</b>	<b>(82,372)</b>	<b>(284,666)</b>						
<b>170 Community Support</b>								
1480 Neighbourhood Plan Income	0	2,236	0	(2,236)			0.0%	
<b>Community Support :- Income</b>	<b>0</b>	<b>2,236</b>	<b>0</b>	<b>(2,236)</b>				<b>0</b>
4451 Young Melksham	2,500	2,500	2,500	0		0	100.0%	
4610 Section 137 Grant	11,880	9,500	12,500	3,000		3,000	76.0%	
4620 Village Hall Grants	8,250	9,250	10,000	750		750	92.5%	
4630 Other Grants (TIC - Section 14	600	600	800	200		200	75.0%	
4650 Subscriptions	1,715	1,268	1,650	382		382	76.8%	
4670 Melks Public Toilets Contrib	6,195	(1,981)	7,500	9,481		9,481	(26.4%)	
4680 Neighbourhood Plan	4,593	4,194	2,500	(1,694)		(1,694)	167.8%	
4685 Melksham Community Response	311	0	600	600		600	0.0%	
<b>Community Support :- Indirect Expenditure</b>	<b>38,044</b>	<b>26,330</b>	<b>38,060</b>	<b>12,720</b>	<b>0</b>	<b>12,720</b>	<b>88.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(38,044)</b>	<b>(23,096)</b>	<b>(38,060)</b>	<b>(14,966)</b>				
<b>180 Joint Ventures</b>								
4690 New Train Station Contrib	3,500	3,000	3,000	0		0	100.0%	
4695 Art Contribution Bowerhill	0	50	0	(50)		(50)	0.0%	
<b>Joint Ventures :- Indirect Expenditure</b>	<b>3,600</b>	<b>3,050</b>	<b>3,000</b>	<b>(60)</b>	<b>0</b>	<b>(60)</b>	<b>101.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,600)</b>	<b>(3,050)</b>	<b>(3,000)</b>	<b>60</b>				

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>210 Jubilee Sports Field Income</b>								
1210 Football Bookings	1,692	9,058	5,500	(3,558)			164.7%	
1220 Football Ad Hoc Bookings	177	0	100	100			0.0%	
1260 Hire of Lounge/Kitchen Area un	0	75	120	45			62.5%	
<b>Jubilee Sports Field Income :- Income</b>	<b>1,869</b>	<b>9,133</b>	<b>6,720</b>	<b>(3,413)</b>			<b>169.7%</b>	<b>0</b>
<b>Net Income</b>	<b>1,869</b>	<b>9,133</b>	<b>6,720</b>	<b>(3,413)</b>				
<b>220 Jubilee Sports Field Expenditu</b>								
4212 Safety/PAT Check - % JSF Use	2,915	2,757	3,200	443		443	86.2%	
4282 Insurance - % JSF Use	3,527	3,949	3,150	(799)		(799)	125.4%	
4302 Electricity - % JSF Use	1,483	1,619	2,000	381		381	81.0%	
4312 Gas - % JSF Use	1,123	2,140	1,000	(1,140)		(1,140)	214.0%	
4322 Water and Sewage - % JSF Use	241	358	900	542		542	39.7%	
4381 Cleaning Contractor - % JSF Us	259	1,424	2,900	1,476		1,476	49.1%	
4401 JSF Grass Cutting/Line Marking	8,306	7,866	8,432	566		566	93.3%	
4405 JSF Hedge Maintenance	0	2,189	200	(1,989)		(1,989)	1094.3%	
4430 Rates - % JSF Use	0	0	835	835		835	0.0%	
4721 Repairs & Maintenance - JSF	3,822	14,411	1,000	(13,411)		(13,411)	1441.1%	
4740 JSF Spiking	0	0	180	180		180	0.0%	
4750 Deep Clean	330	40	390	350		350	10.3%	
4770 Waste Collection - %JSF Use	648	707	650	(57)		(57)	108.8%	
4781 JSF Bin Emptying	955	875	955	80		80	91.7%	
4791 Boiler Servicing - % JSF Use	400	0	600	600		600	0.0%	
<b>Jubilee Sports Field Expenditu :- Indirect Expenditure</b>	<b>24,010</b>	<b>38,334</b>	<b>26,392</b>	<b>(11,042)</b>	<b>0</b>	<b>(11,042)</b>	<b>146.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(24,010)</b>	<b>(38,334)</b>	<b>(26,392)</b>	<b>11,042</b>				
<b>310 Allotment Income</b>								
1310 Berryfield Allotment Rents - C	1,164	2,567	1,343	(1,224)			191.1%	
1320 Briansfield Allotment Rent - C	1,059	2,244	1,170	(1,074)			191.8%	
<b>Allotment Income :- Income</b>	<b>2,223</b>	<b>4,811</b>	<b>2,513</b>	<b>(2,288)</b>			<b>191.4%</b>	<b>0</b>
<b>Net Income</b>	<b>2,223</b>	<b>4,811</b>	<b>2,513</b>	<b>(2,288)</b>				
<b>320 Allotment Expenditure</b>								
4323 Water - Allotments	553	306	450	144		144	68.0%	
4402 Allotment Grass Cutting	722	662	721	59		59	91.8%	
4722 Repairs & Maintenance - Allotm	0	14	50	36		36	28.1%	
4800 Allotment Warden Salary	1,439	728	650	(78)		(78)	112.1%	
<b>Allotment Expenditure :- Indirect Expenditure</b>	<b>2,714</b>	<b>1,710</b>	<b>1,871</b>	<b>181</b>	<b>0</b>	<b>181</b>	<b>91.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,714)</b>	<b>(1,710)</b>	<b>(1,871)</b>	<b>(181)</b>				

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>350 CIL</b>								
1420 Community Infrastructure Levy	304,263	6,414	6,138	(276)			104.5%	
CIL :- Income	<u>304,263</u>	<u>6,414</u>	<u>6,138</u>	<u>(276)</u>			<u>104.5%</u>	<u>0</u>
<b>Net Income</b>	<u>304,263</u>	<u>6,414</u>	<u>6,138</u>	<u>(276)</u>				
<b>400 S106</b>								
1170 Wiltshire Council Contribution	0	136,450	0	(136,450)			0.0%	
S106 :- Income	<u>0</u>	<u>136,450</u>	<u>0</u>	<u>(136,450)</u>				<u>0</u>
<b>Net Income</b>	<u>0</u>	<u>136,450</u>	<u>0</u>	<u>(136,450)</u>				
<b>Grand Totals:- Income</b>	<b>692,908</b>	<b>892,727</b>	<b>248,260</b>	<b>(644,477)</b>			<b>369.8%</b>	
<b>Expenditure</b>	<b>264,302</b>	<b>480,881</b>	<b>600,387</b>	<b>119,608</b>	<b>0</b>	<b>119,608</b>	<b>80.1%</b>	
<b>Net Income over Expenditure</b>	<u><b>328,606</b></u>	<u><b>411,846</b></u>	<u><b>(352,117)</b></u>	<u><b>(763,883)</b></u>				
plus Transfer from EMR	4,813	1,816						
less Transfer to EMR	0	494,827						
<b>Movement to/(from) Gen Reserve</b>	<u><b>333,419</b></u>	<u><b>(81,048)</b></u>						