

**MINUTES of the Full Council of Melksham Without Parish Council held on
Monday 3 October 2022 at Melksham Without Parish Council Offices,
Melksham Community Campus (First Floor), Market Place, Melksham,
SN12 6ES at 7.00pm**

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

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

In attendance via Zoom: 1 Member of public who left prior to public participation.

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

181/22 Welcome, Announcements & Housekeeping

In the absence of the Chair, Councillor Glover, Councillor Pafford as Vice Chair chaired the meeting and welcomed everyone to the first Full Council meeting at the Council's new office space at the Campus and advised those present of the fire procedures for the building.

Councillor Pafford explained this meeting had been postponed from 12th September 2022, due to the period of mourning for the Queen who passed away on 8th September. The agenda had subsequently been slightly updated with some agenda items no longer relevant or items added which were time sensitive.

Therefore, the Full Council meeting on 24th October would be for items arising since the 12th September agenda was originally issued.

a) To note Book of Condolence for HRH Queen Elizabeth II to be deposited at Wiltshire Archive Centre

Councillor Pafford explained the parish council could retain the Book of Condolence themselves or store it at the Archive Centre in Chippenham. As the parish council already stores documents at the Archive Centre, the Clerk had suggested arrangements be made for it to go there, if Members were in agreement.

Councillor Pafford informed the meeting that the Book of Condolence was available if members wished to sign it tonight, although it was technically closed now. It was noted that the relevant General Data Protection Regulations (GDPR) notices had been in place at the Whitley Community Store and Bowerhill Sports Pavilion where it had been available for signature.

The Clerk suggested the Condolence Book be available for Councillor

Glover, as Chair of the Parish Council, to sign on his return, prior to it being deposited at Wiltshire Archives. A letter would be sent to the Palace informing them that the Council had a Book of Condolence, it was understood this would be acknowledged by letter and this can be placed at the front of the book.

The Clerk explained whilst quite a few people had signed the book at Whitley Stores, there were not so many visitors to the Pavilion at Bowerhill and had thanked Whitley Stores for offering to host the book in the North of the parish.

b) To note rescheduled meetings for October due to postponement in September

Members noted the list of rescheduled meetings for October.

Members were reminded there would be an Open Evening on Wednesday 5th October between 4.00pm-8pm at the new village hall at Berryfield, if anyone wished to attend.

182/22 a) To receive apologies and consider approval of reasons given

Apologies were received from Councillor Glover. Councillor Chivers had also tendered his apologies as he was unwell.

Resolved: To accept and approve the reasons for absence of both Councillors Glover and Chivers.

b) To consider request for Leave of Absence of 3 months by Councillor John Glover (Chairman)

The Clerk informed the meeting of the reasons behind a request for a leave of absence of 3 months for Councillor Glover.

Resolved: To approve a leave of absence for Councillor Glover until 1st December.

c) To consider and appoint an acting Vice Chair during the Chair's absence as the Vice Chair David Pafford will be "acting up"

As Councillor Glover would be away for 3 months and Councillor Pafford as Vice Chair would be acting up as Chair, the Clerk suggested that an acting Vice Chair be put in place as several delegated powers are for the Chair and Vice Chair with the Clerk; and also to provide some support and back-up for the acting Chair.

Thanks were given to Councillor Wood, as the outgoing Chair, who had stepped in for ceremonial duties, in the absence of both the Chair and Vice Chair, to represent the council following the death of the Queen.

Both Councillor Wood and Harris were nominated as acting Vice Chair

which both declined.

Councillor Hoyle nominated Councillor Russell, which was seconded by Councillor Harris.

Resolved: Councillor Russell was duly elected as acting Vice Chair until 30th November.

CLERK'S NOTE: To clarify, for the recording of the Minutes, that reference to the Chair will now be Councillor David Pafford and the Vice Chair, Councillor Andy Russell until the return of Councillor Glover in December.

d) To consider paying Chair's Allowance to Councillor Pafford for 3 months.

Councillor Pafford declared a pecuniary interest in this item and left the meeting during this item, with Councillor Russell chairing.

The Clerk explained Councillor Glover had suggested in his absence as Chair for 3 months that the Council consider paying Councillor Pafford the Chair's allowance during his period of absence.

The Clerk explained the Chair's allowance had to go through the HMRC PAYE system, which had implications with regard to tax, with the potential to move some Chair's into the higher tax bracket.

Resolved: To suggest to Councillor Pafford the allowance is there if he wished to receive it, if not that it be given to a charity of his choice and to liaise with the Clerk.

183/22 Invited Guests:

a) Wiltshire Councillor Nick Holder (Bowerhill)

Councillor Holder updated the Council on changes to adult social care which had been approved at a recent Cabinet meeting and highlighted of the 80% of revenue spent every year by Wiltshire Council, this is spent on 20% of the population; for looked after children and adults, which puts things into perspective when people ask for funding for non-statutory items/resources.

Councillor Holder explained the changes meant making sure the appropriate type of care is delivered to the residents Wiltshire Council looks after. Historically, once an adult went into a social care setting it had been unusual for them to come out of this type of setting later on, and this was not the way to deliver independent living.

Councillor Holder explained whilst discussions were still ongoing on

how to manage the change, the first part to transform the structures around how to provide care had been approved with a much greater focus on a supported living approach rather than a residential care home approach, and tailored to an individual's needs.

Regarding the Campus, Councillor Holder explained unfortunately there were a few problems with landscaping, not helped by the dry weather experienced over the Summer and an invasion of bind weed killing those plants already suffering from the drought. A site meeting was being arranged shortly to discuss how to resolve the issues and to look at landscaping in general. As the building was less than 12 months old, this still fell under the remit of Pellikaan as 'snagging'.

With regard to his Bowerhill Ward, Councillor Holder explained he had recently attended the Bowerhill Primary School Festival which had been a great success, with over 900 people attending. The school had raised over £6,000, which was fantastic and encouraged Members of the council to attend the event the following year.

At a recent Area Board meeting, Councillor Holder explained £5,000 had been awarded to Bowerhill Village Hall to replace windows and doors which had been welcomed by the village hall committee.

Councillor Holder explained a site meeting had taken place with the Clerk and a member of the Streetscene Team to look at the work recently undertaken to the ditch to the rear of Kittyhawk Close, Bowerhill and was happy to report it would appear the newly planted hedge had survived the recent drought and the ditch was flowing well. However, it was noted some debris was collecting in it, this would hopefully be cleared later in the week. It had been noted during the site visit some indigenous plants were growing in the ditch which was good to see.

Councillor Holder noted no comments had been received from residents, which hopefully meant they were happy with the outcome and felt the scheme highlighted the benefit of various agencies working together to resolve an issue.

Pathfinder Way

With regard to the lights on the pedestrian crossings, Councillor Holder expressed frustration this issue had still not been resolved. Whilst the lights on the crossing on the A365 Devizes Road from the development were now working, having visited the site earlier that day he noted there was no audible sound emitted for those with a visual impairment.

Councillor Holder had also noted the timing of the lights on the crossing were not sufficient to allow those with mobility issues or

small children to cross in time and therefore had asked for this to be investigated.

With regard to the 3 other sets of pedestrian crossing lights, it was understood these would be commissioned later in the week and a site visit was due to take place to assist with this and to make sure any faults, including those mentioned above, are dealt with. It was hoped by Friday the following week all the crossings would be working.

Councillor Holder explained there was still an issue with street lighting and issues around the estate with footpaths which were still to be investigated, but needed to prioritise getting street lighting and pedestrian crossings working in the first instance.

On a recent site meeting with the Clerk and a representative of Streetscene, Councillor Holder explained they had walked around the public open space area to the rear of Wellington Drive and noted a very large goal post, with discussions taking place on removing this and putting in at least one set of proper sized goals in order to provide more space.

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

Councillor Alford explained that at a recent meeting of Wiltshire Council Cabinet, a new Asset Transfer Devolution Policy had been approved, if the parish council wished to go along this route.

It was hoped at a Cabinet the following week, approval would be given to a new £50M a year Highways Contract.

Councillor Alford explained with regard to the Parish Steward Scheme, a paper was due to be submitted to Cabinet the following week, to allocate a further £233,000 a year for the next 3 years, to employ a parish steward support team and additional equipment to provide extra support to the existing Parish Steward Scheme to enable them to tackle heavier jobs which required more than one person and a range of equipment.

With regard to a request for the left over grant funding to Shaw Village Hall to be used to help purchase a new oven for the hall, this had been approved by the Area Board under delegated powers.

Councillor Alford noted Members had raised a question at a recent meeting regarding proposals for a new housing support service and whether there were enough staff resources available to deal with all the enquiries.

Councillor Alford explained the reasoning behind the change was

due to the high number of people on the housing register (4000+), with a high percentage on the list whose needs could be met elsewhere. People will now be assessed by an advisor to see if they met the relevant criteria to go on the housing register or whether their needs could be met elsewhere.

With regard to staff resources, Councillor Alford explained the team consisted of 32 officers made up of existing staff, following a restructure, as well as taking on additional staff. However, there would still be specialist advisors available for more complex needs.

The Clerk explained the parish was quite large, compared to other parishes and even some towns, but was only allocated a Parish Steward 3 days per month and no Sparkle Team, as we are not a town. The Clerk understood that some parishes did not engage with the Parish Steward service and therefore sought support in trying to get additional Parish Steward allocation in the parish.

Councillor Alford explained the Parish Steward was used elsewhere, if not required by a particular parish, however, would speak to both Parvis Khansari, Corporate Director Place and Councillor Dr Mark McClelland Cabinet Member for Transport, Waste, Streetscene and Flooding on this matter.

Councillor Pafford sought assurances that Wiltshire Council would look at what support was available to village halls, community centres, scout huts etc during the cost of living and energy crisis, particularly as residential and business support was now available. Councillor Pafford also noted Action with Communities in Rural England (ACRE) were also highlighting their concerns for the future of such buildings during these difficult times.

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

It was noted that Councillor Seed was away, however, he had provided two reports, which Members noted.

184/22 a) To receive Declarations of Interests

Councillor Pile as a shareholder and the Parish Council's representative on Community Action Whitley & Shaw (CAWS), declared an interest in agenda item 15(g) relating to a request to revisit Whitley Stores/Spindles Shop & Café being listed as an Asset of Community Value.

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

There were no dispensation requests for consideration.

- 185/22** To consider holding items in **Closed Session** due to confidential nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required, as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

There were no items for consideration in closed session.

186/22 Public Participation

Councillor Pafford noted the Chair of Whitley Community Hub was no longer connected via Zoom and understood he wished to speak to item 15(g) relating to a request to revisit Whitley Stores/Spindles Shop & Café being listed as an Asset of Community Value.

Councillor Pafford therefore suggested if the Chair of Whitley Community Hub returned to the meeting, their request could be moved further up the agenda to enable him to speak to this item.

187/22 To approve the Minutes of the Full Council Meeting held on 25 July

The Clerk explained that since the last meeting Taylor Wimpey had agreed to install life buoys at both ends of the attenuation pond at Pathfinder Place.

With regard to the Town Council's Priority for People project, the Clerk stated that despite chasing, a response had not been received to the council's request for further information on this project.

Resolved: To approve and for the Chair to sign the Full Council minutes of 25 July 2022 after the meeting.

188/22 Planning

a) To approve the Minutes of the Planning Committee meetings held on 15 August and 5 September

A few minor amendments were noted in the Planning Committee minutes of 15th August, which did not change the context of the minutes.

Further to the Planning Committee minutes of 5th September the Clerk explained with regard to Recommendation 4 on page 29, this

should have been a resolution, as the Planning Committee had delegated powers to respond. This was amended.

Resolved: To approve and for the Chair to sign the Planning Committee minutes of 15 August and 5 September 2022 after the meeting.

b) To formally approve Planning Committee recommendations of 15 August and 5 September 2022

The Clerk explained with regard to the Recommendation to contact the Police following issues being raised regarding activities at Pathfinder Place, she had already contacted the Police as it was relatively time sensitive and the response had been circulated to Members at a recent meeting.

Resolved: To formally approve the Planning Committee recommendations of 15 August and 5 September 2022.

189/22 Asset Management

a) Bowerhill Sports Field & Pavilion

- i) To note remedial works were undertaken (under delegated powers) to improve cracks on one of the youth pitches due to the dry conditions over the Summer at a cost of £567.50 in order to facilitate matches over the weekend of 10/11 September**

Members noted remedial works undertaken to improve cracks at Bowerhill Sports Field, under delegated powers.

The Clerk explained several items relating to Bowerhill Sports Field which had been included on the 12th September Full Council agenda, as well as several other asset management agenda items, had now been moved to an Asset Management meeting arranged for 10th October.

- ii) To approve terms and conditions for hiring the pavilion kitchen area**

The Clerk explained she had not had an opportunity to review this and asked if the Asset Management Committee could have delegated powers at their meeting on 10th October to review and approve the hire charges for the kitchen, as several groups were wishing to hire the facility.

The Clerk felt it would be useful to have a site meeting at the Pavilion to look at the facilities, as well as the sport pitches, and wondered if there was merit in holding the Asset Management

meeting at the Pavilion but may necessitate an earlier start before it got dark.

Resolved: To give delegated powers to the Asset Management Committee on 10th October to review and approve hire charges for the kitchen/games room at the pavilion.

For the Asset Management meeting on 10th October to be held at Bowerhill Sports Pavilion at 6.30pm with a site visit at 6.00pm.

b) Shaw Village Hall

i) To note report from Shaw Village Hall on recent major repair work and due diligence legal checks undertaken as requested by the Area Board in relation to their grant towards the work.

A report had been circulated with the agenda packs from the Shaw Village Hall Committee updating Members on the recent major repair work undertaken at the hall and the due diligence legal checks undertaken as requested by the Area Board. The overall cost of the project had been reduced to £7,951 which split three ways with the parish council, area board and hall committee was only £2,650 each, and not £3,000 each as previously committed.

Councillor Baines asked that the council publish the assistance given by both Rigg and Melksham Scaffolding in undertaking the repair work, as it would appear they had undertaken the work at cost, therefore reducing the costs to the village hall committee.

The Clerk explained as part of the condition of the Area Board grant, it was asked that legal advice be sought to determine liability for the maintenance and repair costs between the council (as landlord) and Shaw Village Hall Committee (as tenant) as well as insurance liability.

The Village Hall Committee had sourced free independent legal advice locally to review how liability fell with reference to the lease and various legislation, with the conclusion that whilst there are some arguments that might have led to the council being liable for the repairs, as the landlord, these are not strong and would either likely fail in court, or lead to extremely low compensation for the tenant, given the peppercorn rent in payment. Therefore, it was concluded that Shaw Village Hall Committee were liable for the repairs and that the grant from the Area Board and parish council was valid.

Councillor Pafford noted with regard to a possible insurance claim, this had been investigated with a conclusion that a challenge through the insurance provider would have had no

realistic prospect of success and given the costs in pursuing such a challenge it had been decided not to pursue a claim against their insurance provider.

Councillor Wood, sought clarification on the parish council's responsibility with regard to the lease on the new Berryfield Village Hall and the new village hall committee, given this recent experience.

The Clerk explained she had sought some advice on this from the council's solicitor, as the lease on Shaw Village Hall was ambiguous. The solicitor advised that the tenant should have the responsibility for the major repair cost in their lease. They would have access to grants more easily than the landlord/parish council and they would have no incentive otherwise for regular maintenance of the hall, if the landlord picked up the costs for major repair work.

The Clerk explained she hoped to get representatives from other village halls within the parish to discuss what should be in a lease and hiring agreements and then get all the leases the same for both halls owned by the parish council.

The Clerk explained that whilst it was hoped a template for a lease for Berryfield and Shaw Village Halls would be available for Members to look at this evening, this was not available yet.

Resolved: To publicise the assistance both Rigg Construction and Melksham Scaffolding had provided in undertaking the repair work to Shaw Village Hall and to note the report of the Shaw Village Hall Committee.

iii) To consider request for the Village Hall Management Committee to use the surplus £350 of the £3,000 grant awarded for repairs to the village hall roof/gable wall towards the new replacement oven.

The repair work undertaken at Shaw Village Hall had come in under budget and therefore the committee were seeking approval to use the £350 surplus from the parish council grant funding for the building repairs towards purchasing a new electric catering oven costing £2,400 to replace the one which had recently been condemned.

Resolved: To approve the £350 surplus grant funding being used by Shaw Village Hall Committee to purchase a new catering oven to replace one which had recently been condemned.

- c) Shurnhold Fields To note update from the Friends of Shurnhold Fields Group on difficulties in recruiting volunteers to join the group with a suggestion they disband if none come forward following their AGM in October and consider way forward for maintenance/grasscutting.**

Councillor Pafford noted correspondence had been received from the Friends of Shurnhold Fields explaining the group may have to disband for various reasons, unless new members can be found at their AGM on 25th October.

The Clerk explained the council may have to consider a way forward with regard to grass cutting of walking/desire paths as currently the Friends of Shurnhold Fields Volunteer Group undertook this task and noted the Town Council's Amenity Team were already visiting Shurnhold Fields three times a week to empty the bins and therefore could potentially add this to their schedule. Another option would be for the Parish Council to add to their grass cutting contract as they already cover the annual cut for the rest of Shurnhold Fields in their contract. To this end, the Clerk stated she had already sought a quote, which if received it time could be added to the Asset Management agenda the following week.

The Clerk explained the parish council held the £98,000 (on behalf of the Town and Without) maintenance contribution from Permission Homes who handed over the land, and funding would come from this.

Councillor Patacchiola sought an update on what effect this had on the associated costs with the installation of a water point, drainage and car parking and the Clerk confirmed that this was ring fenced as joint council spend, and not by the volunteer group.

The Clerk explained that depending on the outcome of the meeting the Friends of Shurnhold Group bank account and monies may be returned to the parish and town council and either council hold them, in case there is an interest from others in a few years' time. It was understood there would only be approximately £300 available in their bank account.

The Clerk explained she had publicised the AGM on social media in the hope of encouraging more people to attend.

It was noted the Friends of Shurnhold Fields had done a marvelous job with this project and the parish council should offer a letter of thanks for the work they have done. It was sad that they were having to stand down for health reasons, and was noted that this was the reason, and not a wider issue.

Resolved: To write a letter of thanks to the Friends of Shurnhold Fields Group, particularly thanking the Secretary and the former Chair in abeyance of the AGM on 25th October.

d) Speed Indicator Device (SID). To approve the additional amount for moving/erecting the SID as now 2no. devices

As the Parish Council now had an additional Speed Indicator Device, a quotation had been sought from the Council's contractor on additional costs associated with installing the device.

A quotation of £1,448.26 + VAT for the year had been received, which was an increase of £148.26 per annum from the original quote for one device, at £1,300. Based on the devices moving every 2 weeks, this would make it £55.70 per movement as opposed to £42.71 per movement, so some good economies of scale obtained. It was noted that this was currently funded from the Sandridge Solar Farm funding.

The Clerk reminded members the replacement for the old device, which had been vandalised, was currently being repaired under its warranty, as there was an issue with the display.

The Clerk explained that unfortunately the new device appeared to be running out of battery quicker than expected (within its two-week installation period). However, this could be because it was more active, as it had been 'flashing' at every car, not just those speeding. Officers were currently seeking a quote for recharging the batteries, with the Clerk suggesting it might be worth reprogramming the device to see if the battery lasted longer in the first instance.

Councillor Baines suggested reprogramming the device to only flash at those travelling at 28mph and above, thanking those travelling 28-30mph but warning those drivers travelling above 30mph.

Councillor Patacchiola stated whilst it was not looked at for the current devices whether solar panels could be installed to provide power.

The Clerk explained due to how such a device had to be fixed to a lamppost, this was not considered an option when investigating what type of device to purchase previously.

Councillor Baines stated approval needed to be sought from Street Lighting when installing a device and they were not keen on devices with solar panels, due to the weight involved and fixings which required drilling into the lighting columns.

Councillor Baines noted it would also be difficult due to the size, to

install a device with a solar panel on the removal pole, which is installed at some locations to hold the speed indicator device.

Resolved: To approve the I D Verde Quotation for £1,448.26 excluding VAT to provide labour for the movement of both SIDs on a fortnightly basis from 1st September 2022 to 31st August 2023; with the additional costs of £148.26 per annum to be funded from Solar Farm funding and for time to be allowed for officers to investigate solar power for the speed indicator devices.

e) Play areas in new developments: To consider final adoption of new play areas in Pathfinder Place & Bowood View following recent site visits

Pathfinder Place

The Clerk explained she had visited the play area with the Wiltshire Council Section 106 officer and most of the things listed in the RoSPA post installation report had been completed. Whilst there were a few things outstanding such as erecting signage and fixing the lock on the maintenance gate she was happy to recommend the play area be adopted by the parish council, as long as these outstanding items were completed by Taylor Wimpey.

The Clerk explained the parish council had added Pathfinder Place play area to the list of play areas to be independently inspected by RoSPA in September and therefore suggested the parish council may wish to hold off adopting the play area until the council had sight of this, it also provided an independent record of the condition of the play area prior to it being handed over to the council.

Resolved: To adopt Pathfinder Place play area, pending the completion of outstanding actions as highlighted in the post installation report by RoSPA and pending receipt of the independent RoSPA report in September, commissioned by the Parish Council.

Bowood View

The Clerk, along with Councillors Wood and Harris, had attended a site meeting with Bellway regarding the play area.

The Clerk explained the meeting had been very difficult, with Bellway not being very co-operative. It was noted Bellway had offered to replace the hoggin footpath in the play area with a tarmac one as a goodwill gesture, however, if the parish council had not accepted this offer in the timeframe they had set, the offer would have been withdrawn.

The Clerk explained there seemed to be a failing between what the parish council agrees with developers and what is in the s106

Agreement and would be discussing this at the meeting with Councillor Botterill, Wiltshire Council Member for Finance, Development Management & Strategic Planning the following week. Another issue experienced with Bellway, as well as with other developers, which will also be discussed with Councillor Botterill, is following meetings with developers when the council have asked for things to be included within a play area specification and put in the minutes and forwarded to developers, they sometimes do not respond confirming receipt and accepting that was what was said and use this as an excuse later on, particularly if it is not included in the Section 106 Agreement, as a reason for not doing something.

The Clerk explained the play area safety surfacing does not go all around the edge as requested and weeds had formed around the edges but these have since been cleared. Also, there is a seam in front of one of the set of swings, as the surfacing was laid in sections; Bellway have stated they will not relay it.

As the Council have previously pointed out, there are a lot of stones in the grass, Bellway deny there are so many, however, some were pointed out by the Wiltshire Council Section 106 Officer at the site meeting.

The Clerk informed the meeting the post installation report by RoSPA was some 18 months old now and therefore, the Parish Council had paid for one to be undertaken in September and hopefully would be available shortly.

The Clerk reminded Members there was no maintenance contribution towards future maintenance of the play area by the parish council, as this did not get put into the Section 106 Agreement. The Clerk explained again this would be something which would be raised with Councillor Nick Botterill, particularly as the parish council always ask for this with meeting with developers and sometimes it is included in Section 106 Agreements and other times it is not, there is no consistency.

The Clerk explained that at the meeting Bellway accused the Council of just wanting money; that they were only interested in the cost impact. It was pointed out the money was only being requested by the parish council as a maintenance contribution for the upkeep of the play area, which the parish council were taking off the hands of the developer. Bellway had responded suggesting the parish council not take on the play area and they would just hand it over to their management company.

At this suggestion Councillor Wood had asked, if their management company were to take on the play area, would the path through the play area be tarmacked or left as is, to which they did not seem keen on doing this.

The Clerk reminded Members that when the Council were considering taking over the Wiltshire Council play areas some time ago, they had done so as it was felt every child using a play area in the parish should have the same level of service at each play area.

Several Members raised concern at taking on the play area in its present condition, particularly given the quality of the safety surfacing and the costs involved in getting the play area up to the parish council's standard. They also raised concern at the ongoing costs of maintaining the play area, given no maintenance contribution for the play area was attached to the Section 106 Agreement.

Councillor Hoyle sought clarification on the RoSPA report undertaken.

The Clerk explained a RoSPA report had been undertaken post installation, with the parish council paying for one to be undertaken in September, with a report due shortly.

Councillor Hoyle suggested deferring a decision on taking over the play area, pending receipt of a more up to date RoSPA report and as long as it met the requirements of the independent review from RoSPA the parish council take it on.

The Clerk confirmed RoSPA would not be looking at the play area from the point of view of future maintenance but just from safety point of view, and if the equipment and surfacing was installed to the relevant BS (British Standards).

Councillor Pafford sought clarification on what the view of the Wiltshire Council Officer was, who attended the meeting. The Clerk confirmed he had responded to say if it was a Wiltshire Council play area, they would be prepared to take it on.

The Clerk highlighted that there was a difference in the specification the parish council had asked for to what Wiltshire Council ask for and what is included in the Section 106 Agreement.

The Clerk reminded Members when considering plans for this development and the one at Pathfinder Way, the council had asked for the same specification play area and whilst the one at Pathfinder Way was to the specification of the parish council, albeit with a few minor issues, the one on this development was not.

Councillor Wood stated, from looking at the matter from the point of view of people living on Bowood View, particularly the children, that currently there is no play area available. If the parish council refuse to take on the play area, Bellway will hand over the play area to a management company and they are not going to replace the hoggin path with a tarmac one and its condition will get worse and worse.

However, if the parish council take the play area on, they will make sure the hoggin footpath is tarmacked and look after the play area, like others in the parish. Councillor Wood understood the sentiment of others in suggesting not to take it on, as Bellway have treated the Council badly.

Councillor Wood also highlighted when taking on the play areas from Wiltshire Council these did not come with a maintenance contribution and therefore, maintenance costs fell to the parish council and ultimately the tax payers in the parish.

Councillor Shea-Simonds sought clarification on the condition of the gap which had appeared in the safety surfacing.

The Clerk explained the safety surfacing was done in two sections by the contractors in very hot weather. There was not a gap there now, but the join would be susceptible to opening up in the future under changing weather conditions. Such gaps have proved difficult to fill/repair in the past and are potential trip hazard. For this reason, when the parish council resurfaced the safety surfacing at the Hornchurch Road play area, it was done in one sweep deliberately.

Councillor Baines noted the RoSPA report would only prove if the equipment was safe to use and did not cover the potential maintenance issues the council had identified.

The Clerk clarified that what the Council were concerned about was the potential for a future issue with the safety surfacing due to the join and its longevity. With regard to the cost, the parish council had previously paid £40,000 to replace the safety surfacing in the play area at Hornchurch Road.

Councillor Holt as a resident of Bowood View explained there was extreme tension between the residents and Bellway already, with Bellway using any means to cause distraction with the play area. Therefore, if the parish council took on the play area, this would alleviate some of the concerns of residents.

Councillor Holt explained residents were looking to create their own management company, given snagging issues still outstanding, which were causing concerns for residents who had received disappointing care from the developers. Therefore, the parish council needed to weigh up the concerns of residents in order to make them feel supported, but appreciated it was a difficult balance, given the play area is fit for purpose, but not up to the parish council's usual standard.

Councillor Shea Simonds sought clarification on what was hoped as an outcome from the recent meeting with the developers.

The Clerk explained it was hoped there would be a bit of understanding from the developers and noted the management company had also refused to meet the residents' group which had been formed.

The Clerk explained at present that there was a legal claim against Bellway for the additional funding required in order to install drainage, water and electricity to the hall, as it was built with no capacity for such, despite the building being included in the plans. However, Bellway are undertaking a counter claim of £13,500 against the parish council as Wiltshire Council are not happy with the condition of the road surface, which had to be dug up after being laid, in order for the parish council to install drainage, water and electricity.

Resolved: For the parish council to adopt the play area, based on the outcome of the independent play area review by RoSPA but not sign any legal agreement until the footpath in the play area is tarmacked with a proper edging.

To inform Wiltshire Council of the issues the Council have experienced with a possibility of holding back some of Bellway's Bond.

It was noted the Chair of Whitley Hub had not arrived back in the meeting.

190/22 New Berryfield Village Hall project:

- a) **To note site meeting held on 27 July and handover meeting on 5 September with staged payments 7 & 8 made. Handover of site to the parish council on 5 Sept. To approve staged payment 9.**

The Clerk explained staged payment 9 was for half of the retention amount having held back 3%, with the other half payable in a year's time in order any snagging issues are resolved.

The Clerk explained there were a few outstanding issues, such as lighting, which Rigg Construction had been trying hard to get resolved with their contractor.

Members noted a site meeting had taken place on 27th July, with a handover of the building to the parish council on 5th September.

Members also noted staged payments 7 (£165,318.13 inc £27,553.02 VAT) & 8 (£89,877.64 inc £14,979.61 VAT) had been made.

Certificate 7	£690,039.07	
Less 3% retention	<u>£ 20,701.17</u>	
	£669,337.89	
Less previously paid	<u>£531,572.78</u>	Certificate 1 - 6
	£137,765.11	
VAT at 20%	<u>£ 27,553.02</u>	
TOTAL	£165,318.13	

Certificate 8	£767,253.53	
Less 3% retention	<u>£ 23,017.61</u>	
	£744,235.92	
Less previously paid	<u>£669,337.89</u>	Certificate 1 - 7
	£ 74,898.03	
VAT at 20%	<u>£ 14,979.61</u>	
TOTAL	£ 89,877.64	

The Clerk explained as part of the planning permission conditions (Planning application No: 20/03879/REM), no sound from the building was to be audible at the boundary of the building. Therefore, the building had been triple glazed, with double glazed velux windows and no patio doors, a sound limiter had also been installed. However, on a recent site visit it was noted the building was a bit echoey and therefore queried if Members may wish to hold back some of the payment in order to get this resolved or whether it was felt to be more of a design issue which could be resolved at a later date, with the installation of some acoustic panels. It was also noted the echo may be resolved

when all the furniture is installed as well as installing curtains/blinds if necessary.

The Clerk explained that technically the building could not be used until a planning condition had been discharged, ie the submission of a Green Travel Plan, with a meeting arranged shortly with the architect to go through this. There was a separate condition for the old hall requiring it to be demolished in a timely fashion. Whilst the parish council probably did not have to go through Building Regulations to demolish the existing hall, due to its small size, the Clerk and Rigg Construction had decided to go through Building Regulations to demolish the building as it was a community building adjacent to a play area in a public open space. Two of the existing small groups from the portacabin hall had been moved across as they needed to move out the old hall for it to be prepared for demolition. This was only 4-8 people once a week (Art group) and fortnightly (Craft group) the new building was not being used for new bookings. The Clerk explained that in terms of discharging conditions, it was demonstrating its intent by submitting the "Notice of Intended Demolition" paperwork and draft Green Travel Plan paperwork to relevant stakeholders.

Resolved: To approve staged payment 9 of £23,288.26, including VAT of £3,881.38, be paid.

Certificate 9	£775,271.88	
Less 3% retention	<u>£ 11,629.08</u>	
	£763,642.80	
Less previously paid	<u>£744,235.92</u>	Certificate 1 - 8
	£ 19,406.88	
VAT at 20%	<u>£ 3,881.38</u>	
TOTAL	£ 23,288.26	

- b) To note the Deed for the Side Agreement for the transfer of Section 106 funds from Wiltshire Council was signed and sealed on 17 August (previously approved Min. 86/22d); received 27 September and invoice raised for £425,997.78**

Members noted the Deed for the Side Agreement for the transfer of Section 106 funds from Wiltshire Council had been signed and sealed on 17 August, with the funds being received on 27 September, and noted that the funds had been sat with Wiltshire Council for a year. The Clerk explained this was something which would be discussed with Wiltshire Councillor Botterill at an upcoming meeting, particularly as the interest on this amount would have gone to Wiltshire Council.

- c) **To note the Parish Council have insured the village hall in the interim, until a Village Hall Trust is in place, at a valuation of £920,000.00 for rebuild costs; with weekly inspections in place. Pro rata premium of £3,849.18 has been paid**

Members noted the Parish Council had insured the village hall in the interim until a Village Hall Trust was in place. A pro rata premium of £3,849.18 had been paid, with weekly inspections in place for fire alarm checks etc.

The Clerk explained at the July meeting it was understood the insurance premium would be at a rough indicative price of £900. However, on informing the council's insurance provider with the information that the building was unoccupied the premium had increased to £3,849.18 for cover from now until June 2023 when the council's insurance is renewed. However, the Council will get some of this premium back, once a Village Hall Committee is in place, as they will be responsible for insuring the hall and as the building will be occupied the insurance cost will be less. The Clerk had authorised the payment of the increased premium as it was time sensitive to ensure the hall was insured for the 5th September handover date.

The Clerk informed the meeting the valuation of the building for rebuild costs of £920,000 had been provided by Rigg Construction, free of charge, with the QS for the project wanting to charge £350 to do this.

- d) **To note the Completion Certificate for the new village hall has been issued by Wiltshire Council Building Control on 1 September 2022**

The Completion Certificate had been issued stating:

This certificate, which is given in accordance with Regulations 17 of the Building Regulations and Section 1(3) of the Building Act 1984, shall be considered as evidence (but not conclusive evidence) that, insofar as the authority has been able to ascertain, the works described in the certificate are in compliance with the requirements of the Building Regulations.

Resolved: To note the Completion Certificate (BR/20/018789/FP) for the new village hall had been issued by Wiltshire Council Building Control on 1 September 2022 and signed by Parvis Khansari, Corporate Director, Place.

- e) **To note a Public Works Loan repayment of £52,284.38 (including £2,784.38 interest) was due on 23 September 2022**

Members noted a Public Works Loan repayment of £52,284.38 (including £2,784.38 interest) had been made on 23 September 2022.

Given the current changes to higher interest rates, the Clerk had checked the terms of the loan and confirmed the Council had entered into a 5-year fixed rate loan, which was good news, given the fluctuating interest rates at present.

f) To consider draft/templates for Charitable Trust and Lease (if received)

The Clerk explained that correspondence from the council's solicitor had been circulated as a late paper, who had stated with regards to the formation of a charity for the village hall that there is no pro forma as such and advised they form a Charitable Incorporated Organisation, in respect of which there is a standard draft constitution published on the Charity Commission website.

With regards to a lease, the solicitor explained there 'was no standard form of lease and it was for the parties to decide on terms of the lease which can then be incorporated in a suitable draft. The solicitor had also suggested a lease of 25 years, with a commencing nominal rent, with the obligations for all repair on the tenant. This would mean transferring to the Charity the benefit of any guarantees given by the builder in respect of the construction of the building. All outgoings to be the responsibility of the Charity. The lease would not be capable of assignment to someone else and in the event of the Charity failing to comply with the terms of the lease the Council could revoke the lease.'

The Clerk had therefore asked if the solicitor could provide a standard lease in order for the Council to look at as a starting point.

Councillor Harris stated Bowerhill Village Hall had a Deed of Trust and was aware of a more up to date version available on the Charity Commission website and offered to forward to the Clerk, in order to compare the two documents.

The Clerk reminded Members the Council would have to charge a peppercorn rent for the lease which meant the Council could claim the VAT back on the village hall project as this was an activity undertaken as a non-commercial basis.

Resolved: That a Charitable Incorporated Organisation for the new Berryfield Village Hall be established and the Council's solicitor draw up a lease for Village Hall as per the terms advised above.

g) To receive feedback from meeting with residents as potential trustees on 6 September and next steps agreed

The Clerk explained that unfortunately not as many as was hoped had turned up to the meeting, however, it was the end of the summer

holidays and so another open evening was being held in a couple of days to encourage more potential trustees to come forward.

The Clerk explained the Council needed to formally appoint a council representative for the new Berryfield Village Committee.

Currently Councillor Wood was the Berryfield and Semington Road Action Group (BASRAG) representative with Councillor Holt as the Council representative on the portacabin village hall committee.

The Clerk stated if not enough people came forward to join the Management Trust Committee it was permissible for more Councillors to join and as more committee members came forward, they could step down. It was noted that Councillor Wood was happy to be a Committee member as the BASRAG representative.

Resolved: Councillor Holt be appointed as the parish council's representative on the new Village Hall Management Trust Committee.

h) To note Berryfield Village Hall Budget Summary vs Spent to date

Members noted £795,030.25 in total had so far been spent to date on the new Berryfield Village Hall project against a budget of £850,000.

The Clerk explained there were still a few items to be paid for, such as soft landscaping, with a separate reserve of £5,000 for the demolition of the old village hall and another £50,000 available for buying items not included in the Rigg contract, such as furniture. £4,500 was also available to put in the management committee bank account for startup funds and cash flow.

i) To approve quotation for soft landscaping planting (£2,000 omitted from Build contract for this work)

The Clerk explained that Councillors and residents had met with T W Landscapes to discuss soft landscaping planting options around the village hall, which had been excluded from the Rigg contract so that the parish council could deal with their supplier direct, without a mark-up. The advice at the site meeting had been that in order to provide a decent scheme, the cost would be more than the £2,000 available in the budget.

Therefore, T W Landscapes had provided a quote of £2,780 + VAT for 300+ shrubs (3 per metre) including supply and spreading of bark mulch, which was £780 over the budget set.

The Clerk explained it had also been agreed to plant a Jubilee Tree at the village hall and a space will be left to plant one, with the money for this coming from the Jubilee Tree budget.

Councillor Wood sought guidance whether the new village hall committee would be responsible for maintaining the planting or whether volunteers would be able to do it.

The Clerk understood the new village hall committee would be responsible for maintenance.

Resolved: To approve the quotation of £2,780 + VAT from TW Landscapes for soft landscaping around the village hall.

j) To approve quotation for new noticeboard for village hall use

The following quotation had been received from Arien Designs Ltd for a new noticeboard for the village hall. The Clerk noted that this was for the use of the village hall, and would be blue, whereas the one already on order was for the use of the parish council, and was dark green; with the appropriate header boards.

Noticeboard:	£475
Headerboard:	£ 87
Delivery:	<u>£110</u>
TOTAL	£672

Resolved: To approve the quotation of £672 excluding VAT for a new noticeboard for the village hall.

k) To receive notes/feedback from meeting of BASRAG/Berryfield Village Hall Committee (existing portacabin hall) and Parish Council on 1 September

The Clerk explained that unfortunately she had not had time to produce the notes from the meeting yet and therefore provided a verbal update instead and would be forwarding what was minuted at this meeting to the existing village hall committee for their information.

The Clerk explained as it had been difficult for the current village hall committee to arrange a meeting for various reasons, the parish council had arranged one and agreed to minute it, in order to assist.

The meeting included representatives from the current village hall committee/BASRAG (Berryfield and Semington Road Action Group) – Richard Wood, Shona Holt and Gill Arbery; and from the Parish Council Councillor David Pafford, Councillor John Glover and Councillor Mark Harris with the following points agreed.

- The parish council arrange for the demolition of the existing portacabin hall and making good on site; at the cost to the parish council. This includes informing all the relevant stakeholders, including the landowner Wiltshire Council and adjacent landowner Selwood Housing.

- The parish council receive the donation of the existing tables and chairs from the old village hall to use at the Bowerhill Sports Pavilion as a community facility.
- The parish council will donate 7no. folding tables from their old meeting space in 1 Swift Way, and have matched funded the new hall committee representatives who have made a grant application to the Area Board for 54 chairs, a chair trolley, 7 folding tables and a table trolley.
- The date of closure for the existing village hall will be Weds 14th September to give time for packing over the next few days with Monday 19th September booked for a van and lorry to transport equipment and furniture, and the art and craft group to commence from the new hall on Tuesday 20th September. Due to the Funeral for HRH Queen Elizabeth II on Monday 19th September, this was rescheduled for Monday 30th September.
- Any equipment/furniture/crockery/art and craft supplies not relocated to the new hall on the Move Day will be cleared with the demolition works, unless they can be reused elsewhere.
- The bank account currently operated for the existing portacabin village hall is actually called “For and on behalf of Berryfield New Village Hall” and the Clerk has the bank account details. The cheque signatories are Gillian Arbery, Richard Wood and Sue Whyborn. The existing hall committee agreed that the bank account would be available for use by the new hall committee, with the funds in it, circa £800. The parish council were able to use the account to put funds in for the new management committee. The cheque signatories would be amended to the new trustees when appropriate.
- It was noted that the temporary planning permission for the existing portacabin hall expired on 29th August 2022 and that the parish council would submit the relevant information to inform Wiltshire Council of their intention to demolish the existing hall. They had been made aware of the time delay of the new hall being constructed, to enable the old hall to be demolished.

I) To note quotation for fire signage and extinguishers as identified by Risk Assessment approved under delegated powers and installed 26 September

A quotation of £357.00 + £71.40 VAT (approved under delegated powers) had been received from Radcliffe Fire & Security for 6 fire extinguishers and 1 fire blanket and various notices, which had all been installed on 26th September.

The Clerk asked if members were happy the extinguishers from the old village hall be given to Rigg Construction to use on their building sites as they were still useable; they would do this as part of the clearing of the building before demolition.

Resolved: For the fire extinguishers at the old village hall to be given to Rigg Construction to use on their building sites.

l) To note costs associated with relocation of equipment and furniture from old village hall to new, and other furniture movements, work undertaken Friday 30 September

Members noted the cost of £500 + £100 VAT associated with the relocation of equipment and furniture from the old village hall to the new and other furniture movements, which had been undertaken on Friday, 30th September.

m) To consider what aspects of the hall the parish council supply at this stage (wifi, projector screen etc)

The Clerk explained that a 'phone line had already been installed and sought a steer from members what else they were prepared to install prior to a village hall committee taking over the running of the hall.

Resolved: It was agreed that Wifi be installed in the village hall by the parish council. Other equipment such as projector screen, CCTV etc to be installed by the new management committee.

o) To note "Intention for Demolition" paperwork submitted to Wiltshire Council Building Regulations for portacabin village hall, for w/c 31 October.

The Clerk explained the relevant Intention for Demolition paperwork had been submitted to Wiltshire Council and were waiting the requisite 6 weeks for approval. It was being suggested demolition takes place week commencing 31 October, which was still to be confirmed.

The Clerk asked if Members wished the Asset Management Committee to look at the Method Statement for the demolition work.

Members agreed for officers to carry on without the need for the Asset Management Committee to review. It was noted that a leaflet drop informing neighbouring hall residents of the council's intention to demolish the old village hall would take place when a date had been confirmed.

191/22 Melksham Campus/office relocation

a) To note the Campus Lease was signed and sealed, under delegated powers, (approved Min. 97/22) on 1 August

Members noted the Campus lease had been signed by Councillor Pafford on 1st August 2022.

Councillor Mary Pile left the meeting.

b) To consider a request for “desk space” and for meeting space from various organisations and a charge rate if applicable

The Clerk explained she had received enquiries from various groups to use the Council’s meeting space and sought a steer from Members on a way forward.

Enquiries had been received from the following:

- Wiltshire Council North Wilts Flood Operational Group for occasional regular meetings; these move around the county
- The Clerk to Broughton Gifford Parish Council to use as office space.
- Melksham Oak School Council for meetings

Resolved: To allow both North Wilts Flood Operational Group and Melksham Oak School Council to use the parish council’s meeting space. To charge North Wilts Flood Operational Group a nominal fee of £10 per hour for use of equipment and refreshments and give a 50% discount to the Melksham Oak School Council, subject to the Clerk checking the conditions of the Campus lease. A legal agreement to be signed before use, to include a clause related to additional charges to be made if any damage was caused to the AV equipment during use.

To suggest the Clerk of Broughton Gifford Parish Council use one of the meeting rooms Wiltshire Council have available within the Campus.

c) To consider purchasing additional equipment in order to access Rialtas accounting software remotely and note donation of computer to run AV equipment

The Clerk explained officers had no access to the Rialtas accounting software remotely at present; this was not installed on a laptop to retain access by more than one officer as part of the risk assessment protocols.

Councillor Patacchiola explained on talking to the Council’s IT consultant that there was a possibility in using the second-hand modem in providing remote access, however, if this did not work a new modem would cost in the region of £75.

Members confirmed they were happy with this approach.

The Clerk wished the Council to note Councillor Patacchiola had donated the small computer device to help run the AV equipment. The members thanked Councillor Patacchiola for his donation and support of the council’s IT requirements.

d) To note details of tenancy operational details (A to Z document)

Members noted the information contained within the A-to-Z document.

The Clerk explained a Campus cleaner had still not visited the offices but would keep pursuing. Currently the offices were being cleaned by the occasional life guard and officers.

e) To note budget/spend to date on office relocation project

Members noted the total spend to date on the office relocation of £7,055.72, which included items yet to be invoiced.

Councillor Pafford stated he wished to put on record his thanks for all the hard work officers had put in, on getting the Berryfield Village Hall project completed, as well as the Council offices relocated to the Campus and keeping Members fully updated on both projects.

Councillors also reiterated their thanks.

192/22 Finance:

a) To note Receipts & Payments reports for July and August.

Resolved: To note the receipts and payments for July and August.

b) To note cheque signatories/online authority for September Payments

Resolved: To note Councillors Pafford and Shea-Simonds were cheque signatories and online authority for September payments.

c) Community Infrastructure Levy (CIL). To consider projects for joint CIL sharing with Melksham Town Council

The Clerk explained that Melksham Town Council were also considering this item at their meeting tonight in order that both Council's consider projects for Community Infrastructure Levy funding sharing, prior to a meeting taking place to prioritise the schemes put forward.

It was noted that Councillor Wood had previously suggested the construction of a footpath from Berryfield along Western Way to the new Pathfinder Place School, to enable children to access it more easily, which would also help children get to Aloeric School.

Councillor Glover had also previously suggested Real Time Information be installed in bus shelters.

Resolved: To put forward Real Time Information in bus shelters and the construction of a footpath along Western Way as projects for CIL sharing with the Town Council.

d) To consider opting out of the next round of 5-year audit appointments

It was noted the advice from professional bodies was not to opt out of the next round of 5-year audit appointments, as the costs would be much higher without economies of scale.

The Clerk explained in the last round that this was looked at, some 5 years ago, not one town or parish council had opted out.

Resolved: Not to opt out of the next round of 5-year audit appointments.

e) To note receipt of £5,936.98 in Community Infrastructure Levy (CIL) funding from planning applications 20/03543 & 15/09689 and 2nd precept payment £117,842.52

Members noted receipt of £5,936.98 in CIL funding from planning applications 20/03543 & 15/09689 and the second precept payment of £117,842.52.

f) To note NALC briefing on comparative Precept levels. Parish Council precept is £235,689.05 with Band D equivalent of £84.71

Members noted the information contained in the National Association of Local Council's (NALC) briefing on comparative precept levels across the country.

193/22 Local Highway & Footpath Improvement Group (LHFIG). To consider and approve costs and priorities of recent requests submitted to LHFIG by the parish council

The Clerk explained the minutes of the last Highways & Streetscene meeting held on 26th September 2022 would be an agenda item at the next Full Council meeting for approval. However, the Council needed to approve their 50% contribution and priorities to be submitted to the Local Highways & Improvement Group (LHFIG) in a timely manner and so this Recommendation had been brought forward to this meeting:

ISSUE & ISSUE NO	COST	Melksham Without Parish Council's 50% contribution	PRIORITY
Bus Shelters – Bowood View Issue 9-22-10	Section 106 funding available		High
Berryfield Village Hall Signs Issue No: 9-2-16	(Costs to come via Area Board as under £500)		High
Falcon Way, Bus Shelter Issue No: 9-19-9	Deferred to enable discussions with land owner.		Not a priority until land ownership issues resolved.
Pony and Trap Barrier, Bowerhill Lane Issue No. 9-22-18		0	Not to proceed with this request as barriers need to be in place for safety reasons.
Halifax Road East, Bowerhill dropped kerbs Issue No. 9-22-12	£3,500	£1,750	Medium
Portal Road, Bowerhill Village Gates (one gate	£4,500-£5,000 For 2.	£1,500	Medium

between Dick Lovetts and first hangar) Issue No: 9-19-11	Following site meeting agreed only 1 was required, therefore, costs £2,250-£2,500		
Cheshire Close, Bowerhill dropped kerb Issue No: 9-22-13	£2,500	£1,250	Medium
Parking Restriction Request Fees Issue No. 9-22-16	£3,000	£750 estimated share	Low. Need other councils to agree their priorities, in order costs of advertising the legal orders can be split between the various councils in the Melksham Area Board area.
TOTAL		£5,250	

Resolved: To approve the parish council's 50% share of the costs for the above projects and priorities, to be forwarded to the Local Highways & Footpath Improvement Group (LHFIG) for consideration, with the funding to come from the £5,500 budget available for LHFIG contributions from Community Infrastructure Levy funding (CIL).

194/22 Policies/Procedures

- a) **To consider protocols with regard to invitation from Melksham Independent News for Members to take turns in contributing to an article in the paper highlighting the Council's activities**

The Clerk explained that the Melksham News had invited Members of both the parish and town council to contribute to a 300-word article in

the paper, highlighting their council's activities; called "Councillor's Corner". This would be done on an alphabetical basis with each council taking it in turns.

The Clerk had provided a list of Members with an issue date against them, as well as providing a list of possible topics Members may wish to cover, but noted Members may have their own ideas on topics they wished to cover.

The Clerk reminded Members, as the Press Officer for the Council, if she could have sight of the articles to be submitted to Melksham News, in order to check they were within Council policy guidelines.

Several Members highlighted a preference in topics they wished to cover as follows:

Councillor Wood:	Planning
Councillor Shea Simonds:	Commitment of a councillor – in terms of time, being a volunteer etc
Councillor Patacchiola:	Speedwatch and Broadband roll out

The Clerk noted Councillor Chivers would be providing the next article for Melksham News and sought a steer from Members if they wished to suggest a topic for him to cover or to ask that he come up with a topic of his own.

It was noted there were various issues relating to his ward and perhaps he may wish to cover those, such as flooding in Whitley, the assistance the parish council gives to Community Action Whitley & Shaw (CAWS), as well as the village shop campaign.

The Clerk noted Councillor Pile attended the Flood Warden meetings and therefore she may like to cover this issue. Therefore, it was suggested Councillor Chivers may like to cover the village shop campaign.

Resolved: To accept the Clerk's offer of help in assisting Members with their articles for Melksham News.

b) To consider signing up to Positive Conduct equals Positive Democracy Charter

The Clerk explained this was part of the whole Respect and Civility agenda, with quite a few campaigns both locally and nationally taking place.

Resolved: It was agreed the Parish Council sign up to the Positive Conduct equals Positive Democracy Charter.

195/22 Community projects/partnership organisations:

a) To consider options for providing support given current Cost of Living crisis

Information had been circulated to Members from both Wiltshire Wildlife Trust regarding their Keeping Warm This Winter Project, as well as Action with Communities in Rural England (ACRE) concerning the energy crisis and the impact for village halls.

The Clerk explained conversations had started to take place about what councils could do to help in the current cost of living crisis and had recently been approached by a representative of Wiltshire Wildlife Trust. Wiltshire Wildlife have picked Melksham to undertake a pilot scheme, as there are some areas of deprivation, but not necessarily in the parish.

The Clerk explained that they will be running 4 energy workshops for higher needs households to help with ideas on how to reduce energy costs and making sure residents are getting the right benefits. It is also proposed to have 4 energy café sessions to provide useful information on energy saving ideas.

A meeting had already taken place with the Community Development Officer at the Town Council, Age Friendly Melksham and Richard Rogers, Strategic Engagement and Partnership Manager, Melksham Area Board and Wiltshire Wildlife on coordinating an approach.

The Clerk explained it was proposed to hold a workshop at Shaw Village Hall after their Wednesday Friendship Group, Bowerhill Village Hall after a Community Free Dining Session, Forest Community Centre and another session at the Film Club at the Assembly Hall and one at the Meeting Place, Market Place (former Art House Café).

Discussions had taken place with the Library, as they would be a useful place to provide a central point for people to get information, as well as informing people of the various benefits available, such as pension credit. It was understood there was £1m in unclaimed pension credit in Wiltshire. Melksham News had also been asked to run an article on where people can get advice and suggestions on energy savings.

With regard to Warm Spaces, it was understood Wiltshire Council were pulling together a register of warm places where people can go.

The Clerk highlighted that if village halls were opened as a Warm Space, they needed to provide something for people to do, such as a quiz or volunteers on hand to provide refreshments and hopefully the workshops would encourage some people to volunteer to help people filling in forms, as some residents often struggled with this.

The Clerk explained with regard to the budget that the parish council will not be looking at this until January, particularly as things keep changing so quickly of late. As the parish council usually look at providing village halls grant funding in April, she suggested the parish council could consider providing some reassurance to village halls over the coming weeks on potential support in the interim period, particularly as it was understood the recent energy cap announced by the Government was for businesses and not for village halls, community centres etc.

Members stated they were happy the Clerk and staff continue their involvement in this item.

a) Melksham Community Support. To receive update following recent meeting and to note a grant application to SSEN Resilient Communities Fund for £8,361 to promote and operate a local emergency response telephone line has been successful

Members noted a grant of £8,361 had been awarded by Scottish & Southern Electricity Networks to promote and operate a local emergency response telephone line in Melksham and surrounding villages.

The Clerk explained she had applied as the Parish Council on behalf of Age Friendly Melksham who run the Melksham Community Support volunteer scheme and the Town Council in order to keep the legacy of Melksham Community Support going. Melksham Community Support had been set up during Covid and the legacy idea was that the infrastructure, database and volunteers and users could be contacted in a local Emergency triggered by the Emergency Plan.

The Clerk explained the idea was to retain the number of Melksham Community Support and provide an alternative way to retain/publish the number for those not online with a fridge magnet with the phone number on (funded via the grant) which will be delivered via the Melksham News, with a leaflet which on one side will say if you need help and the number to ring and on the other side the same number but if people wish to volunteer in an emergency.

The funding will also help with the advertising costs in the local paper, as well as the following two years, leaflet printing costs and pay for the phone number and the database (Lamplight) licence for 3 years.

The Clerk explained there had been discussion on how Melksham Community Support functions moving forward, whether it stays dormant and is only resurrected if there is an emergency and is triggered by the Emergency Plan and in the meantime if you ring the number, it provides a list of useful numbers of where to get support or places where people can get advice or support. The Clerk explained there was also a grey area about who makes the decisions about Melksham Community Support.

The Clerk asked if Members were happy she accepted the grant and that work continued on this as part of the Emergency Plan and how Melksham Community Support move forward.

Councillor Baines thanked the Clerk for her comprehensive application.

Resolved: The Clerk to accept the grant from Scottish and Southern Electricity Networks of £8,361.

b) To note response regarding broadband speeds in Berryfield from Councillor Ashley O'Neill, Cabinet Member for Governance, IT, Broadband, Digital

Following a request from a resident of Berryfield for an upgrade in broadband speeds, Wiltshire Councillor Ashley O'Neill, Cabinet Member for Governance, IT, Broadband, Digital had responded to say 'from March 2020, Ofcom had introduced a universal service obligation that where customers could not get a download speed of 10 Mbit/s they could request an upgraded connection. However, having looked at postcodes for Berryfield had noted that Berryfield received speeds of 10 Mbit/s and therefore were unable to request an upgrade via these means.

Councillor O'Neill had also stated in terms of additional provision that the majority of broadband infrastructure is funded privately, and Wiltshire Council had limited influence on these decisions. Moving forward, public funding to upgrade infrastructure will be through Project Gigabit. Under this scheme, it appears Berryfield is in a "White" area, where there are no privately funded plans and therefore public funding may come forward to enable a connection.

Councillor O'Neill stated Wiltshire Council anticipated the results of the Project Gigabit market reviews and procurement exercise in the Autumn/Winter, which would set out where investment would take place and whether Berryfield is included.

It was explained Wiltshire Council has always sought to maximise the value of public funding to the benefit of residents and have advocated this position to BDUK, who manage the programme and stated if Berryfield were not included in the main programme, there may be other opportunities to secure an upgrade connection, including through the Gigabit Voucher scheme.'

Councillor Patacchiola stated with regard to the Gigabit Voucher Scheme it came up repeatedly on Wiltshire Online, advising we are an area already covered by other schemes, but we are not eligible, and therefore keep going around in a loop whenever its mentioned.

The Clerk sought clarification from Councillor Patacchiola if a 10Mbit/s speed was good or otherwise. Councillor Patacchiola stated this speed was an eighth of the speed currently being used in the Campus.

c) Wilts & Berks Canal Trust. To note minutes and reports of Branch meeting held on 5 July & 2 August

Members noted the latest information received from the Wilts & Berks Canal Trust; including the removal of the Town Weir from the planning application for the canal route restoration from Berryfield to the Town Centre.

d) Hornchurch Road Public Open Space. To note update on works to the ditch to the rear of dwellings on Kittyhawk Close, Bowerhill (Site visit 28 Sept)

Correspondence had been received from the Drainage Engineer stating he was happy to sign off the works undertaken to the ditch to the rear of Kittyhawk Close in the public open space at Hornchurch Road.

Councillor Holder had also provided an update earlier in the meeting.

e) Realtime Information in Bus Shelters. To note update from Wiltshire Council on replacing real-time information on its bus shelters in Wiltshire

Correspondence had been received from the Bus Network Manager regarding Wiltshire Council's proposal to go out to tender to upgrade existing Real Time Information (RTI) on bus shelters, with confirmation the tender would incorporate provision for additional displays to be purchased in areas where there is currently none.

The Clerk expressed frustration as having previously requested Wiltshire Council's RTI specification, in order the parish council could install their own, which they had been unable to provide Wiltshire Council were now updating RTI in their own shelters at a cost of approximately £600,000. Therefore, clearly Wiltshire Council had a specification and were still planning on updating their system, having previously been told they were not.

The Clerk explained Melksham Town Councillor Graham Ellis was a member of Option 247, a transport group that meets regularly with Wiltshire Council and he would be raising it, as will Wiltshire Councillor Phil Alford.

f) Whitley Community Hub. To consider the principle of revisiting the listing of the Whitley Store/Spindles Shop & Cafe, Top Lane as an Asset of Community Value with Wiltshire Council

Whitley Community Hub had written to the Parish Council, having established themselves in the premises for nearly a year, stating that they felt they had a good case to request a revisit of their application for the premises to be listed as an asset of community value.

The Clerk explained that there was a report in the agenda papers from the Chair of the Shaw and Whitley Community Hub. Members had also been provided with the Decision Notice from Wiltshire Council dated August 2020, not to list these premises as an Asset of Community Value.

For those Councillors who were relatively new to the parish council, the Clerk explained the Parish Council had previously requested the former village shop on this site be listed as an asset of community value several years ago, however, they were persuaded at that time by a Ward Member that it would not be helpful to the family who ran the shop at that time and therefore the Council had decided not to pursue this request.

Subsequently, a request had been made in 2020 by Whitley Community Hub for the Parish Council to support their request for it to be listed as an Asset of Community Value. However, at the time, whilst the parish council supported the village shop venture, it did not feel the village could support a village shop, as the village had not supported the "Toast Office", which had closed just before 'lockdown' in 2020 as it was not profitable, the village had also not supported the previous village shop at the same location.

Correspondence had also been received from the three other businesses who use the building, stating they felt the building did not meet the relevant criteria to qualify for an asset of community value, as part of the building is residential and the implications this would cause, if the premises were listed as an asset of community value. They had also stated the community store is not the main use of the building.

Clarification was sought as to why Whitley Community Hub wanted the premises listed as an asset of community value.

The Clerk explained listing the building as an asset of community value only meant that if the building were put up for sale, Whitley Community Hub had 6 months to ascertain if they could buy it, including the residential part of the building.

It was noted the reasons for Wiltshire Council turning down the previous request were still valid ie inadequate on-site parking and the number of supermarkets only a 5 minutes' drive away from Whitley, meaning people will not do their main shop there. It was noted in the original Decision Notice that it had stated there was also no requirement for a Post Office, as there was one in Atworth, which was open 7 days a week and this has not changed; at the Bear Garage.

During discussion, Members hoped there was an opportunity for all the tenants of the building and the landlord to work together to find a workable solution and until that is in place any application to Wiltshire Council would be premature.

The Clerk stated as the Local Plan Review was currently underway with housing proposed for Shaw & Whitley there could be opportunities for elsewhere in the village, as part of community benefit.

It was felt, even if the Parish Council were to support the request, the reasons Wiltshire Council had turned down the original request were still valid, therefore, it was:

Resolved: To inform Whitley Community Hub, whilst the parish council support a community shop venture, that they feel a request to make 116 Top Lane an Asset of Community Value is premature and hope some agreement can be reached with the landlord without having to take the route of listing the building as an Asset of Community Value.

g) CAWS meeting. To note minutes of meeting held on 28 July 2022

Members noted the Community Action Whitley & Shaw minutes of 28th July.

h) To note a Non-Material Amendment Planning Application for the Campus has been submitted to Planning and note refurbishment works have started on Melksham House

Members noted a Non-Material Amendment planning application for the Campus had been submitted to Wiltshire Council, as well as noting the refurbishment work to Melksham House had started.

i) Age Friendly Melksham CIC. To note results of Age Friendly Community Baseline Survey 2021 – Report on findings, next steps and action planning

Members noted the information contained within the Age Friendly Melksham Community Baseline Survey 2021, which included some really useful information.

The Clerk sought the views of Members on what their thoughts were on Age Friendly Melksham and noted within the document there were discussions regarding stakeholder forums and whether the parish council wished to be involved.

It was noted there was already a Health & Wellbeing Group in Melksham, which included various health professionals and whether it was worth working with this group rather than another group duplicating work.

Members agreed they were happy to continue working with Age Friendly Melksham.

196/22 Meeting the Climate Friendly Objective:

a) To consider how the parish council moves forward with paperless agenda packs

The Clerk reminded members that at a previous meeting it had been resolved once the Council moved into the Campus, that the Council would conduct a full review of the Council's IT provision with a view to having access to agendas/papers via electronic means.

Councillor Pafford stated whilst he had asked for a paper copy of the agenda papers, as he was chairing the meeting this evening, he recognised it was inevitable the Council would have to move to providing an electronic version of the agenda/papers eventually.

Councillor Wood stated he felt having the agenda in hard copy was useful, but could print this off at home.

The Clerk explained the agenda papers were currently sent in a PDF format and also with links via Office 365 and understood Members may have difficulties if accessing the agenda papers on Office 365 at the same time in a meeting, however, using the PDF version was more user friendly.

Councillor Patacchiola explained it was useful to have a separate agenda at the meeting to follow, as well as having access to the papers electronically via PDF on which you can write notes, including handwritten notes.

Several Members felt it would be useful to have some form of training in order to navigate electronic agendas and papers more effectively.

Resolved: For the Council to move to having electronic agenda packs and to only deliver hard copies to Councillor Baines and Chivers who had previously indicated a preference for hard copies. To arrange suitable training on accessing agenda/papers electronically.

b) Planting of Jubilee Trees: To note indicative costs of trees

The Clerk stated the Council had previously agreed to plant trees to commemorate the Queen's Platinum Jubilee in November.

T W Landscapes had provided quotations for various tree species 10-12ft high of between £210-£225. Therefore, the Clerk sought a steer if Members wished to plant trees as opposed to whips.

Resolved: For the Clerk to get the permission of the landowners of the other sites previously suggested and to place this, along with the cost of planting trees on a future agenda for approval.

c) Verbal Report following Melksham Climate Fest Sunday 2 October

The Clerk explained she had attended the event which had been well supported and had collated several leaflets which could be useful for residents.

Meeting closed at 10pm

Signed:.....
Signed by the Chair, 24 October 2022

Date: 01/09/2022

Melksham without Parish Council Current Year

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Time: 11:54

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		808,803.23					808,803.23	
V2829-BACS	Banked: 08/08/2022	60.00						
V2829-BACS	Steeple Ashton	60.00			1210	210	60.00	Inv.292- Pitch hire 7th Aug 22
V2830-BACS	Banked: 08/08/2022	200.00						
V2830-BACS	FoF FC	200.00			1210	210	100.00	Inv. 288- Blanket Book-7&8 May
					1210	210	100.00	Inv.288- Blanket Book14&15 May
V2831-BACS	Banked: 08/08/2022	60.00						
V2831-BACS	Staverton Rangers	60.00			1210	210	60.00	Inv.291-Pitch hire 6th August
V2833-BACS	Banked: 19/08/2022	1,290.00						
V2833-BACS	Future of Football	1,290.00			1210	210	720.00	Inv.289 June Training sessions
					1210	210	570.00	Inv.290- July Training session
V2834-BACS	Banked: 22/08/2022	5,936.98						
V2834-BACS	Wiltshire Council	5,936.98			1420	350	4,596.36	CIL Income-20/03543-27 Beanacr
					1420	350	1,340.62	CIL-15/09689-Frogditch Farm
V2870-BACS	Banked: 23/08/2022	1.34						
V2870-BACS	John Glover (British Girlguidi	1.34			1130	110	1.34	Inv.294- Girlguiding photocopy
V2871-BACS	Banked: 30/08/2022	60.00						
V2871-BACS	Staverton Rangers	60.00			1210	210	60.00	Inv.293-Pitch hire 27th Aug 22
Total Receipts for Month		7,608.32	0.00	0.00			7,608.32	
Cashbook Totals		816,411.55	0.00	0.00			816,411.55	

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Date: 01/09/2022

Melksham without Parish Council Current Year

Page: 159

Time: 11:54

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 5

Payments for Month 5			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2022	Water 2 Business	V2825-DD	76.73			4323	320	76.73	Briansfield Allotments Water
01/08/2022	Water 2 Business	V2826-DD	108.21			4323	320	108.21	Berryfield Allotments Water
01/08/2022	Grist Environmental	V2827-DD	180.39		30.08	4770	220	150.31	Inv.P76482-B'hill Waste away
01/08/2022	Water 2 Business	V2828-DD	200.96			4322	220	200.96	Bowerhill Pavilion water usage
15/08/2022	HM Land Registry	2836-6099	12.00			4680	170	12.00	Index map search for NHP
18/08/2022	Plusnet	V2832-DD	36.60		6.10	4190	120	30.50	Inv.9037-Line rental & Broadba
22/08/2022	Sirus Telecom	V2835-DD	242.29		40.38	4190	120	201.91	Inv.62324-Office phone charges
23/08/2022	Eon	V2868-DD	123.18		5.87	4302	220	117.31	Inv.0013-Pavilion Electricity
26/08/2022	Unity Bank	V2867-6098	400,000.00					400,000.00	CHQ Transfer to top up Unity B
Total Payments for Month			400,980.36	0.00	82.43			400,897.93	
Balance Carried Fwd			415,431.19						
Cashbook Totals			<u>816,411.55</u>	<u>0.00</u>	<u>82.43</u>			<u>816,329.12</u>	

Date: 02/08/2022

Melksham without Parish Council Current Year

Page: 158

Time: 14:59

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 4

Receipts for Month 4			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		807,456.57					807,456.57	
V2809-BS13	Banked: 01/07/2022	30.00						
V2809-BS13	Allotment Holder	30.00			1320	310	30.00	Relet plot 13 on Briansfield
V2810-FOF	Banked: 01/07/2022	1,050.00						
V2810-FOF	Future of Football	1,050.00			1210	210	1,050.00	Inv.287- May training and camp
V2811-DEPO	Banked: 08/07/2022	50.00						
V2811-DEPO	Steeple Ashton FC	50.00			550		50.00	Refundable deposit
V2812-MTC	Banked: 12/07/2022	500.00						
V2812-MTC	Melksham Town Council	500.00			1480	170	500.00	Inv.274- NHP Support-Plan appe
V2813-VAT	Banked: 13/07/2022	1,104.76						
V2813-VAT	HM Revenue & Customs	1,104.76			105		1,104.76	VAT Refund-1.6.22-30.6.22
V2815-DEPO	Banked: 19/07/2022	50.00						
V2815-DEPO	Staverton Rangers FC	50.00			550		50.00	Refundable deposit
V2816-BS16	Banked: 20/07/2022	30.00						
V2816-BS16	Allotment Holder	30.00			1320	310	30.00	Relet- Briansfield plot 16 ren
Total Receipts for Month		2,814.76	0.00	0.00			2,814.76	
Cashbook Totals		810,271.33	0.00	0.00			810,271.33	

Continued on Page 159

Date: 02/08/2022

Melksham without Parish Council Current Year

Page: 159

Time: 14:59

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 4

Payments for Month 4			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2022	Grist Environmental	V2808-DD	122.24		20.38	4770	220	101.86	Inv.P71354-B'hill Waste away
04/07/2022	Royal Mail	V2782-6093	216.00			4352	120	216.00	3 month post redirect
18/07/2022	SSE	V2814-DD	712.65		33.93	4312	220	678.72	In.0001-Pav gas- 26 Feb-18 May
21/07/2022	Eon	V2817-DD	125.88		5.99	4302	220	119.89	In.0012-Pavilion electricity
21/07/2022	Sirus Telecom	V2818-DD	242.33		40.39	4190	120	201.94	Inv.61735-Office phone charges
22/07/2022	HM Land Registry	V2819-6094	14.00			4250	120	14.00	Land search for SHELAA 3742
22/07/2022	HM Land Registry	V2820-6095	14.00			4250	120	14.00	Land search SHELAA 1024
22/07/2022	HM Land Registry	V2821-6096	14.00			4250	120	14.00	Land search SHELAA 3743
22/07/2022	HM Land Registry	V2822-6097	7.00			4250	120	7.00	Land search SHELAA 3744
Total Payments for Month			1,468.10	0.00	100.69			1,367.41	
Balance Carried Fwd			808,803.23						
Cashbook Totals			810,271.33	0.00	100.69			810,170.64	

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		223,249.16					223,249.16	
V2869-25	Banked:23/08/2022	42.00						
V2869-25	HM Land Registry	42.00			4250	120	42.00	Reimburse for Land search fees
Banked:26/08/2022		400,000.00						
V2867-6098	Current Account & Instant Acc	400,000.00			200		400,000.00	CHQ Transfer to top up Unity B
Total Receipts for Month		400,042.00	0.00	0.00			400,042.00	
Cashbook Totals		<u>623,291.16</u>	<u>0.00</u>	<u>0.00</u>			<u>623,291.16</u>	

Continued on Page 143

Payments for Month 5				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2022	Teresa Strange	V2838-S/O	5.30		0.88	4190	120	4.42	Inv.227-Out of hours phone rei
03/08/2022	Rigg Construction	V2823A-BAC	150,000.00		25,000.00	4582	142	125,000.00	Inv.698000709222- BYF V Hall b
03/08/2022	Wansbroughs	V2824-BACS	1,460.00		240.00	4390	120	1,220.00	Inv.145479-Fees for Campus Lea
05/08/2022	Rigg Construction	V2823B-BAC	15,318.13		2,553.02	4582	142	12,765.11	Inv.698000709222-BYF V H Build
16/08/2022	Unity Trust Bank	V2837-BACS	977.46		122.68	4352	120	299.85	Rental Crates for office move
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	3.00	Land Registry Search for NHP
						4680	170	3.00	Land Registry Search for NHP
						4680	170	3.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	3.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	3.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	4.75	NHP Letters to landowner posta
						4680	170	10.90	NHP Letters to Landowner post

Continued on Page 144

Payments for Month 5

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>
						4120	120	20.00	Highways and Planning agenda p
						4680	170	3.00	Land Registry Search for NHP
						4680	170	3.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4680	170	6.00	Land Registry Search for NHP
						4351	120	141.78	Cables for Campus IT Equipment
						4150	120	8.55	Replacement keys for cupboards
						4490	142	24.66	Graffiti Remover x2
						4250	120	3.00	Land Registry Search for NHP
						4175	120	68.40	Office 365 Subscription
						4352	120	-11.76	Refund for IT screen protector
						4250	120	6.00	Land Registry Search for NHP
						4250	120	6.00	Land Registry Search for NHP
						4250	120	6.00	Land Registry Search for NHP
						4250	120	3.00	Land Registry Search for NHP
						4250	120	6.00	Land Registry Search for NHP
						4250	120	3.00	Land Registry Search for NHP
						4120	120	6.60	Full Council agenda packs
						4120	120	33.00	Full Council Agenda packs
						4175	120	1.00	Web hosting MWPC Website
						4175	120	35.00	MWPC SSL Certificate-Website
						4120	120	7.25	Notices and posters
						4200	120	11.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
						4150	120	19.74	Cable trunking for office desk
						4150	120	14.07	A3 Paper
26/08/2022	Agilico	V2839-BACS	327.66		54.61	4130	120	273.05	Inv.465- Office photocopying
26/08/2022	Agilico	V2840-BACS	351.96		58.66	4130	120	293.30	Inv.387-Office photocopying
26/08/2022	Community Heartbeat Trust	V2841-BACS	907.20		151.20	1190	142	756.00	Inv.13296- Annual Support
26/08/2022	Elan City	V2842-BACS	2,755.34		459.22	4540	142	2,296.12	New Speed Indicator device

Continued on Page 145

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
26/08/2022	Whitley Reading Rooms	V2844-BACS	158.12		26.35	4560	142	131.77	CAWS CEG Broadband & Line rent
26/08/2022	Aquasafe Environmental Ltd	V2845-BACS	1,062.00		177.00	4212	220	115.00	Inv.220802-Aug PPM Visit
						4212	220	375.00	Pavilion Legionella Risk asses
						4212	220	395.00	Pavilion Clean & Chlorination
26/08/2022	Arien Signs and Graphics	V2846-BACS	752.40		125.40	4590	142	627.00	7840-New noticeboard
									BYF V Hal
26/08/2022	Jens Cleaning	V2847-BACS	159.00			4381	220	159.00	1065-Pavilion cleaning-May/Ju
26/08/2022	JH Jones & Sons	V2848-BACS	264.00		44.00	4490	142	220.00	Inv.2959-Carson R'about grass
26/08/2022	JH Jones & Sons	V2849-BACS	504.00		84.00	4590	142	420.00	Inv.2978-Noticeboard installat
26/08/2022	JH Jones & Sons	V2850-BACS	1,604.65		267.44	4402	320	60.15	Inv.2960-Allotment grass cutti
						4400	142	221.90	Inv.2960-Play Area grass cutti
						4780	142	52.50	Inv.2960-Play Area bin emptyin
						4781	220	79.58	Inv.2960-JSF Bin emptying
						4401	220	692.17	Inv.2960-JSF Grass cutting
						4400	142	34.66	Inv.2960-Kestrel Shrub Mainten
						4409	142	163.33	Inv.2960-Hornchurch grass cutt
						4820	142	32.92	Inv.2960-SHF Grass cutting
						347	0	-32.92	Inv.2960-SHF Grass cutting
						6000	142	32.92	Inv.2960-SHF Grass cutting
26/08/2022	Wansbroughs Solicitors	V2851-BACS	25.00			4390	120	25.00	Land Registry search fee
26/08/2022	JH Jones & Sons	V2852-BACS	630.00		105.00	4405	220	525.00	Inv.2489-BSF Hedge cut
26/08/2022	Radcliffe Fire Protection Ltd	V2853-BACS	216.00		36.00	4212	220	180.00	BSF Fire risk assessment
26/08/2022	HM Revenue & Customs	V2854-BACS	2,140.36			4041	130	723.37	Period 5- August 2022
						4000	130	404.00	Period 5- August 2022-T
						4000	130	295.92	Period 5- August 2022-NI
						4020	130	165.40	Period 5- August 2022-T
						4020	130	124.98	Period 5- August 2022-NI
						4010	130	131.00	Period 5- August 2022-T
						4010	130	100.69	Period 5- August 2022-NI
						4460	142	151.20	Period 5- August 2022-T
						4800	320	11.40	Period 5- August 2022-T
						4070	120	32.40	Period 5- August 2022-T
26/08/2022	Wiltshire Pension Fund	V2855-BACS	1,757.69			4045	130	1,324.05	Period 5- August 2022
						4000	130	213.29	Period 5- August 2022
						4020	130	115.49	Period 5- August 2022
						4010	130	104.86	Period 5- August 2022
26/08/2022	Wiltshire Council	V2856-BACS	1,733.57			4270	140	1,733.57	Office rent-1.8.22-30.9.22
26/08/2022	Teresa Strange	V2857-BACS			2.24	4000	130		August 2022 Salary
						4390	120	5.00	Statutory declaration Campus I

Continued on Page 146

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4150	120	77.58	Envelopes
						4352	120	55.00	Mugs & Cutlery for office
						4352	120	1.92	Teatowels for office
						4352	120	8.00	Plastic storage boxes
						4120	120	55.15	Purchase of stamps
						4351	120	59.98	2x TV Wall Mount brackets
						4351	120	-183.32	REFUND- TV Wall brackets
26/08/2022	Lorraine McRandle	V2858-BACS				4020	130		August 2022 Salary
						4352	120	7.50	Kitchen items for office/meeti
						4120	120	14.35	Postage for planning agenda pa
26/08/2022	Marianne Rossi	V2859-BACS				4010	130		August 2022 Salary
						4352	120	3.00	Washing up bowl-For kitchen
						4370	120	3.00	Dishwasher tablets
						4250	120	42.00	Land Registry Search NHP-Town
						4120	120	5.05	Postage-S106 Side agreement
26/08/2022	Terry Cole	V2860-BACS				4460	142		August 2022 Salary
						4050	142	47.50	August 2022 Travel Allowance
						4051	142	41.85	Mileage x93 miles
26/08/2022	David Cole	V2861-BACS				4800	320		August 2022 Salary
26/08/2022	John Glover	V2862-BACS	49.20			4070	120	49.20	August 2022 Chairs Allowance
30/08/2022	Radcliffe Fire Protection Ltd	V2863-BACS	300.00		50.00	4582	142	250.00	6671-BYF V Hall Fire risk asse
30/08/2022	Office Right Business Solution	V2864-BACS	306.00		51.00	4351	120	255.00	Inv.95877-Bisley Filing cabine
30/08/2022	Office Right Business Solution	V2865-BACS	1,032.00		172.00	4352	120	500.00	Office move
						4351	120	40.00	2x Whiteboards
						4351	120	320.00	4x pop up data power points
30/08/2022	Custodes Ltd	V2866-BACS	318.00		53.00	4351	120	100.00	Inv.02051-UniFi UDM Pro
						4351	120	145.00	Inv.02051-UniFi 16W PoE Switch
						4351	120	20.00	Inv.02051-2x UniFi AP
31/08/2022	Teresa Strange	V2872-S/O	5.30		0.88	4190	120	4.42	Reimburse Aug out of hour phon
Total Payments for Month			191,394.26	0.00	29,834.58			161,559.68	
Balance Carried Fwd			431,896.90						
Cashbook Totals			623,291.16	0.00	29,834.58			593,456.58	

Total Salaries August 2022

£6,028.12

Receipts for Month 4

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 :		394,978.66					394,978.66	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>394,978.66</u>	<u>0.00</u>	<u>0.00</u>			<u>394,978.66</u>	

Continued on Page 143

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/07/2022	Rigg Construction	V2781A	150,000.00		25,000.00	4582	142	125,000.00	Inv.079 part-Certifivate 6 BYF
06/07/2022	Rigg Construction	V2781B	295.48		49.25	4582	142	246.23	Inv.079- Part Certifiate 6 BYF
18/07/2022	Unity Trust Bank	V2807-DD	275.47		34.55	4120	120	6.15	Planning agenda postage
						4120	120	3.95	Full Council agenda packs
						4120	120	39.50	Full Council agenda packs
						4175	120	68.40	Office 365 subscription
						4680	170	61.88	Postage and subscriptions
						4200	120	11.99	Online meeting subscription
						4120	120	2.65	Planning agenda packs
						4120	120	5.30	Planning agenda packs
						4120	120	7.60	Notices and Posters
						4190	120	30.50	New Campus phone line
						4140	120	3.00	Monthly fee
26/07/2022	Martin Pickard	V2783-BACS	1,200.00			4582	142	1,200.00	Inv.475/04-QS Services BYF V H
26/07/2022	JH Jones & Sons	V2784-BACS	264.00		44.00	4490	142	220.00	Inv.2905-June Carson R/about
26/07/2022	JH Jones & Sons	V2785-BACS	1,604.65		267.44	4402	320	60.15	Inv.2900-Allotment Grass cut
						4400	142	221.90	Inv.2900-Play area grass cut
						4780	142	52.50	Inv.2900-Play area bin empty
						4781	220	79.58	Inv.2900-JSF Bin emptying
						4401	220	692.17	Inv.2900-JSF Grass cutting
						4400	142	34.66	Inv.2900-Kestrel Shrub Mainten
						4409	142	163.33	Inv.2900-Hornchurch Grass
						4820	142	32.92	Inv.2900-SHF Grass cut
						347	0	-32.92	Inv.2900-SHF Grass cut
						6000	142	32.92	Inv.2900-SHF Grass cut
26/07/2022	Cardinus Risk Management	V2786-BACS	156.00		26.00	4490	142	130.00	Inv.28S1-Shaw Village Hall
26/07/2022	Office Right Business Solution	V2787-BAC	90.97		15.16	4352	120	75.81	Inv.95541-Data destruction bag
26/07/2022	Office Right Business Solution	V2788-BACS	95.95		15.99	4150	120	79.96	Inv.95527-A4 Copier paper
26/07/2022	Whitley Reading Rooms	V2789-BACS	105.60		17.60	4560	142	88.00	Broadband & Line rental CAWS C
26/07/2022	Tollgate Security Ltd	V2790-BACS	42.00		7.00	4721	220	35.00	Inv.49368-New pav alarm codes
26/07/2022	Aquasafe Environmental Ltd	V2791-BACS	348.00		58.00	4212	220	290.00	In.220604-June PPM visit & TMV
26/07/2022	Complete Weed Control	V2792-BACS	1,660.80		276.80	4500	142	1,384.00	Inv.573-Spring weedspray
26/07/2022	HM Revenue & Customs	V2793-BACS	2,131.26			4041	130	716.09	Period 4- July 2022
						4000	130	388.00	Period 4- July 2022-T
						4000	130	284.65	Period 4- July 2022-NI
						4020	130	157.60	Period 4- July 2022-T
						4020	130	119.37	Period 4- July 2022-NI
						4010	130	145.80	Period 4- July 2022-T

Continued on Page 144

Payments for Month 4				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4010	130	111.15	Period 4- July 2022-NI
						4460	142	151.20	Period 4- July 2022-T
						4800	320	24.60	Period 4- July 2022-T
						4070	120	32.80	Period 4- July 2022-T
26/07/2022	Wiltshire Pension Fund	V2794-BACS	1,745.25			4045	130	1,315.01	Period 4- July 2022
						4000	130	207.76	Period 4- July 2022
						4020	130	113.04	Period 4- July 2022
26/07/2022	CPRE	V2801-BACS	36.00			4010	130	109.44	Period 4- July 2022
26/07/2022	John Glover	V2800-BACS	48.80			4650	170	36.00	Annual membership
						4070	120	48.80	July 2022 Chairmans Allowance
27/07/2022	Teresa Strange	V2803-BACS	3,126.78		521.12	4351	120	1,831.67	2x Samsung TV Screens
						4351	120	183.32	2x Tv brackets
						4351	120	207.50	Beko Dishwasher
						4351	120	274.17	Bosch Fridge
						4175	120	109.00	Gov.uk registration
28/07/2022	Best4Systems	V2802-BACS	1,020.00		170.00	4351	120	800.00	Jabra Pancast 50 conference ba
						4351	120	50.00	Jabra PanCast 50 remote contro
28/07/2022	Teresa Strange	V2795-BACS	████████			4000	130	████████	July 2022 Salary
						4048	130	27.00	Mileage x60 miles
						4120	120	30.40	First Class Stamps
28/07/2022	Lorraine McRandle	V2796-BACS	████████			4020	130	████████	July 2022 Salary
28/07/2022	Marianne Rossi	V2797-BACS	████████			4010	130	████████	July 2022 Salary
28/07/2022	Terry Cole	V2798-BACS	████████			4460	142	████████	July 2022 Salary
						4050	142	47.50	July Travel Allowance
						4051	142	34.20	Mileage X76 miles
28/07/2022	David Cole	V2799-BACS	████████			4800	320	████████	Salary July 2022
						4051	142	6.75	Mileage X15
28/07/2022	Essanet (Broadband Buyer)	V2804-BACS	206.16		34.36	4351	120	171.80	Inv.1228150- Doorbell intercom
28/07/2022	BTA Architects	V2805-BACS	480.00		80.00	4582	142	400.00	Inv.2179- Architect Services
28/07/2022	Best 4 Systems	V2806-BACS	600.00		100.00	4351	120	500.00	Yealink IP Phones
Total Payments for Month			171,729.50	0.00	26,717.27			145,012.23	
Balance Carried Fwd			223,249.16						
Cashbook Totals			394,978.66	0.00	26,717.27			368,261.39	

Total Salaries
for July 22

£6,050.48

Receipts for Month 5

Nominal Ledger Analysis

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

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Date: 01/09/2022

Melksham without Parish Council Current Year

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Time: 11:55

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 5

Payments for Month 5

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	

Receipts for Month 4

Nominal Ledger Analysis

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

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Date: 02/08/2022

Melksham without Parish Council Current Year

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Time: 15:00

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

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